ENROLLMENT VERIFICATION INFORMATION FOR SCHOOLS

For school year 2026-2027, all registered accredited private schools must submit enrollment verification information for students who wish to participate in the Parental Choice Tax Credit program. This information is used to create an Enrollment Verification Number (EVN), a unique identifier for an eligible student who attends or plans to attend an eligible private school which verifies the details of the student's enrollment, including tuition and fees.

Taxpayers must request an EVN for each student from the school their student(s) attends or plans to attend. An email containing the number will be sent directly to the taxpayer on behalf of the participating school, which will be used during the application process. Only a registered accredited private school can provide an EVN to a taxpayer and an EVN can only be tied to one application.

ENROLLMENT VERIFICATION NUMBER (EVN)

The EVN associated with the student will stay the same throughout the process, even if changes are submitted to the enrollment verification information.

BULK UPLOAD PROCESS

- This process allows schools to upload all student records at once.
- Once logged into OkTAP, a blank excel template will be provided with columns for all necessary information.
- The bulk import feature can only be submitted once. If changes are needed after finalizing the bulk import, the changes will need to be made manually to each student record.

EDITING ENROLLMENT VERIFICATION INFORMATION

- Edits can be made to enrollment verification information until the EVN is used in a submitted application. Once an EVN is used by a taxpayer in a submitted application, no changes can be made to the enrollment verification information without the taxpayer withdrawing the application, which will allow the school to make the necessary corrections to the enrollment verification information. **Please note, this will cause the taxpayer to lose their position in line and a new application must be submitted.**
- Submitting edits will prompt a new e-mail to be sent to the primary parent or guardian alerting them of the changes.

IMPORTANT INFORMATION

- Include only scholarships and grants that have been awarded at the time the EVN is generated.
- The system will automatically calculate the net tuition and fees based on the financial information schools provide.
- Once an EVN is used by a taxpayer in a submitted application, no changes can be made to the enrollment verification information without first withdrawing the application, which will cause the taxpayer to lose their position in line.
- Schools must complete the enrollment verification process prior to taxpayers being able to apply for the Parental Choice Tax Credit.

OKLAHOMA Tax Commission