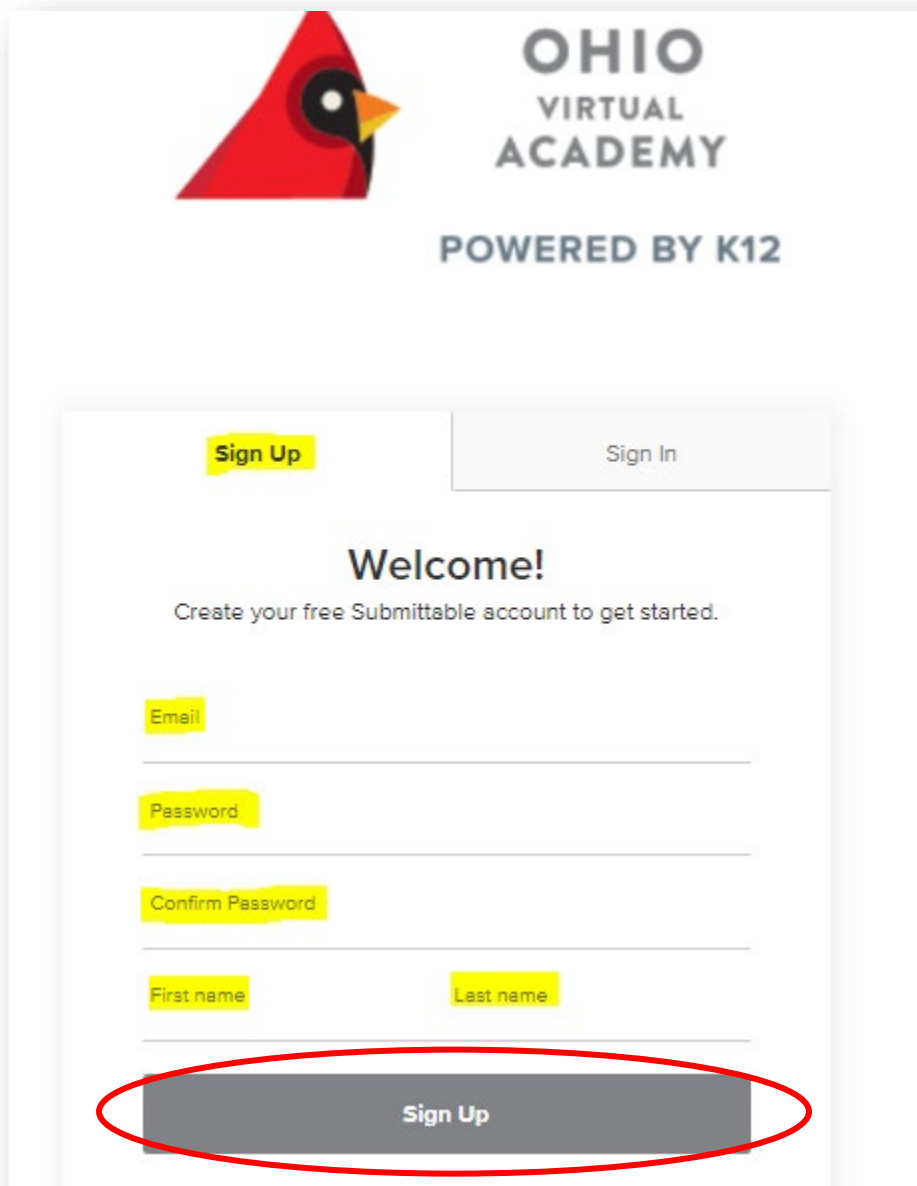


ISP Reimbursement Submissions Via Submittable

Navigate your browser to <https://ohiovirtualacademy.submittable.com/signup>

From the **Sign Up** tab, populate the email, password and name fields and click **Sign Up**



Sign Up Sign In

Welcome!
Create your free Submittable account to get started.

Email

Password

Confirm Password

First name Last name

Sign Up

You are not required to opt into personalization or emails from Submittable. Simply select **Continue** to move on.

Welcome! Submittable helps organizations collect and manage submissions. By creating an account, you agree to Submittable's [terms and conditions](#) and [privacy policy](#).

Personalize My Account

Submittable collects data about your submission history in order to recommend other related opportunities that best match your interests. This site also uses cookies to analyze traffic. This data will be stored indefinitely. You can withdraw permission or request we delete this data at any time. [Learn more](#).

Yes, I want Submittable to personalize my account.

Let's Stay in Touch

Get occasional emails from Submittable with featured submission opportunities, promotions, and product news. We send email sparingly and never sell your data. We don't like spam either.

Yes, send me email updates.

Continue

The **Spring 2020 ISP Reimbursement** project will be visible. Select **Submit Today!**

Spring 2020 ISP Reimbursement
Ends on May 31, 2020

More **Submit Today!**

Please read through the requirements for reimbursement

Spring 2020 ISP Reimbursement

Near the end of each semester, there are dates you may submit your internet bills/verification online. Please note these dates below for the 19-20 school year.

- Semester 2 Bills (Jan - May): May 15 - 29, 2020

Note: Semester 2 reimbursable months are January, February, March, April and May. Each monthly bill is required, and should include the service dates that cover those months, and should only include months your student was enrolled. Note the policy below for further explanation.

Read all the instructions carefully and submit your bills below.

- [Review the board policy \(PDF\)](#)
- You'll need to know your [Family ID and your oldest student's ID \(PDF\)](#).
- You'll need a one to two-page bill that shows your internet for each month. Bundled bills are permitted. There is no need to ask your provider for a breakdown of just internet cost as long as it is shown on the bill generally. A one or two page summary that includes **name, address, dates of service and "internet"** shown in services is sufficient.
- It does not need to be itemized with the exact amount showing for internet.
- Months needed for the 2nd-semester submission: January, February, March, April, and May
- With a valid submission, checks for the second semester will be issued by mid to late July.
- Checks will be mailed to the ADDRESS ON FILE for you. [If your address needs changed, complete that HERE.](#)
- Checks will be made out to the Learning Coach on file, regardless of submitter.

Complete the required fields (indicated with *).

As you move through the form, your response will trigger the next question. If your student(s) attended January through May for 2nd semester, select the 5-month option. If your student(s) attended February through May during 2nd semester, select the 4-month option.

Learning Coach Name *

Limit: 300 characters

Please enter the name of the Learning Coach as it appears on the account in the OLS. You can find this information by logging into your LC account and going to My Info. Your LC name will appear at the top left of the page in red. If you need to change or add a Learning Coach, please contact your Advocate.


Family ID *

To find your Family ID, log into the OLS <https://login-learn.k12.com/#login>, select "My Info", your student(s) name and the School tab.

Student ID *

If you have multiple OHVA students, please use the ID of your eldest student. To find your student's ID, log into the OLS <https://login-learn.k12.com/#login>, select "My Info", your student's name and the School tab.

Phone Number *



Email *

Address *

Country

Address

Address Line 2 (optional)

City

State, Province, or Region Zip or Postal Code

Please check that the address on file with the school is still correct. This information can be found by logging into the OLS and selecting your student from the overview page.

If the address on file in the OLS is no longer up to date please submit your new address information at <http://ohvaonlineforms.com/Change-of-Address-Request.html>.

See Proof of Residence Guidelines here https://www.k12.com/content/dam/schools/ohva/files/19-20_POR_Guidelines_B.23.19.pdf

What months are you requesting reimbursement for?

January through May (requires 5 months of enrollment)

February through May (requires 4 months of enrollment)

Families are eligible for up to 5 months reimbursement based on enrollment dates during 2nd semester.

Your internet statement should include your name and your service address as well as internet charges and service dates. You may black out charges (\$) and the account number if you wish.



Jxxxxx Smith
1690 WOODLANDS DR
MAUMEE OH 43537

AutoPay of \$76.33 is scheduled for
May 19, 2020

Account number: XXXXXXX

AT&T
PO BOX 5014
CAROL STREAM, IL 60197-5014



Internet

Monthly charges

Apr 28 - May 27

1. Internet 25	\$55.00
2. Internet 25 (Promotional Offer)	-\$10.00

Surcharges & fees

3. OH State Cost Recovery Fee	\$0.11
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Total for Internet

\$45.11

Usage summary

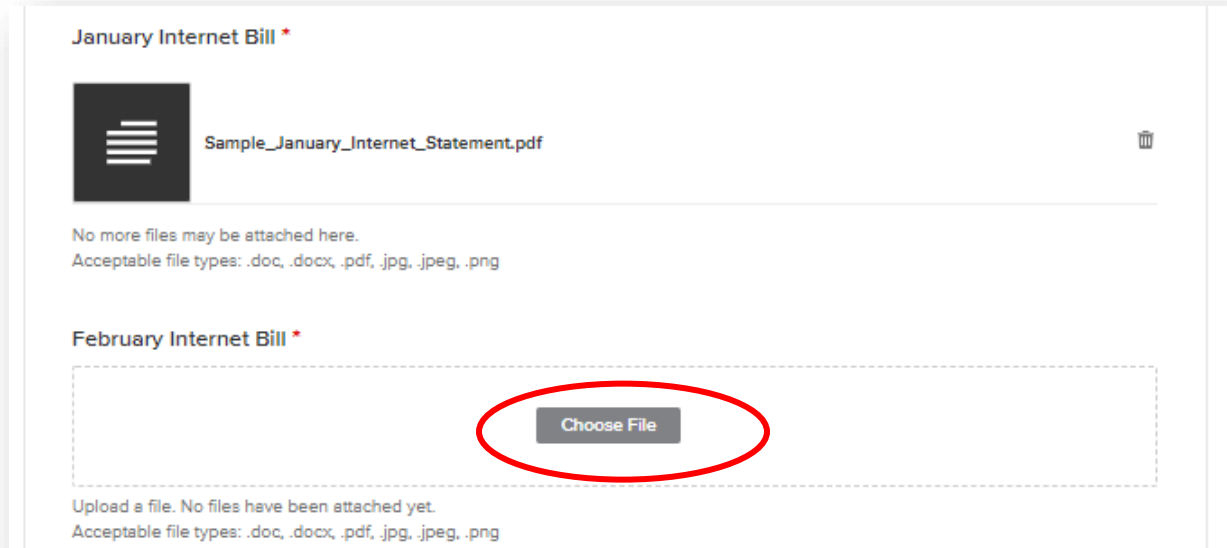
Data	Used
Data allowance (unlimited GB)	453

Unlimited internet

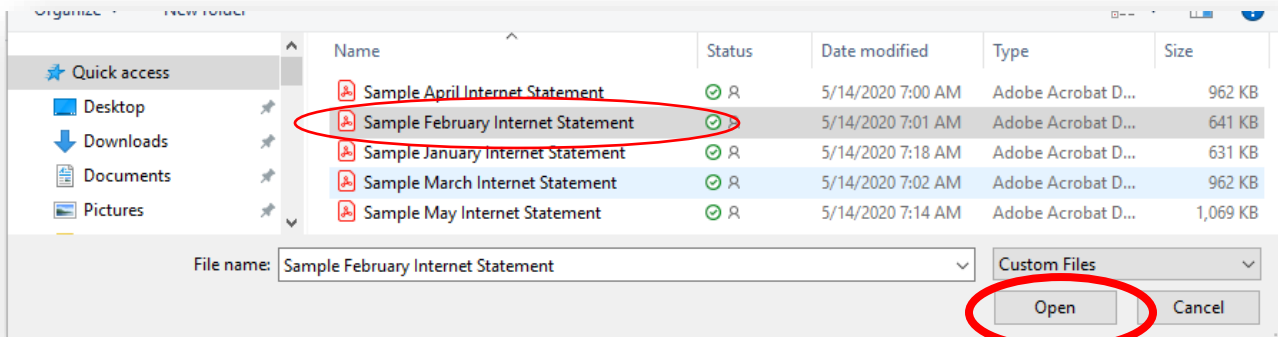
Because you bundled Internet with TV, you receive an unlimited data allowance.

You'll need to save your bills to your computer first.

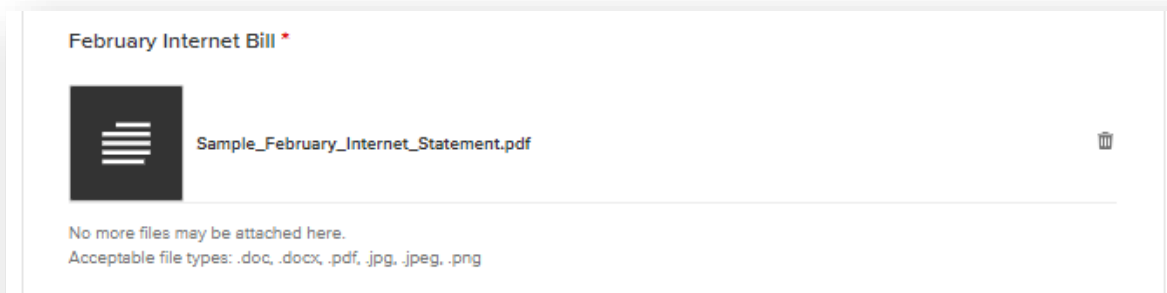
To upload a bill, select **Choose File**.



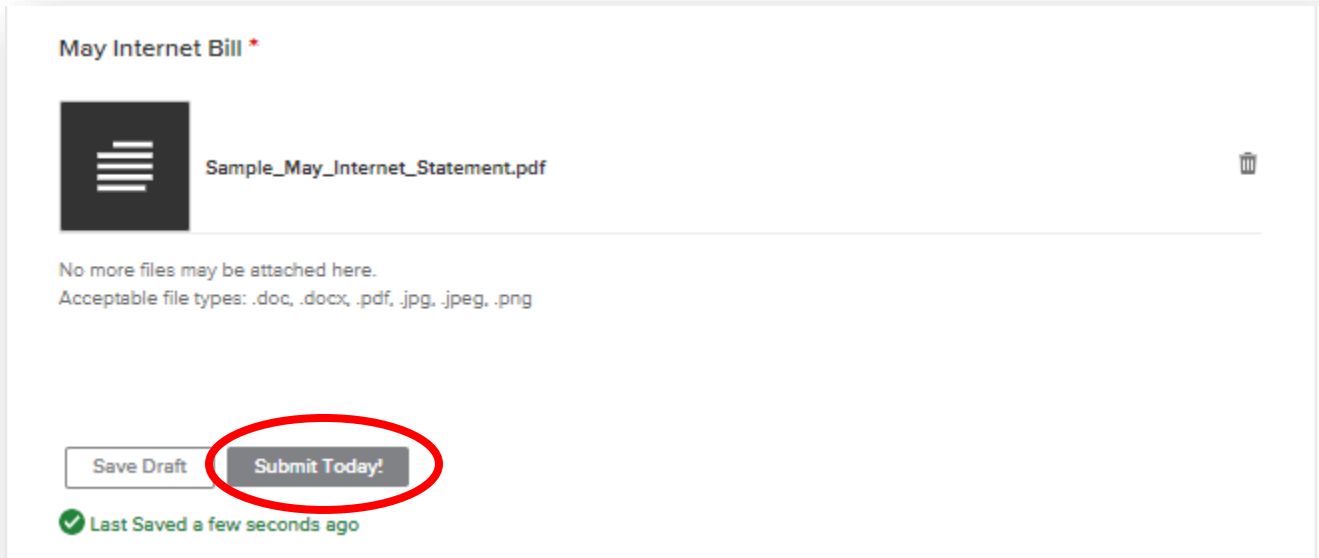
Select the saved file and click **Open**



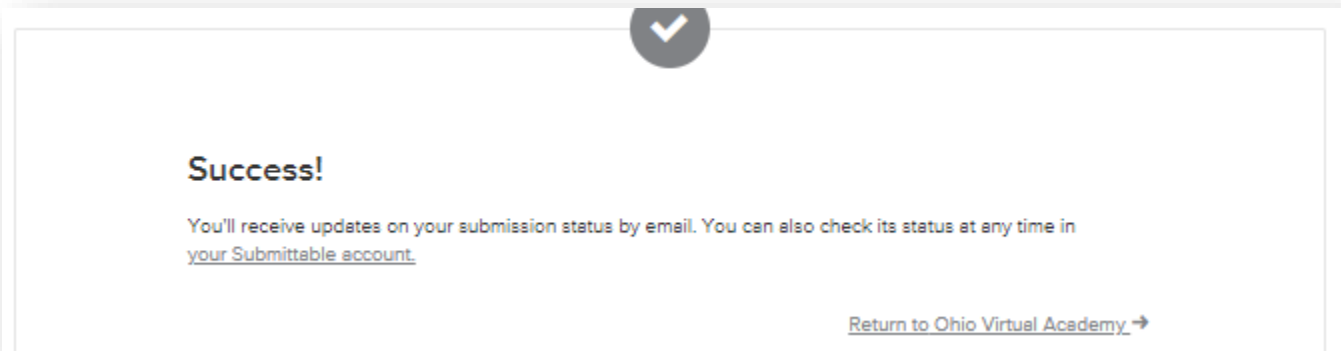
Your uploaded bill will be visible. Repeat these steps for all months you are requesting reimbursement.



You can either save a draft and come back to your submission or submit



If the submission was successful, you will receive the following message. A confirmation email will also be sent to the email provided during account setup.



Please note, email confirmations and follow-up via the submittable system will come from an email containing @email.submittable.com. Please check your spam folder for communication as well.

For issues with Submittable, please contact support@submittable.com

Or call (855) 467-8264 Monday-Friday

If you have questions regarding ISP or requirements, please refer to the OHVA Handbook found [HERE](#) or email ISPReimbursement@ohva.org