Academic Enhancement Plan

**Important Notation:** Parents will submit items to be purchased as part of the Academic Enhancement Plan (AEP) description.

Our 1st priority for payment consideration is **Academics**. Sports and Social opportunities are secondary and will only be considered if we have an indication of excellent academic performance.

Checks will be issued to parents and/or vendors. If a check is issued to parents and/or guardians - a W-9 is required to be on file. Receipts are required for all purchases made by parents and/or guardians. If receipts are not received for purchases, no additional grant money will be funded and a 1099 will be issued and filed with the IRS as additional family income.

**We only approve 50% of funding per semester.**

* K-8 scholars: $700/year per scholar. Up to $350.00 can be requested each semester.
* High School scholars: $1100/year per scholar. Up to $550.00 can be requested each semester.

*If you do not spend all the grant money allocated during the 2020-2021 school year, it does not roll-over to the next school year.*

How to Request Funds

Go to Parents Tab, then Resources on the website, [www.parentschallenge.org](http://www.parentschallenge.org).

Step 1: W-9 – must be completed, signed and returned to our office before any funding will be released

Step 2: Complete Academic Enhancement Plan. Two considerations are provided:

 **Reimbursement:**

* Items that have been purchased and fall within the guidelines of Parents Challenge. Receipts must be provided for the purchases. After review of the AEP, the Parents Challenge staff will send an email confirming the amount of the request.

 **Advancement:**

* Funding is being requested prior to purchase. After review of the AEP, the Parents Challenge staff will send an email confirming the amount of the request. Receipts must be received within 30 days of receipt of check. The form is on the website under Parents Tab, then Resources.

Step 3: AEP approval and distribution of checks. All requests must be received by the 10th of the month. If received after this timeframe, the AEP request will be prepared during the next month. ***For example: To receive a check on September 15th, Timeline: September 10th. No checks will be issued May, June and July.***

Special Notation – Private School Families

If you want to utilize any of your tuition funds toward technology needs, summer school and/or curriculum needs, please make a request utilizing the AEP. We will then inform the school the amount of decreased funding they will receive toward tuition. You will be required to submit the appropriate receipts based on this request.