



# ALABAMA DEPARTMENT OF REVENUE INSTRUCTIONS FOR THE PREPARATION OF Scholarship Granting Organization Quarterly Report

## General Information

Section 16-6D-9, as amended by Act 2015-434, provides for Scholarship Granting Organizations (SGO) to report certain information about educational scholarships granted during the quarter.

### When To File

**ORIGINAL DUE DATE.** The quarterly report is due on or before the 15th day after the close of each calendar quarter. If the due date falls on a Saturday, Sunday, or state holiday, the return will be due the following business day.

### Signature

**OFFICER INFORMATION.** The return must be signed by the principal officer of the SGO. Enter the date signed and the title of the person whose signature is affixed.

### Where To File

Mail this completed form and attachment to: Alabama Department of Revenue, ATTN: Educational Scholarship Program, P.O. Box 327010, Montgomery, AL 36132-7010.

If you have any questions pertaining to the administration of this form or related to the Educational Scholarship Program in general, please contact the Alabama Department of Revenue at (334) 353-0602 or (334) 353-9770. More information on the Accountability Act can be found at <http://www.revenue.alabama.gov/accountability/>.

## Specific Instructions

### Section I – Scholarship Granting Organization (SGO) Information

At the top, fill in the blanks indicating the beginning date of the reporting period for the quarterly report.

Enter the name, federal employer identification number, mailing address, telephone number and email address of the SGO.

**NOTE:** Attachment 1 – Qualifying School Information needs to be completed before beginning Section II.

#### Attachment 1 – Qualifying School Information

*This schedule will only be available as an Excel Spreadsheet. This spreadsheet can be found on the Alabama Accountability page at <http://www.revenue.alabama.gov/accountability/>.*

**COLUMN A – NAME OF QUALIFYING SCHOOL.** Enter the name of the qualifying school that received an educational scholarship during the quarter listed on this report.

**COLUMN B – TOTAL NUMBER OF SCHOLARSHIP RECIPIENTS ENROLLED IN SCHOOL LISTED IN COLUMN A.** Enter the total number of scholarship recipients enrolled in the school listed in Column A.

**COLUMN C – TOTAL NUMBER OF ELIGIBLE STUDENTS ZONED TO ATTEND A FAILING SCHOOL** – Enter the total number of scholarship recipients listed in column B who were zoned to attend a failing school during the previous academic year.

**COLUMN D – TOTAL NUMBER OF FIRST-TIME SCHOLARSHIP RECIPIENTS CONTINUOUSLY ENROLLED IN A NONPUBLIC SCHOOL** – Enter the total number of scholarship recipients listed in column B who were continuously enrolled in a nonpublic school prior to receiving an educational scholarship from your SGO.

**COLUMN E – TOTAL NUMBER OF FIRST-TIME SCHOLARSHIP RECIPIENTS CONTINUOUSLY ENROLLED IN A PUBLIC SCHOOL** – Enter the total number of scholarship recipients listed in column B who were continuously enrolled in a public school prior to receiving an educational scholarship from your SGO.

**COLUMN F. TOTAL NUMBER OF EDUCATIONAL SCHOLARSHIP FUNDS AWARDED** – Enter the total number of educational scholarship funds awarded and funded for students attending the school listed in Column A during the quarter listed.

**COLUMN G. TOTAL AMOUNT OF EDUCATIONAL SCHOLARSHIP FUNDS PAID TO QUALIFYING SCHOOL** – Enter the total amount of educational scholarship funds paid to the school listed in Column A during the quarter listed.

## SUMMARY

**LINE 1a. Summary – Total Number of Scholarship Recipients Enrolled in Qualifying Schools.** Total the amounts entered in Column B.

**LINE 1b. Summary – Total Amount of Eligible Students Zoned to a Failing School.** Total the amounts entered in Column C.

**LINE 1c. Summary – Total Number of First-Time Scholarship Recipients Continuously Enrolled in a Non-Public School.** Total the amounts entered in Column D.

**LINE 1d. Summary – Total Number of First-Time Scholarship Recipients Continuously Enrolled in a Public School.** Total the amounts entered in Column E.

**LINE 1e. Summary – Total Number of Educational Scholarships Awarded and Funded.** Total the amounts entered in Column F.

**LINE 1f. Summary – Total Amount of Educational Scholarship Funds Paid.** Total the amounts entered in Column G.

### Section II – Scholarship Information

**LINE 1.** Enter the total number of scholarships recipients enrolled at all qualifying schools during this quarter. Enter the amount shown on Attachment 1, page 1, line 1a.

**LINE 2.** Enter the total number of eligible students zoned to attend a failing school at all qualifying schools this quarter. Enter the amount shown on Attachment 1, page 1, line 1b.

**LINE 3.** Enter the total number of first-time scholarship recipients continuously enrolled in a nonpublic school at all qualifying schools this quarter. Enter the amount shown on Attachment 1, page 1, line 1c.

**LINE 4.** Enter the total number of first-time scholarship recipients continuously enrolled in a nonpublic school at all qualifying schools this quarter. Enter the amount shown on Attachment 1, page 1, line 1d.

**LINE 5.** Enter the total number of educational scholarships awarded and funded. Enter the amount shown on Attachment 1, page 1, line 1e.

**LINE 6.** Enter the total amount of educational scholarships awarded and funded. Enter the amount shown on Attachment 1, page 1, line 1f.