

# SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE

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## Quarterly Payment Update Request

School Name:

Parish Location:

Site Code:

Student Name:

Student Grade:

Student District:

Update Requested:

**Grade Change:** Student is listed in grade      but is currently in grade      .

**Student was *reported* as enrolled in error during Quarter      .**

**Student was *not reported* as enrolled in error during Quarter      .**  
*(Please attach documentation of the student's attendance for the above quarter.)*

**Other** *(please specify):*

*School Scholarship Contact*

*Contact Email*

*Contact Phone*

### LDOE USE ONLY

Student Eligibility Verified by      *(Portfolio Staff)* on      *(date)*

Tuition Adjustment Amount:

Reason for Adjustment:

*Budget Analyst*

*Budget Manager*

*Copy to Audit*