



Dear Education Partner,

Step Up For Students is pleased to offer the Reading Scholarship for third- through fifth-graders in public school who are struggling readers. The \$500 scholarship can be used by eligible students for approved instructional material, part-time tutoring, and after-school or summer reading programs.

The Opportunity:

If your school district provides fee-based after-school or summer reading programs, you can work with Step Up For Students to receive payment for eligible students directly from Step Up For Students.

Why Partner with Step Up For Students?

Partnering with Step Up For Students is an efficient way to assist your district's struggling readers in an environment they know well. It eliminates the out-of-pocket expense for parents of scholarship recipients, making the process simpler for students to receive support.

Ready to Partner? Here's what you will need to do:

1. Direct eligible students to the [Reading Scholarship Accounts page](#) on Step Up For Students' website to complete a scholarship application.
 - Click here for an informational [flyer in English](#)
 - Click here for an informational [flyer in Spanish](#)
 - Click here for an informational [flyer in Creole](#)
 - Click here for an informational [flyer in Portuguese](#)
2. Obtain and complete the [District Partnership Agreement](#) and a current [W-9](#).
3. Advertise the district and/or the applicable school(s) summer and/or after-school reading programs to eligible students.
4. Submit the completed District Partnership Agreement, W-9 and a copy of the published description of the summer and/or after-school reading programs to Step Up For Students. (The submission instructions are located at the bottom of this document.)
5. Register eligible students in a summer and/or after-school reading program sponsored by the district. When registering eligible students:

- Request a copy of each students' conditional eligibility letter or funding confirmation letter provided to the family by Step Up For Students.
- Have each parent complete the [District Payment Approval form](#) granting permission for Step Up For Students to use the funds from the student's Reading Scholarship Account to pay the district directly for the services rendered.
- Inform the parent that lack of approval will result in the district seeking payment directly from the parent.

Receiving Payment for Reading Services Rendered

1. Complete and submit the [invoice provided by Step Up For Students](#).
2. Upon receipt of the invoice, Step Up For Students will confirm scholarship eligibility and scholarship account balance.
3. Payment will be made to the district, by check, on a quarterly schedule for all validated students.

Please contact Step Up For Students at 1-877-735-7837 and press "3" for the Reading Scholarship Accounts program for more information.

Warm regards,
Step Up For Students

Document Submission Instructions

Email: readingacct@sufs.org

Fax: 904-592-6543

Mail: Step Up For Students
Attn: Compliance / Program Accounting
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Jacksonville FL 32256