

Data Dictionary for Scholarship Reimbursement

This “Data Dictionary” is intended as a reference guide for completing a scholarship reimbursement request for Prosperity Denver Fund (PDF). The following pages outline the required information that must be provided for each individual scholar for whom you are seeking scholarship reimbursement.

The field notes provided in this document correspond with the submission form for the Scholars and Reimbursements module in the Supported Organization Portal.

The scholar-specific information you provide through the scholarship reimbursement process will be used by PDF to determine eligibility for reimbursement on the individual scholar level. There are several scholar eligibility requirements that must be met, as outlined by the enabling ordinance.

An asterisk (*) in the Data Dictionary indicates a field that is used to determine scholar eligibility. If a field is not required, there will be a note that indicates you may leave it blank if not applicable or available.

[Please refer to the “PDF Helpful Hints” documents](#) for frequently asked questions and details on the residency, financial need, and satisfactory academic progress eligibility requirements. You may also find additional information surrounding the scholar eligibility requirements [on our website](#).

Please retain copies of any documentation of scholar eligibility used to complete your reimbursement request.

For any questions or concerns, please contact the Help Desk at 720-710-3272 or help@prosperitydenverfund.org. We encourage you to reach out to us as soon as possible if you are having difficulties with the scholarship reimbursement process, so we can work with you to relieve any barriers!

For information on how to use the PDF Portal to submit your scholarships and support services for reimbursement please see the “Portal How-to” document for more process details.

Search Scholar Form – Field Notes

The following table describes the scholar data you will be required to input in the form to search the PDF database for existing scholars. Due to privacy concerns, both fields must be an exact match to locate an existing record. If you do not have a DPS ID for a student, you should proceed to the “New Scholar” form and add the scholar.

Form Section	Field Name	Notes
Search	DPS ID*	Scholar’s Denver Public Schools ID,
Search	Birthdate*	Scholar’s date of birth (MM/DD/YY)

Add Scholar Form – Field Notes

The following table describes the scholar data you will input into the Scholar page in the Supported Organization portal. This information will allow PDF to determine the overall program eligibility for each scholar you work with.

Form Section	Field Name	Notes
Demographics	Name*	First, middle (optional), and last name of the scholar
Demographics	Birthdate*	Scholar’s date of birth (MM/DD/YY)
Demographics	Gender	Scholar’s gender (optional), dropdown options are: Male, Female, Other
Demographics	Race/Ethnicity	Scholar’s race/ethnicity (optional), dropdown options are: American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latinx, White/Caucasian, Two or More Races, Other
Demographics	DPS ID	Scholar’s Denver Public Schools ID
Demographics	Financial Need*	What financial need measure does the scholar meet? <i>Please refer to the Helpful Hints for Financial Need for assistance with this question.</i> Dropdown options are: Free/Reduced Price Lunch, At or Below Pell Grant Limit, 101-150% Pell Grant, 151-200% Pell Grant, 201-250% Pell Grant, Income within PDF Guidelines

Contact	Scholar Email*	Email contact information for the scholar, must be a valid email format.
Contact	Scholar Phone*	Phone contact information for the scholar, must be valid phone format. Must be a valid US phone number format.
Contact	PG Email	If available, the parent/guardian email contact information. Must be a valid email format.
Contact	PG Phone	If available, the parent/guardian phone contact information. Must be valid US phone number format.
Residency	Current Address*	This is the scholar's current/most recent or application address. Complete the required street, city, state, and zip code fields. If the scholar is unhoused or does not have a fixed address, check the box below the address fields.
Residency	Denver residency checkbox	This checkbox provides affirmation to PDF that you retain records that the student meets Denver residency requirements under the current PDF definition. Please see the "Helpful Hints" document for more details.
Education	High School	If the Scholar graduated from a Denver High School, enter the name of the high school in this box. A scholar may meet residency requirements by graduating from a Denver High School under the current PDF definition. Please see the "Helpful Hints" document for more details. Dropdown in this box contains current approved Denver High Schools, if you are concerned a High School is missing from this list, please contact help@prosperitydenverfund.org for assistance.
Education	Graduation Year	Enter a 4-digit year in this box to confirm a scholar's graduation year from a Denver High School to complete required residency information to confirm scholar's initial eligibility.

Add/Edit Reimbursement Form – Field Notes

The following table describes the data you will input into the add/edit Reimbursement submission form for all scholarships you are seeking reimbursement for through PDF in the online Supported Organization portal. This form will link scholarships to eligible scholars.

Please note that your organization can only be reimbursed for a scholarship after the scholar has completed the school year and you have confirmed their Satisfactory Academic Progress.

Section	Field	Notes
General	Scholar Name*	Add the scholar you gave a scholarship to in this field. Type to search your eligible scholars that have been added on the "Scholars" page.
General	Scholar Program*	Name of primary post-secondary institution that scholar attended during the academic year for which you are seeking reimbursement.
General	Scholar Program Year Start*	The month and year that the scholar started school for the scholarship for which you are seeking reimbursement.
General	Scholarship Amount*	The scholarship amount (\$) your organization provided to this scholar for the specified academic year.
General	Satisfactory Academic Progress*	Did the scholar meet satisfactory academic progress (SAP), per their specific post-secondary institution's definition of SAP? The default option is "pending," and you can save the scholarship in this state if you have not yet acquired SAP information for this scholar. You may also select "Yes" or "No" once you have confirmed SAP status for the scholar and this will trigger the required "SAP Detail" field.
General	SAP Detail*	Once you have selected "Yes" or "No" detail for SAP, you will be asked to provide detail on how you obtained SAP information. Dropdown options when "Yes" is selected include: Student transcript, Written confirmation from

		<p>Registrar's office, Data from another Supported Organization, Other.</p> <p>Dropdown options when "No" are selected include: Dropped out/did not complete year, Did not meet institution's SAP, Could not obtain SAP information.</p>
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