



TSIC Potential Student - PCS Eligibility Checklist

Student's School _____

Student Name _____

Instructions

- Review the students that have completed an online application. You will receive an email notification when a student completes an application.
- Verify the applied student's eligibility by checking free/reduced lunch, grades, attendance and behavior. If your whole school receives free lunch, the parent's financial documents submitted to the Foundation will determine financial eligibility, unless they are marked as eligible via DC. Eligible via DC means the family receives federal food assistance.
- Send the list of items below for **eligible** students with a complete application to the Foundation. If a student has an out of school suspension or final grades of a D or F or excessive absences within the last year, than the student is not eligible for TSIC.

Send the following items to the Pinellas Education Foundation

- A copy of the **free or reduced lunch approval Cafeteria Letter, including the students name**, for the current year from the cafeteria manager.
- The **mentor/student** agreement form signed by the liaison
- Student's FOCUS **general screen** (all pages)
- Student's FOCUS **address screen**; showing contact information
- Student's **REPORT CARDS** from FOCUS for the current semester and previous school year. Please **handwrite** the **GPA** in if it's not included)
- Student's FOCUS **discipline** screen (last 2 semesters; click all schools and all years; please print page even if there are NO incidents)
- Student's FOCUS **attendance** screen for the current school year

Ambassador input to help with student selection:

After the application, financial documents and school packet are sent to the Foundation, you will be notified if the student meets the federal financial guidelines for eligibility and be given the TSIC student type description (1,2,3).

You will then be asked to interview eligible students and share your recommendations.