



The following checklist is designed to assist private schools with the Lindsey Nicole Henry Scholarship (LNHS) timeline process. The timeline aligns with the State's fiscal year which runs from July to June.

## July

- Submit annual **Affidavit form** ([sde.ok.gov/sites/ok.gov.sde/files/Affidavit-private-school-compliance.pdf](https://sde.ok.gov/sites/ok.gov.sde/files/Affidavit-private-school-compliance.pdf)) by July 1.
- LNHS approval packets will be mailed to the private schools and parents during the last week in July. New applicants will have 10 days to accept the scholarship by submitting the **Revocation of Consent form** ([sde.ok.gov/sites/default/files/revocation-of-consent-form.pdf](https://sde.ok.gov/sites/default/files/revocation-of-consent-form.pdf)) to the public school district and OSDE. Scholarship reimbursement cannot be paid until this process is complete.

## September

- Private schools will submit the itemized **Annual Financial Statement** ([sde.ok.gov/sites/default/files/LNHS-annual-financial-statement.pdf](https://sde.ok.gov/sites/default/files/LNHS-annual-financial-statement.pdf)) for each LNHS student by September 1. For any student approved after September 1, submit the Annual Statement no later than two weeks after receiving their approval packet.

## October

- First quarter **LNHS Quarterly Invoice** ([sde.ok.gov/sites/default/files/LNHS-quarterly-invoice.pdf](https://sde.ok.gov/sites/default/files/LNHS-quarterly-invoice.pdf)) and attendance reports are due by October 31. It will take approximately 4 to 6 weeks from the time you submit your invoices to receive the checks.

## December – January

- December 1 is the deadline for **LNHS Scholarship Applications** ([sde.ok.gov/sites/default/files/LNH%20Scholarship%20App%202019.pdf](https://sde.ok.gov/sites/default/files/LNH%20Scholarship%20App%202019.pdf)) for the current academic year. Any application received after this date will be considered for the following academic year.
- Second quarter ends. Due to the holidays, please submit LNHS invoices and attendance reports no later than January 31. It will take approximately 4 to 6 weeks from the time you submit your invoices to receive the checks.

## March

- Third quarter LNHS invoices and attendance reports are due by March 31. It will take approximately 4 to 6 weeks from the time you submit your invoices to receive the checks.
- March and April is a great time to submit any new or renewal LNHS applications. It is especially helpful for the new applicants to submit early in case they need additional documentation from the public school before summer break.

## May

- Fourth quarter LNHS invoices and attendance reports are due by May 31. It will take approximately 4 to 6 weeks to receive the checks from the time you submit your invoices.

## June

- Submit any remaining new and renewal LNHS applications by June 30 or before. We begin accepting applications for the following academic year any time after the December 1 deadline.