

# Lutheran High School

## Instructions for completion of the FAIR online application

You will need the following:

- School Code: 232
- School Password: lhs232
- Your credit card to complete payment process
- A complete copy of your 2011 Federal Income Tax return with all schedules and W-2's (2010 Income Tax return can be used if application is done earlier in the 2011-2012 school year.)

To begin the process:

1. Log onto the FAIR web site at [www.fairapp.com](http://www.fairapp.com).
2. Click on the "Online Application" link on the left side of the page.
3. Create your user account using your email address and a password that you select.
4. On the 2nd page of the application called "Dependent Information", it may ask for grade entering and then school code again. On the drop down menu, choose: 232- Lutheran High School Parker.
5. Once you have completed the application process, you will receive a confirmation page that verifies that FAIR has received your application as well as an email reconfirming receipt. The confirmation page and the email will remind you to submit your tax return via mail to FAIR as soon as possible. (NOTE: If FAIR has not received your tax return within 14 days after you submit your online application, FAIR will send you a letter reminding you that you still need to send in your return before the application will be processed.)

Questions: Please call Ryan Bredow @ (303)895-9576 or email him at [ryan.bredow@LHSparker.org](mailto:ryan.bredow@LHSparker.org)  
Or call the main office at 303-841-5551.

It usually takes a few weeks for FAIR to assess your application and for them to notify LHS. You will be notified thereafter.