



The Altamont School partners with School and Student Services (SSS) for our Tailored Tuition process. To begin your Tailored Tuition application, you will complete the Parents' Financial Statement (PFS) then submit the required documents for our school as indicated below.

The PFS is a comprehensive application that will take some time to complete. Give yourself the time you need by not waiting until our deadline approaches. You'll need your most recent tax return (tax year 2022) before beginning the PFS. We also recommend reviewing resources to help families with the financial aid process. They are found at <https://sssandtadsfa.my.site.com/familyportal>.

The Altamont School will communicate our financial aid decision to you. To make our decision, we use the information from the PFS as a starting point and consider our school policies, practices, and available budget.

How to complete your Parents' Financial Statement (PFS) online

How to submit your required documents online

- Using a computer, tablet, or smartphone, go to the Family Portal <https://sssandtadsfa.my.site.com/familyportal>.
- If you applied for financial aid last year, log into the Family Portal as a Returning Family using the same email address and password. New Families should create a Family Portal account with your email address and a password. Once logged in, you may start a PFS for Academic Year 2024-2025. You can log out at any time and return later to finish the PFS.
- When all PFS sections are complete with green checks, the Submit & Pay button activates. Follow prompts to the payment screen. The \$60 fee is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- After you pay for and submit your PFS, the next step will require you to upload required documents by their deadlines.
- Prepare your document files for uploading. Make sure the documents are on your computer and each specific form is saved as a separate file. Examples: a) 1 PDF file for the 1040 with all schedules and worksheets included, b) each W2 saved as its own file. Remove any security or password protection from your files.
- Return to your Family Portal account and confirm you are on the Academic Year 2024-25 Dashboard.
- In the "Required Documents" section, use the Upload button or link associated with the specific document type. Follow prompts to locate, select, and confirm the file to upload.
- Click the Submit button to complete your upload. The date will appear in the "Date Uploaded" column within minutes of the upload. Repeat this process until all required documents are submitted by their deadlines.

Key Information you need to know as you complete the 2024 - 2025 PFS:

The Altamont School	School Code - 1220
Tailored Tuition Contact	Kathy Cox tailoredtuition@altamontschool.org
Business Office Contact	Amber McKowen - Director of Finance amckowen@altamontschool.org
Deadline for completing the PFS and supporting documents	Current Families - November 1, 2023 Prospective Families - January 24, 2024 (First Round Decisions) **All Tailored Tuition applications received/completed after January 24, 2024 will be reviewed on a rolling basis and awards will be made as funds permit.
Required supporting documents	1040 with all schedules (Tax Year 2022) W2's for each working parent (Tax Year 2022) Recent Paystub for each working parent (Tax year 2023 or 2024)