



SCHOOL PARTICIPATION AGREEMENT

STEP-BY-STEP INSTRUCTIONS

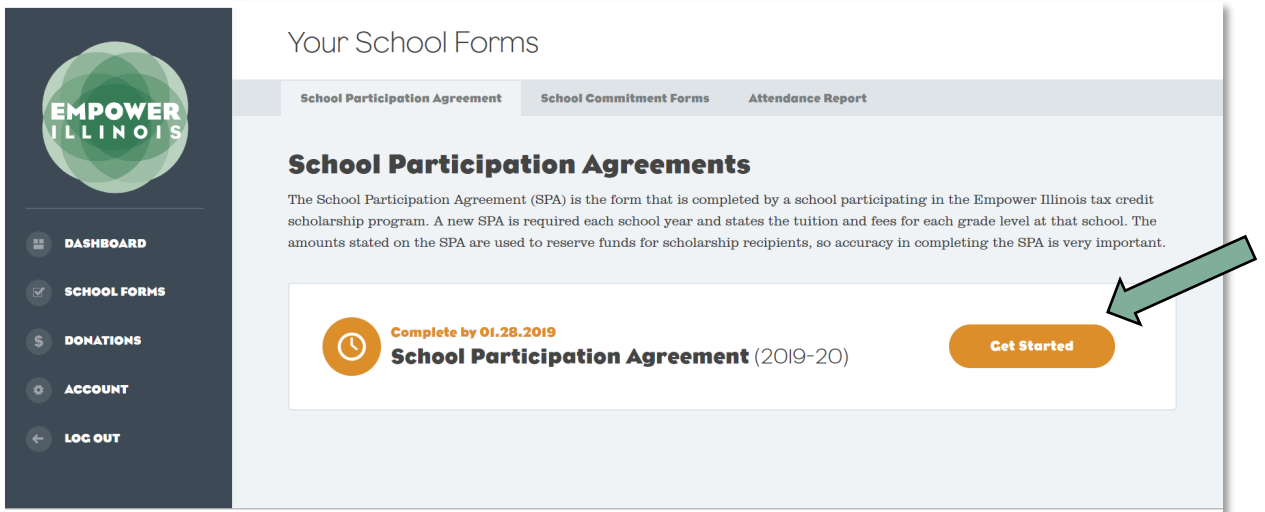
1. Login to your EmpowerXChange school portal [here](#).

A screenshot of the "Sign In" page. On the left is a green vertical bar with the Empower Illinois logo. To the right, the page has a white background with the heading "Sign In". Below the heading are two input fields: "Email" and "Password". At the bottom left is a green "Sign In" button, and at the bottom right is a link for "Forgot Password?".

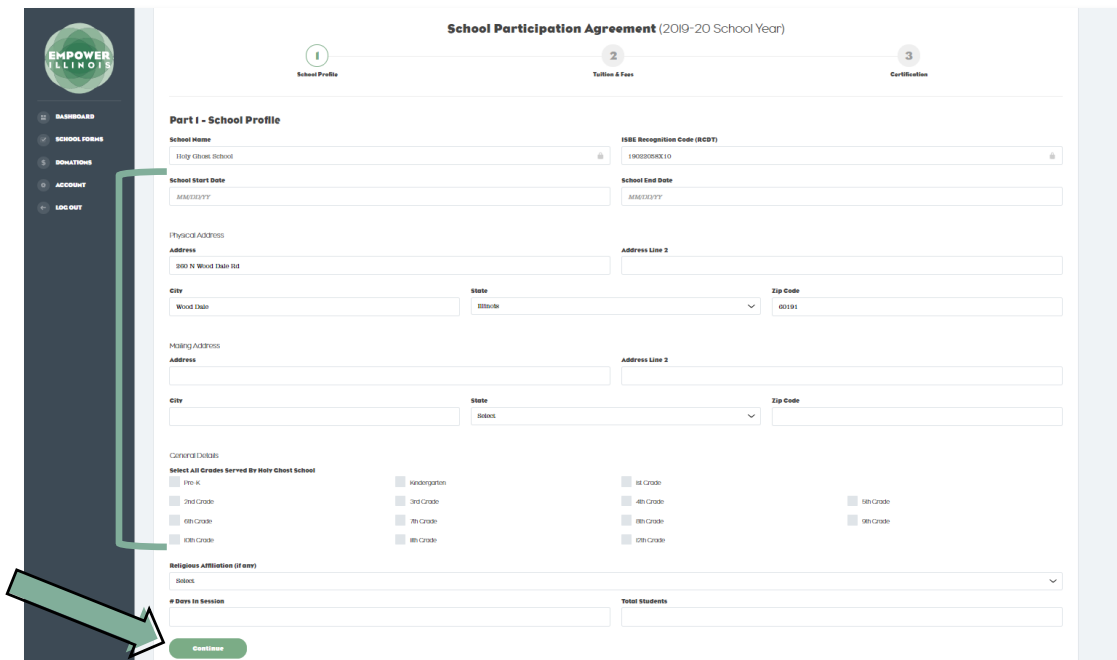
2. Your school's School Participation Agreement (SPA) is listed under the School Forms tab, which is located directly below the Dashboard.

A screenshot of the "Your School Forms" page. On the left is a dark blue sidebar with the Empower Illinois logo at the top and a list of menu items: "DASHBOARD", "SCHOOL FORMS", "DONATIONS", "ACCOUNT", and "LOG OUT". A green arrow points to the "SCHOOL FORMS" item. The main content area has a light blue background and is titled "Your School Forms". It features three tabs: "School Participation Agreement", "School Commitment Forms", and "Attendance Report". The "School Participation Agreement" tab is active. Below the tabs is a section titled "School Participation Agreements" with a brief description. At the bottom, there is a white box containing a clock icon, the text "Complete by 01.28.2019", "School Participation Agreement (2019-20)", and an orange "Get Started" button.

- 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.



- 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.



5. On the second page of the SPA, you will complete the tuition and fees for each of the grades available at your school. Click "Continue" to move to the next step.

Your School Forms

School Participation Agreement School Commitment Forms Attendance Report

School Participation Agreement (2019-20 School Year)

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. The last date to make changes to this form is **January 28, 2019**.

	Tuition	Books	Field Trips	Uniforms	Required Supplies	Other	ELL	IEP	Gifted	Total Tuition & Fees
2nd Grade	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$0
6th Grade	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$0
10th Grade	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$0

Continue

6. 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 for the 2019-2020 school year!

Your School Forms

School Participation Agreement School Commitment Forms Attendance Report

School Participation Agreement (2019-20 School Year)

1 School Profile 2 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 2-3.25b.
- This school will be academically accountable to the student's custodian (an Illinois resident who is the parent or legal guardian of such student) 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, an assessment required by Section 509(B) of the Invest in Kids Act.
- This school will submit to Empower Illinois all documentation required by the Invest in Kids Act for student participation, including necessary costs and fees.
- 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