



# HOW TO: COMPLETE THE SCHOOL PARTICIPATION AGREEMENT

1. Login to your EmpowerXChange school portal [here](#).

**Sign In**

Email

Password

[Sign In](#) [Forgot Password?](#)

2. Your school's School Participation Agreement (SPA) is listed under the School Forms tab, which is located directly below the Dashboard.

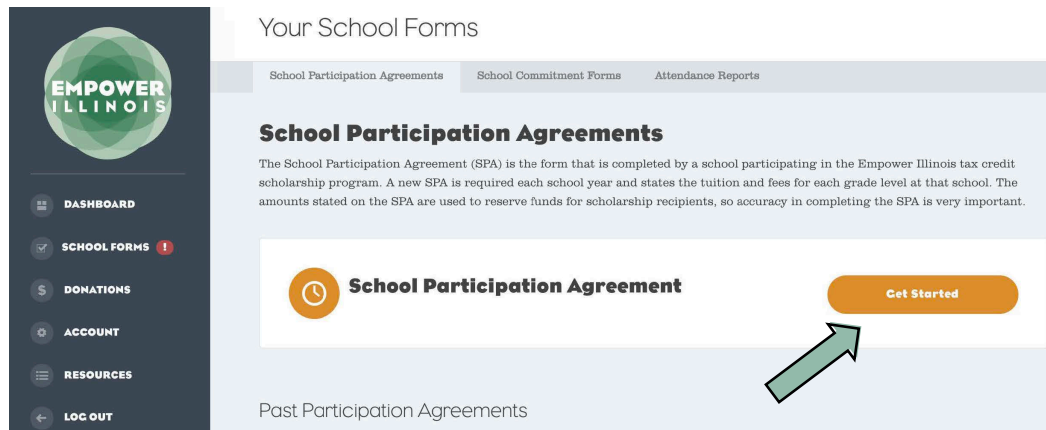
School Portal for Empower Illinois Test School 2020-21

Available Designated Balance	Total Funds Reserved
\$29,830.00	\$17,187.00

Students on Waiting List	Conditional Award Students	Award Confirmed Students	Funding Confirmed Students
43	3	1	0

List of Students

3. When you click on "School Forms" you will be taken directly to the School Participation Agreement section. Click "Get Started" to begin to complete your School Participation Agreement.



4. On the first page of the SPA, you will fill out information about your start and end dates, mailing address, and what grades you serve. Click "Continue" to move to the next step.

**School Participation Agreement**

1 School Profile 2 Tuition & Fees 3 Certification

Part I - School Profile

**School Name**  
Alphonse Academy & Center for Arts

**ISBE Recognition Code (RCDT)**  
15016441X10

**School Start Date**  
08/26/2021

**School End Date**  
06/12/2022

**Physical Address**

**Address**  
1439 W Wellington Ave

**Address Line 2**

**City**  
Chicago

**State**  
Illinois

**Zip Code**  
60657

**Mailing Address**

**Address**

**Address Line 2**

**City**

**State**  
Select

**Zip Code**

**School Profile**

Please include the first and last name of the person completing this form.

**First Name**  
Dimple

**Last Name**  
Fahry

**General Email**

**Phone Number**  
(773) 345-4529

**General Details**

**Select All Grades Served By Alphonse Academy & Center for Arts**

☐ Pre-K ☒ Kindergarten ☒ 1st Grade ☒ 2nd Grade ☒ 3rd Grade ☒ 4th Grade ☒ 5th Grade ☒ 6th Grade ☒ 7th Grade ☒ 8th Grade ☒ 9th Grade ☒ 10th Grade ☒ 11th Grade ☒ 12th Grade

**Other Services**

Please check the boxes below if you offer one or more of the following:

☐ Program for English Language Learners (ELL) ☐ Program for Gifted Students ☐ Program for Students with an Individualized Education Plan (IEP)

**Religious Affiliation (if any)**  
Select

**# Days in Session**

**Total Students**

**Continue**

5. Read the agreement, check the "I understand" box, and click "Submit" to move on to the second page of the SPA.

**School Participation Agreement**

1 School Profile 2 Tuition & Fees 3 Certification

Part 1.5 - Agreement

In the next section, you will be asked to enter the tuition and fees for each grade for the 2022 - 2023 school year. This form must be completed accurately so that the proper funds can be reserved for each scholarship.

☒ I understand

**Submit**

6. On the second page of the SPA, you will complete the tuition and fees for each of the grades available at your school. If you are missing a grade that you serve on this page, please go back to step 1 and ensure the checkbox next to the grade is selected.

Tuition and Fees can include costs charged to all school families as part of your school's stated cost. Costs covered by the tax credit scholarship must be associated with the cost to educate a student, such as, Tuition, Books, Required Supplies, Uniforms, Other Fees (for extra-curricular activities) and Testing. Any fees related to registration/enrollment/graduation one-time fees, refundable deposits, or fees otherwise related to the operation of the educational institution cannot be included and are the responsibility of the parent/custodian/guardian.

To opt your school into partial scholarships, click the "Partial Scholarships Opt-in" button on the top right side of the page. Otherwise, click "Continue" at the bottom of the page.

**School Participation Agreement**

1 School Profile 2 Tuition & Fees 3 Certification

Part 2 - Tuition and Fees

Enter a tuition and fee amount for every grade at your school. The amounts indicated on this form will be used to reserve the appropriate funds for Empower Illinois scholarships, therefore the form must be completed accurately.

**Partial Scholarships Opt-in**

	Tuition	Books	Field Trips	Required Supplies	Uniforms	Other Costs	ELL Costs	Gifted Costs	IDEA Costs	Testing Fees	Total Tuition & Fees
Kindergarten	\$ 6471	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 420	\$ 918	\$ 315	N/A	\$8124
1st Grade	\$ 4481	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 509	\$ 435	\$ 970	N/A	\$6395
2nd Grade	\$ 7383	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 930	\$ 809	\$ 654	N/A	\$9916
3rd Grade	\$ 4532	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 867	\$ 413	\$ 122	\$ 0	\$5934
4th Grade	\$ 7872	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 271	\$ 43	\$ 871	\$ 0	\$8857
5th Grade	\$ 4744	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 490	\$ 356	\$ 170	\$ 0	\$5760
6th Grade	\$ 7994	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 814	\$ 793	\$ 351	\$ 0	\$9938
7th Grade	\$ 6555	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 706	\$ 317	\$ 643	\$ 0	\$8221
8th Grade	\$ 6276	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 667	\$ 356	\$ 302	\$ 0	\$7601
9th Grade	\$ 7860	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 214	\$ 691	\$ 653	\$ 0	\$9418
10th Grade	\$ 7131	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 432	\$ 363	\$ 338	\$ 0	\$8234
11th Grade	\$ 6748	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 385	\$ 215	\$ 549	\$ 0	\$8101
12th Grade	\$ 4082	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 165	\$ 404	\$ 567	N/A	\$5228

**Continue**

If you are opting into partial scholarships, indicate the award percentages you want to assign to students with 75% and 50% scholarship eligibility and click, "Submit."

### Partial Scholarships: Opt-In



☒ By opting in to partial scholarships, I am indicating the below percentages be applied to applicable student award calculations

Enter the max award percentage for each eligibility tier that such students should receive (in whole numbers)

For students with 75% eligibility

70


For students with 50% eligibility

45

Submit





7. The final page of the SPA is the verification step, which explains the school's responsibilities to participate in the *Invest in Kids Act* with Empower Illinois. Once you submit on this page, you have completed the SPA!




- DASHBOARD
- SCHOOL FORMS 1
- DONATIONS
- ACCOUNT
- RESOURCES
- LOG OUT

### School Participation Agreement

School Profile

Tuition & Fees

3 Certification

#### Part 3 - Certification

By clicking submit below, I acknowledge and certify the following:

- This school is a non-public school located in Illinois and is officially recognized by the Illinois State Board of Education pursuant to the Illinois School Code Section 2-3.850.
- This school will be academically accountable to the custodian for meeting the educational needs of the student by:
  - Providing to the custodian an annual, written explanation of the student's progress; and
  - Beginning with the 2019-2020 school year, the school will annually administer, at no cost to the Custodian of the student, an assessment required by Section 50(2)(f) of the Invest in Kids Act and provide the results to the parents or legal guardian of the student.
- This school will submit to Empower Illinois all documentation required by the Invest in Kids Act and the Illinois Department of Revenue regulations promulgated thereunder for student participation, including necessary costs and fees.
- This school may only charge a family the difference between the scholarship amount and the tuition and fees, as set forth on the School Participation Agreement, if the scholarship amount is less than the tuition and fees at the time that the scholarship is awarded to the family.
- This school agrees to abide by all applicable legal requirements, including in particular those under the [Empower Illinois Online Privacy Policy](#) with respect to its use of data or other information obtained from Empower Illinois pursuant to this Agreement.
- This school agrees not to use any data or other information acquired from Empower Illinois pursuant to this Agreement for any purpose or use other than to administer scholarship programs pursuant to the Illinois Invest in Kids Act. In particular, but not by way of limitation, this School shall not use any data received from Empower Illinois pursuant to this Agreement for fundraising, marketing or any commercial purpose or for any purpose that would result in harm or other detriment to the person, rights, or interests of any scholarship recipient or applicant or Empower Illinois.
- This school will not share, publish, or otherwise release any data received from Empower Illinois pursuant to this Agreement to a third party without prior written consent from Empower Illinois.
- This school acknowledges that Empower Illinois may share the school's data including applicant and donor information with the school system it belongs to in accordance with the Empower Illinois Data Sharing Agreement.
- This school confirms that the tuition and fees entered on the previous page are the customary charges for:
  - Instruction and use of facilities in general and
  - The additional fixed fees charged for specified purposes that are required generally of non-scholarship recipients

☒ By checking this box, I confirm that all the information submitted is correct and I agree to the terms listed above.

Submit