**Financial Assistance and Scholarship Application Instructions**

**These instructions apply to:**

* All Kindergarten and 1st grade students.
* Newly enrolled students in grades 2-8 who are coming from a public school.
* All K-8 students with an IEP or an ISP.
* **All other students start with Step 2 and skip steps 7, 8, 9, and 12 below.**
1. Go to <https://mo.lcms.org/mo-scholars/> to prequalify. This step takes a couple of minutes (you’ll need your household income), and you’ll find out right away if you qualify for MO Scholars. You only have to prequalify one time and at one site even though you’ll be applying through multiple organizations.

*If you do not qualify for MO Scholars, skip steps 7, 8 and 9 below.*

1. Sign into the FACTS Family Portal at [www.factsmgt.com](http://www.factsmgt.com), click on ‘Family Login’ and then ‘FACTS Family Portal’.
2. Click on ‘Financial’ in the left menu.
3. Click on ‘Apply for Grand and Aid’ in the upper right box.
4. Choose the correct school year.
5. Add the school’s name: St John’s Lutheran School – Arnold or search by zip. (LESA comes up automatically and it will already be selected for you).
6. Do a second search: Today and Tomorrow and add Today and Tomorrow Educational Foundation.
7. Do a third search: Missouri Synod and add Missouri District of the Lutheran Church – Missouri Synod
8. Do a final search: Herzog Tomorrow Foundation and add this last organization. You should have four schools and two organizations selected.
9. Click on ‘Save and Continue’.
10. Continue with your application. You may save and exit at any time.
11. In the ‘Student’ section, be sure to check the boxes for all ‘Schools’ and ‘Organizations’ if you qualify for MO Scholars. This sends your application to all organizations. Some organizations have more funds available for scholarships, so you should apply to all for a greater chance at receiving a full scholarship.

Please contact Mrs. Kassebaum or Mrs. Hendrickson in the school office with any questions.

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