HOW TO: COMPLETE THE SCHOOL COMMITMENT FORM

1. Log into your EmpowerXChange Portal
   - Log in to your EmpowerXChange portal by visiting https://app.empowerillinois.org/sign-in. Instructions for how to claim your account can be found here. If you do not have access to EmpowerXChange, please email scholars@empowerillinois.org.

2. Once you are logged in, click "School Forms."

3. Once in School Forms, click the "School Commitment Forms" tab.
4. Click "Get Started." You will see all students who are in Award Confirmed status. Click "Get Started."

5. Verify Enrollment

- For each student, you will need to verify enrollment by checking the “Enrolled” check box and complete the tuition and fees for each student. You can use the scroll bars on the bottom and to the right of the School Commitment Form to see more columns and students.
6. Once you complete all necessary tuition and fees, scroll to the far right and click "Submit." You will need to click "Submit" for each student.

**Cost Descriptions:**

- **Field Trips:** Charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extracurricular activity.
- **Required Supplies:** Charges for supplies required for a particular class.
- **Uniforms:** Uniform costs should only be included if they are paid for by the school directly. No reimbursements will be made to parent for uniform or any other costs.
- **Other costs:** Any other fee that the qualified school charges as a prerequisite for participation in curricular or extracurricular programs.
- **ELL Costs:** English-Language learners (ELL) means (1) all children in grades pre-K through 12 who were not born in the United States, whose native tongue is a language other than English, and who are incapable of performing ordinary classwork in English; and (2) all children in grades pre-K through 12 who were born in the United States of parents possessing no or limited English-speaking ability and who are incapable of performing ordinary classwork in English.
- **Gifted Costs:** These are children and youth with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared with other children and youth of their age, experience, and environment. A child shall be considered gifted and talented in any area of aptitude, and, specifically, in language arts and mathematics, by scoring in the top 5% locally in that area of aptitude.
- **IDEA Costs:** Student with intellectual disabilities, hearing impairments (including deafness), speech or language impairments, visual impairments (including blindness), serious emotional disturbance (referred to in this chapter as "emotional disturbance"), orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities with a current IEP.
- **Testing Fees:** In Spring 2020, the testing fees per student are as follows: $24 for Illinois Assessment of Readiness (grades 3 - 8), $17 for PSAT (grades 9 - 10), and $64.50 for SAT w/essay (grade 11).
- **Total Tuition and Fees:** This amount is the sum of the provided fees for this student. Fees should be zero if the student is not enrolled, has accepted another SGO, or is currently in Pre-K, as they are not eligible for a TCS scholarship.

If you have any questions regarding the School Commitment Forms, please email schools@empowerillinois.com or contact us at 800-616-7606.