



## What documents do I need?

Depending on your responses to application questions, some or all of the following documents may be required.

### Taxable Income

- Copy of U.S. Individual or Joint Income Tax Return for applicant and/or co-applicant. To obtain a copy of your tax return, you can go to [www.IRS.gov](http://www.IRS.gov)
  - 2024 IRS Federal Form 1040 pages 1 and 2

### Nontaxable Income (If Applicable)

\*Documentation must contain the recipient, amount received, frequency, and dates. The nontaxable income dates must be from the same year as the tax return you will be providing (if applicable).

- **Alimony Received** - Court-ordered legal documents or a letter from the provider of the alimony.
- **Housing Allowance** - A benefit statement or enrollment and payment letter.
- **Other Nontaxable Income** - All documentation available to substantiate income reported on the application.
- **Social Security Income** - SSA-1099 or SSI statements/letters for all family members receiving benefits.
- **Welfare** - A budget letter or notice of benefit from the appropriate agency.
- **Workers' Compensation** - A Workers' Compensation award letter.

## **Other Documentation**

**Active-Duty Documentation** - Please submit documentation confirming active-duty military status. Documents may include military orders or military ID showing active status. The name on the document must match a name on the application.

**Address Verification** - Please submit one current form of address verification matching the residential address listed on your application from the following list of approved documents:

- Utility Bills (gas, electric, water, etc.)
- Government Issued Mail (TANF, SNAP, tax documents, voter registration card, tax assessment, etc.)
- Mortgage Statement
- Driver's License or State Issued ID
- Current active-duty military orders showing relocation to Missouri

**Dyslexia Diagnosis Document** - Please upload the diagnosis provided by a credentialed, licensed professional.

**IEP/ISP** - Please submit an IEP developed under the Federal Individuals with Disabilities Act(IDEA) as defined in 20 U.S.C. §1414(d)(1)(A)(i); or an ISP that is developed in cooperation with a local educational agency under the IDEA, specifically those provisions pertaining to parentally placed private school children found in 20 U.S.C. §1412(a)(10). Document(s) must be dated within 36 months of the student's application to the program and list the cooperating local education agency and its representative.

**Limited English Proficiency Document** - Please provide documentation to support the student's enrollment in the school district's limited English proficiency program. Documentation may include educational records or WIDA screening (as developed by DESE) results.

**Military Dependent Verification** - Please provide the most recent tax return or legal documents listing the name of the applicant and/or co-applicant, as well as the student. Legal documents may include foster paperwork, adoption papers, divorce agreements, or a birth certificate.

**Proof of Enrollment** - Please submit a school-level document containing the student's name as it appears on the application, school name, school term from within the last 12 months, and verifiable attendance of at least 12 weeks. A report card from the student's school containing the above information and showing at least 2 quarters, 2 trimesters, or 1 semester of grades to verify 12 weeks of attendance will meet this requirement.

*\*If this is unavailable, please see the School Enrollment Letter option.*

**School Enrollment Letter** - Please follow this link to access the approved document that a school official can fill out and print, on school letterhead, to override the Proof of Enrollment document requirement. Document must contain all pieces in the template and be on the school letterhead to be valid.

[https://drive.google.com/file/d/12mW1gwksi7lMTqUE-Tl4aLhijbRWZ3L6/view?usp=drive\\_link](https://drive.google.com/file/d/12mW1gwksi7lMTqUE-Tl4aLhijbRWZ3L6/view?usp=drive_link)

**Sibling Verification** - Please submit one legal document verifying the student is a sibling of a current returning awardee. Document must contain the name of the applicant and/or co-applicant that matches data for the returning awarded sibling as well as the new student, as they are listed on the application. Legal documents may include adoption papers, a birth certificate, or the most recent tax return (Professionally prepared 2024 or 2025 Form 1040).

*\*We will allow a tax filing as proof of sibling only if the relationship is between parent and child. If any other relationship (i.e., grandchild, niece, nephew, etc.) shows on the tax filing, the applicant will need to provide official adoption or birth records.*

**Student Age Verification** - Please follow the link to view the accepted documents for student age verification. You must submit one document that verifies the student's date of birth, ensuring it matches the student's name as listed on your application. [https://drive.google.com/file/d/1n0Q6HuI9BEWFDI\\_yC41JUVXhjqdTrgXx/view?usp=sharing](https://drive.google.com/file/d/1n0Q6HuI9BEWFDI_yC41JUVXhjqdTrgXx/view?usp=sharing)

## How Do I Submit Documents?

Upon submitting your application, you will automatically be taken to your Application Summary. There is a Required Documents section that will list out document requirements specific to your application. You will also receive an email listing the required documentation. That email has a link to bring you directly back into your Application Summary.

- 1) To upload documents, you can click on either the “Upload your required documents” link at the top of your summary or the Upload button in the Required Documents section.

The screenshot displays the 'Application Summary' page. At the top, the status is 'INCOMPLETE' with Application ID: 1733469. A message states: 'The following step(s) are needed to complete your application: Upload your required documents'. Below this is the 'Institution Status' section, listing MO Scholars, Gracie Hunter, Hayden Edwards, Jodie Cunningham, and Terry Ryan, with a status of 'Incomplete'. The 'Required Documents' section is highlighted, showing a table of document requirements for each applicant. A legend at the bottom indicates the status of each document: Not submitted (red circle), If Applicable (blue circle with question mark), In Progress (yellow circle), and Complete (green circle). Buttons for 'Upload' and 'History' are visible at the bottom right.

Document Requirement	MO Scholars	Gracie	Hayden	Jodie	Terry
Address Verification	Document				
Dyslexia Diagnosis Document					
IEP/ISP					
Limited English Proficiency Document					
Other Non-taxable Income	Document				
Proof of Enrollment					
Student Age Verification					
School Enrollment Letter					

- 2) Once you have selected either option, the Upload Documents page appears listing out documents to choose from. Select which document you are uploading in Step 1, then click “Ready to Upload”. Pay careful attention to the tips on the right-hand side.

**Upload Documents**

**Application ID:** 1733461  
**Applicant:** Mona Happy (\*\*\*-\*\*-4343)  
**Co-Applicant:** N/A  
**Address:** 1234 Disney Lane Kansas City, MO 30349

**1 Documents**  
 Select the document(s) you want to upload

**Tax Documents**  
 Preview, Draft, or State Copies of tax returns will not be accepted.  
☐ Entire Federal Tax Return or Form 1040  
 (View All)

**Nontaxable Documents**  
 All nontaxable documentation must contain recipient, amount received, frequency, and dates.  
☐ Welfare A budget letter or notice of benefit from the appropriate agency  
☐ Other Nontaxable

**Supplemental Documents**  
☒ Address Verification (MOScholars)  
☐ Dyslexia Diagnosis Document - Darrion (MOScholars)  
☐ IEP/ISP - Darrion (MOScholars)  
☐ Proof of Enrollment - Darrion (MOScholars)  
☐ Student Age Verification - Darrion (MOScholars)  
☐ School Enrollment Letter - Darrion (MOScholars)

**Ready to Upload** →

**Tips for a successful upload**

- Good Example**  
Content fully in frame, text clearly showing and minimal background.
- Blurry Photo**  
Hold the camera steady so the information is clearly visible. If scanning, rescan to get a clearer image.
- Cut Off Photo**  
Make sure all the content on document is visible before uploading
- Excess Background**  
Hold your camera closer to the document so you can see as little of the background as possible. If scanning, crop out background

- 3) In Step 2, you can choose to upload either PDF or JPEG images. If you are choosing to upload an image-JPEG, this image must be vertical, as horizontal images are not accepted. Once the image has been selected, click the “Upload” button.

**2 Upload**

How do you want to provide your document(s)?

- For tax documents, PDFs generated by tax software are preferred

**Image Instructions**

- One page per image
- Position page directly underneath your camera on a flat surface

**1 Documents** [Change](#)

**Supplemental Document:** Address Verification (MOScholars Test)

**2 Upload**

[Remove](#)

**Upload** →

- 4) You will then receive a message once your file has been uploaded successfully. If you have additional documents to upload, you can click “Upload another Document,” and this will allow you to continue uploading documents to your application. An email confirmation that an upload has been made will also be generated to the email address on file.

**Upload Complete**

Your file(s) uploaded successfully.

What would you like to do next?

[View Summary](#) [Upload another Document](#)

- 5) Please allow two weeks for document processing. Once documents have been processed, you will receive a notification:
- Asking for additional documentation if there was an issue with the prior document(s).
- OR**
- That you are complete if all required documents have been received.