



Private Scholarship Assignment Checklist

To assign students to scholarships, you must provide the following information on the student(s) you are assigning:

1. Name
2. Social Security Number (Required - please verify accuracy)
3. Address and Telephone Number
4. Date of Birth
5. Florida Prepaid College Plan Account Number (See your Contract Detail Report)
6. Address where the students' ID cards are to be mailed. - If this is not indicated, it will be mailed to the donor foundation's address.
7. Proof of Florida Residency Documentation - This may consist of one of the following:
 - Florida Driver's License for the student - issued one year ago
 - Transcript or Report card for the student from the 11th grade
 - Florida driver's license, for parent or guardian, issued at least one year ago
 - Florida voter's registration card, for the parent/guardian, issued at least one year ago
 - Parent's Military Orders - issued one year ago
 - Florida homestead exemption certificate - issued one year ago
 - If the student is not U.S. citizen, the student must be a resident alien or the child of a resident alien-proof must be provided.