

## Financial Award Process and Requirements Checklist for Academic Year 2019–2020

Starting on  
October 2, 2018

Deadline is  
January 11, 2019

Deadline is  
February 8, 2019

- **Step 1**  
Go to [www.solutionsbysss.com/parents](http://www.solutionsbysss.com/parents), create your account if you have not done so before, then click on 'Apply'. Repeat as needed for each applicant or enrolled child.
- **Step 2**  
Complete and submit your PFS and Household Budget.
- **Step 3**  
Upload all remaining tax forms and financial documents. Submit a written explanation of your family circumstances, if desired.

Families are strongly encouraged to upload the required forms and documents as they become available rather than wait until the deadline.

- a. 2018 Federal tax return including all forms and schedules
- b. 2017 Federal tax return including all forms and schedules
- c. W-2 and 1099 forms/statements for 2018 that are the basis for what is reported on your 2018 Federal tax return
- d. Paystubs from November and December 2018 for each wage-earning parent or guardian
- e. Signed and dated IRS Form 4506 that allows the school to request a transcript of your tax return

If desired, you may submit a written explanation of your circumstances to the Admissions Office by February 8, 2019.

**TIP: Keep a copy of all records submitted.**

You can learn more about the Financial Awards process by visiting: [www.nuevaschool.org/admissions/tuition-info-and-financial-award](http://www.nuevaschool.org/admissions/tuition-info-and-financial-award) or [www.solutionsbysss.com/parents](http://www.solutionsbysss.com/parents).



If you have any questions, please do not hesitate to contact the Nueva Admissions Office at 650-350-4528 or by email at [admissions@nuevaschool.org](mailto:admissions@nuevaschool.org).