



North Shore Montessori School, Rowley, Ma., have partnered with School and Student Services (SSS) in our financial aid process. To begin your financial aid application, you will complete the SSS Parents' Financial Statement (PFS).

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 before beginning the PFS. We also recommend that you review the wide range of materials that SSS has put together to help families with the financial aid process. They are found at [solutionsbysss.com/parents](https://solutionsbysss.com/parents).

**We 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 THE PARENTS' FINANCIAL STATEMENT (PFS) ONLINE

- Beginning October 2, 2018, go to the SSS Family Portal at <https://sss.secure.force.com/familyportal>.
- Create your Family Portal account with your email address and a password. If you applied for financial aid last year, login to the Family Portal as a Returning Family using the same email address and password.
- Complete a PFS for Academic Year 2019-20. You can log out of the portal at any time and return later to finish it.
- Once all PFS sections are complete with green checks, the "Submit & Pay" button activates. Follow the prompts to the payment screen. The fee of \$51 is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- After you pay for and submit your PFS, you have access to the Family Portal's "My Documents" tab to upload required documents by their deadlines as part of your application process.

### HOW TO SUBMIT REQUIRED DOCUMENTS ONLINE

- Prepare your documents to be uploaded. Make sure the documents are on your computer and each specific form is saved as a separate file. Remove any security or password protection from your document files.
- Return to the Family Portal and log into your account.
- Select the Academic Year 2019-20 button.
- Open the "My Documents" tab on the Dashboard.
- On "My Documents," use the Upload button or hyperlink associated with the specific document name in the "Required Documents" section. Clicking the Upload button or hyperlink leads you through the steps to locate, select, and confirm your file to upload.
- Click "Submit" to complete your file upload. After you do, 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.
- **Mailing in Documents:** If you prefer to submit required documents by mail, you must print your Cover Sheet from the "My Documents" tab and send it with your documents to the address provided at least 10 days before their deadlines.

### KEY INFORMATION YOU NEED TO KNOW ABOUT OUR SCHOOL AS YOU COMPLETE THE 2019-20 PFS:

**Our School Name:** North Shore Montessori School

**Our School's SSS code:** 200077

Contact information for our financial aid office: \_\_\_\_\_

Deadline for completing the PFS: \_\_\_\_\_

Deadline for required documents (marked below): \_\_\_\_\_

Documents we require you to submit (with your PFS):

**1040 with all schedules and worksheets\***

**W2 Form**

**1099 Form**

Tax Year:  2018  2017

Tax Year:  2018  2017

Tax Year:  2018  2017

**\*Self-Employed Parents:** Include all related business forms with your 1040 (Schedule C, Schedule E, 1120, 1065, and K-1).

Other: \_\_\_\_\_