

Hope Scholarship Checklist

****You can apply starting March 1, 2025**

Before applying for the Hope Scholarship Program, you must first create an account with the Education Market Assistant (EMA) portal. When completing your child's Hope Scholarship application in the EMA system after creating the account, you will need the following information/documents:

- Child's Birth Certificate
- Proof of West Virginia residency
 - Demonstrated by one of the following documents that matches the physical address used on the application:
 - *Example: Current tax records; • Proof of West Virginia home ownership, such as a mortgage document or homeowner's insurance document; • A valid West Virginia vehicle registration card; • Residential rental or lease agreement; • Proof of public assistance through the West Virginia Department of Health and Human Resources; or • Two West Virginia utility bills no more than 60 days old from two different companies, not including termination notices. The following are considered utilities: water, gas, electric, telephone, cellular phone, garbage, internet and cable.*
- Your child's grade level
- You child's WVEIS #
 - assigned by your West Virginia public school. This can be found on your child's report card or school lunch bill. For incoming kindergarten students, assignment of the WVEIS ID# will generally be triggered by submission of your Notice of Intent letter. See below for more information.
 - **YOU DO NOT HAVE THIS PIECE OF INFORMATION**
- A Notice of Intent Form
 - All Hope Scholarship participants must submit a Notice of Intent (NOI) form to the county superintendent of their county of residence.

Berkeley County Schools

Attention: Dr. Saxe

1453 Winchester Ave
Martinsburg, WV 25405

Phone: (304) 267-3500

Fax: (304) 267-3524

2025-2026 Hope Scholarship reimbursement

\$5,267.38

It will send to us directly and will come in two parts, once for each semester.

HOPE SCHOLARSHIP NOTICE OF INTENT

Date: _____

County Superintendent
of County of Residence: _____

County BOE Address: _____

Dear _____,

As required by West Virginia Code §18-8-1(m), this letter is to inform you that I intend for my child(ren) to participate in the Hope Scholarship Program authorized by West Virginia Code §18-31-1 *et. seq.* The following child(ren) will begin participation in the Hope Scholarship Program effective with the 20__ - 20__ school year and will continue in the program until you are notified otherwise.

School Year Effective	Student Name (First, Middle, and Last)	Date of Birth	Race	Sex/Gender	Grade Level for Year Noted Above	WVEIS ID#	Individualized Instructional Program (IIP)* or Participating School**

* An Individualized Instructional Program (IIP) is a customized educational experience that takes place either at home or another location. Hope Scholarship Students with an IIP are not enrolled in a participating school. Students attending a microschool or learning pod are IIP students under the Hope Scholarship program.

**A Participating School is a non-public school that agrees to all the requirements to participate in the Hope Scholarship Program. The name of the specific non-public school is not required to be listed on the form.

The above children reside with me at the following address:

Street: _____

City & State: _____

Zip Code: _____

County of Residence: _____

For my child(ren) participating in an individual instructional program under the Hope Scholarship Program, I will annually submit my child(ren)'s test results or determination that he or she is (they are) making academic progress commensurate with his or her (their) age and ability pursuant to West Virginia Code §18-31-8(a)(4). My child(ren) shall receive instruction in reading, language, mathematics, science, and social studies. I will notify you if our home address changes.

For my child(ren) enrolled in a participating school, the participating school is required to annually file a notice of enrollment pursuant to West Virginia Code §18-31-11(a)(6).

By signing this document, I certify that I am the legal custodial parent or legal guardian of each child named in this document and that I have the legal authority to direct the education of each child named in this document.

Sincerely,

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Phone Number: _____

Parent Email Address: _____