



**I'm unique.
So is my
education.**

We empower Florida students with personalized PreK3-12 education scholarships.



A few tips before your get started on your FES-UA renewal application . . .

- Click here to review the [required application documents](#).
- To renew your application, you can import your students information from existing data by using the  **Find Your Students** tool. You will need your previous username and password used to log into the legacy system.
 - ***IMPORTANT:*** *If you cannot find your student, please DO NOT add them separately. Please contact Step Up For Students for assistance before moving forward.*
- You can add new students (students not currently on the scholarship) after you have completed the application for your renewal student.
- Each time you log onto the EMA platform, you will need to complete a multi-factor authentication. We recommend you use a cell phone or phone number that does not answer as a recording.
- If you would like to apply as a [Personalized Education Program \(PEP\)](#) student, please apply first as a private school student (FTC/FES-EO). Once awarded, you will receive further information to request a scholarship category change to PEP.

Additional information:

Schools do not need a copy of a student's award letter to complete their enrollment! All you need is the student's "Award ID" to enroll them through EMA.

To view student scholarship status ...

1. Click on the "My Students" tab within their EMA account
2. Click on their student's name
3. Visit the "Scholarship Status" section

Tip: Families may take a screenshot of their student's "Award ID" number and award status. To print the screen on a desktop or laptop computer, they may use "Ctrl + P" (for Windows) or "Command + P (for Apple).

Important: Please note that the scholarship amount currently listed is incorrect as award amounts will be updated over the summer.





Agenda

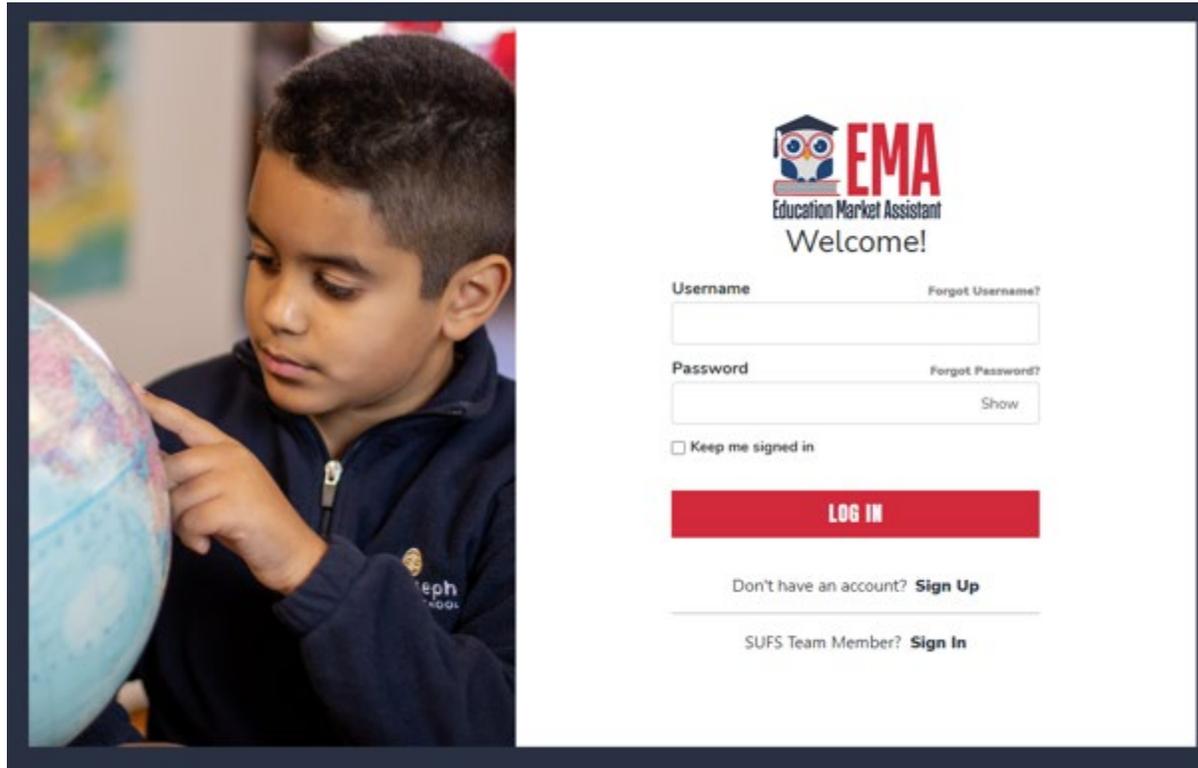
1 Creating an account

2 Applying for the scholarship



Renewal Family

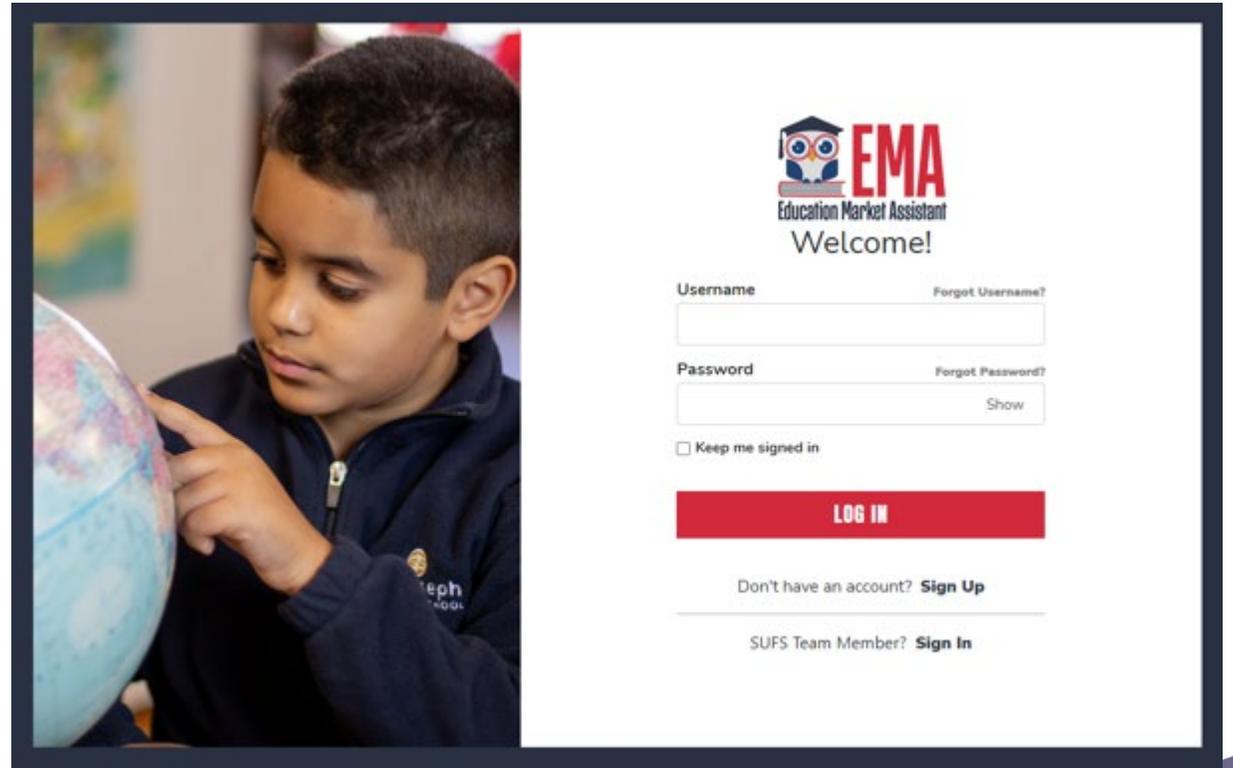
Completing an FES-UA Intent to Continue Application



Please go to stepupforstudents.org to apply for the Florida Empowerment Scholarship for Unique Abilities (FES-UA).

If you have an EMA account, please enter your username/ password.

If you do not have an EMA account, please click “Sign Up.”





Welcome to EMA

For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code.

Email Address

SEND CODE

[Back to Sign In](#)

By signing up, you agree to EMA [Privacy Policy](#).

New Users

Please enter your email address and click “Send Code.”

Scholarships for Florida Schoolchildren



Para leer este correo electrónico en español, [haga clic aquí](#).

Thanks for verifying your | account! Your verification code is:
514362. Please enter this code on the sign up screen to continue.

Questions?

If you have questions, please [click here](#) to view our contact information.

Thank you,

Step Up For Students



Stay Connected:



Step Up For Students, P.O. Box 54429, Jacksonville, FL 32245-4367, USA, 1-877-735-7837

You will receive an email with a code to enter on the
signup screen to continue.



Welcome to EMA

For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code.

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

Verification Code

CONFIRM

[Resend verification code](#)

[Back to Sign In](#)

By signing up, you agree to EMA [Privacy Policy](#).

Please enter the code received via email in the verification code box and then click “Confirm.”



Welcome to EMA

For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code.

Your email address has been successfully verified. Please continue to the next step.

Email Address

CONTINUE

[Back to Sign In](#)

By signing up, you agree to EMA [Privacy Policy](#)

Click “Continue”.

- Please fill out all open boxes.
- Account type is Parent/Guardian.
- Username: This can be used use to log in. However, the email address is preferred.
- First name and last name is your name, the parent's/guardian's name.
- Password: This along with username will be how you access the system.



Welcome to EMA

Email

Account Type

Parent / Guardian ▼

Username

First Name

Last Name

Create Password

•••••••• Show

Confirm Password

•••••••• Show

- Lowercase characters
- Uppercase characters

- Numbers (0-9)
- Symbols

CONTINUE

By signing up, you agree to EMA [Privacy Policy](#).

Set up your security questions

Security Question

Answer

Security Question

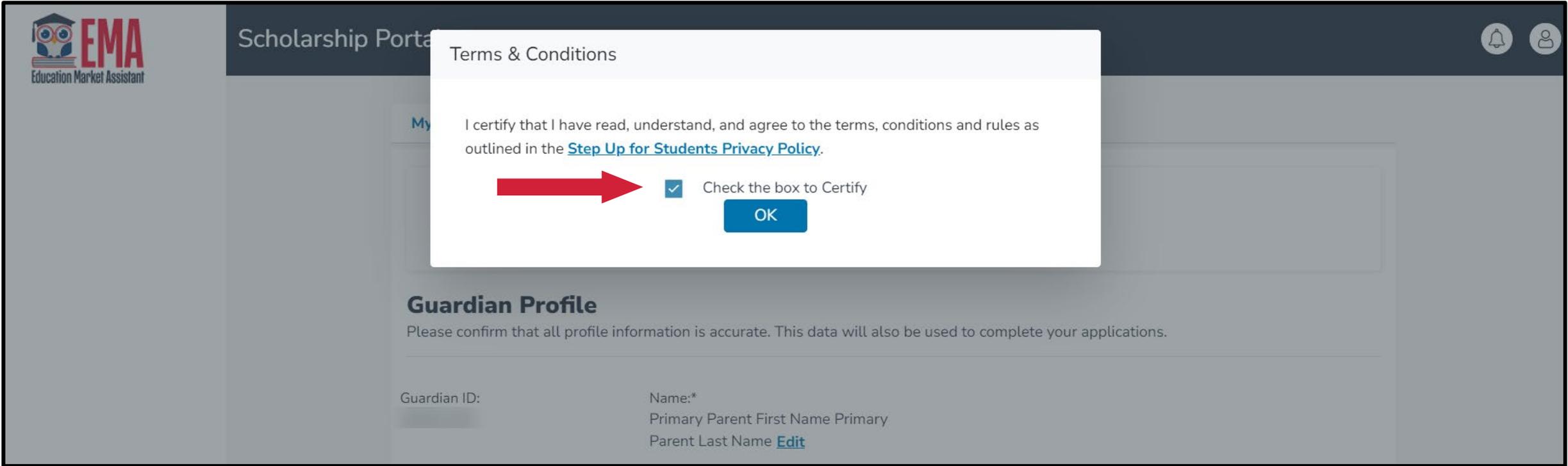
Answer

Security Question

Answer

CONTINUE

Please select 3 security questions and corresponding answers. The answers to the security questions will be used to verify your identity when you contact Step Up For Students.



Please click on the link for terms, conditions, and rules. Once you have read and agreed to the terms and conditions, check the box to certify and click “OK.”

The next step is to complete your guardian profile. This is a one-time step and where you will come if your information, your address, for example, needs to be updated. If you want to change the Primary Language, please select the language, such as Spanish, from the drop-down menu.

Please note, you must click on Save for the information to display the language selected.

The screenshot shows the 'My Profile' page in the Scholarship Portal. At the top left is the EMA Education Market Assistant logo. The page title is 'Scholarship Portal'. A 'My Profile' tab is active. A note states: 'NOTE: It appears that you have not yet completed your profile information. Please review and update the information below, and then click "SAVE".' Below this is the 'Guardian Profile' section with a sub-note: 'Please confirm that all profile information is accurate. This data will also be used to complete your applications.' The form includes fields for 'Guardian ID', 'Name', 'Marital Status' (a dropdown menu currently set to 'Select'), and 'Primary Language' (a dropdown menu currently set to 'English'). Below this is the 'Mailing Address' section with fields for 'Street Address', 'Address Line 2', 'City', 'County', 'State', and 'Zip Code'. A checkbox option is present: 'Check to use same address for both Physical and Mailing addresses.' The 'Physical Address' section is identical to the mailing address section.

Contact Information

Primary Phone:* Phone Type - Primary:*

Secondary Phone: Phone Type - Secondary

Primary Email:*

Secondary Email:

Authorized Caller

[ADD A CALLER](#)

Authorized Caller

Setup a 4-digit PIN for your Authorized Caller ⓘ

4-DIGIT PIN *

First Name * Last Name *

Email *

Primary Phone * Phone Type - Primary *

[CANCEL](#) [ADD](#)

- Enter your contact information.
- If you would like to allow anyone other than yourself to call in on your behalf, please select “Add a Caller” to add an authorized caller.
- For the authorized caller, set up a 4-digit PIN, and make sure your authorized called knows the PIN.
- All fields are mandatory.
- Once completed, click “ADD.”

- The next section of your profile set up is “Manage Consents.”
- This gives Step Up For Students permission to contact you.
- Please read and select “Yes” or “No” to each section.

Manage Consents

By providing an email address, I consent to receive updates about my scholarship application status as well as other emails necessary for scholarship processing and management.

Messages

I authorize Step Up For Students, and its affiliates, to use the information I have provided to deliver messages to me, including, but not limited to, prerecorded messages or e-mail messages, and further authorize Step Up For Students to deliver such messages to the telephone numbers I provide. Such messages may include, but are not limited to, general information regarding status updates, programs offered by Step Up For Students, updates to the offered programs, and other information that may be relevant to me or my child. Message and data rates may apply. My consent or lack of consent will have no effect on my child’s scholarship eligibility.

Yes

No

Marketing Purposes

I authorize Step Up For Students, and its affiliates, to use the information I have provided for general marketing purposes and driving awareness. This may help Step Up find families like mine who could benefit from the programs Step Up offers. My consent or lack of consent will have no effect on my child’s scholarship eligibility.

Yes

No

Parental Empowerment

I authorize Step Up For Students, and its affiliates, to use the information I have provided for the purpose of providing me with information regarding parental empowerment and school choice. My consent or lack of consent will have no effect on my child’s scholarship eligibility.

Yes

No

Share Contact Information

I authorize Step Up For Students, and its affiliates, to share the information I have provided with organizations who want to provide me with information about candidates for public office. My consent or lack of consent will have no effect on my child’s scholarship eligibility.

Yes

No

Text/SMS Information

I authorize Step Up For Students to deliver text messages to the mobile telephone number(s) I provide and certify that I am the legal owner of the mobile device I registered and understand I will incur any charges that may result from receiving text messages. I further understand I may unsubscribe from SMS correspondence at any time. Message and data rates may apply. To opt-out or to view full SMS Terms and Conditions click here: <https://www.stepupforstudents.org/sms-terms/>. My consent or lack of consent will have no effect on my child’s scholarship eligibility.

Yes

No

Manage Contact Preferences

For critical updates on my account, I prefer to be notified by...

- Email (Required)
- Text
- Personal phone call
- Pre-recorded phone message

For transactions I make on the platform, I prefer to be notified by...

- Email (Required)
- Text
- Pre-recorded phone message

For new features & promotional announcements, I want to be notified by...

- Email
- Text
- Pre-recorded phone message

SAVE

This section allows you to increase how we communicate with you by adding your contact preferences. For example, if you want us to text you, then please select the box next to “TEXT.” Once completed, click “SAVE.”

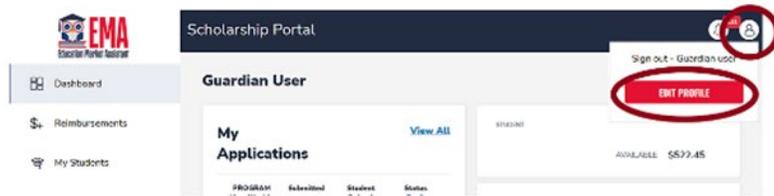
Scholarships for Florida Schoolchildren



Greetings,

An update has been made to your EMA profile. If you would like to review the update, please log in to [EMA](#). Once you have logged in, please click the profile icon at the top right corner (*pictured below*).

Next, please click "EDIT PROFILE" (*pictured below*) to review your information. If all information is correct, no further action is needed by you at this time.



Questions?

If you have questions, please [click here](#) to view our contact information.

Thank you,

Step Up For Students



You will receive this email every time an update is made on your profile.

Once you click “SAVE,” you will be automatically taken to your “My Students” Section, here you can find your renewal or waitlisted students and add new students if applicable.

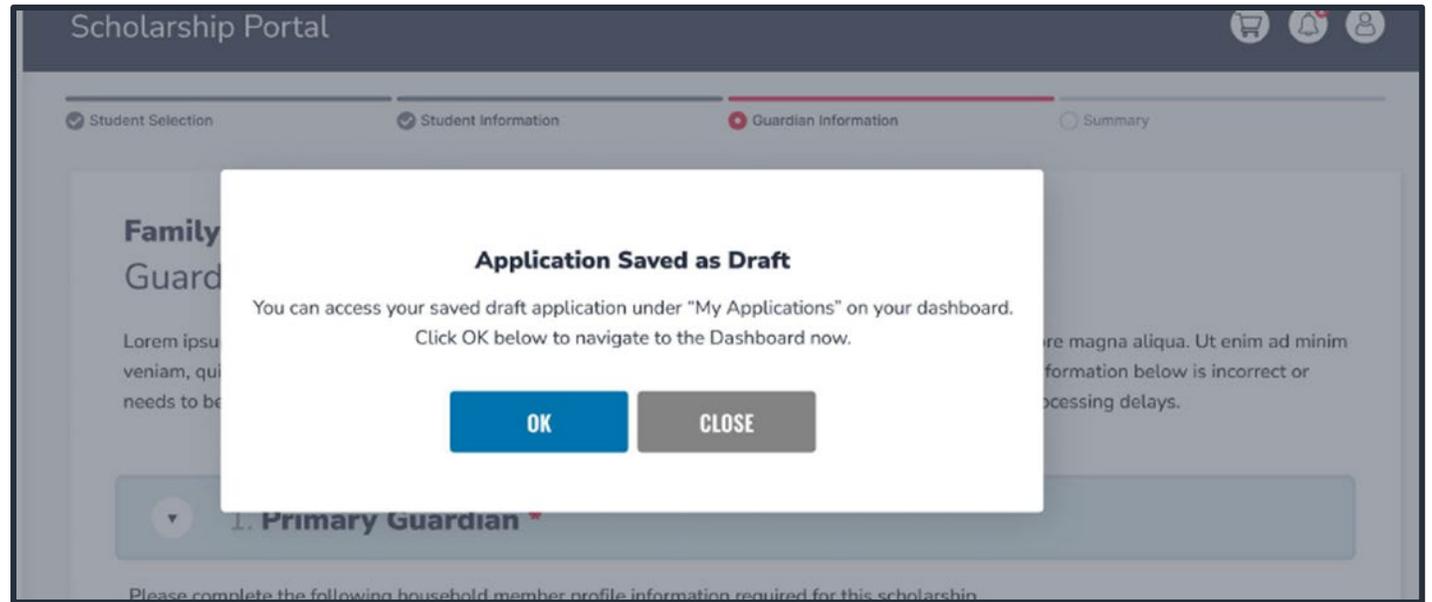
Renewal & Waitlist Student FES-UA Application

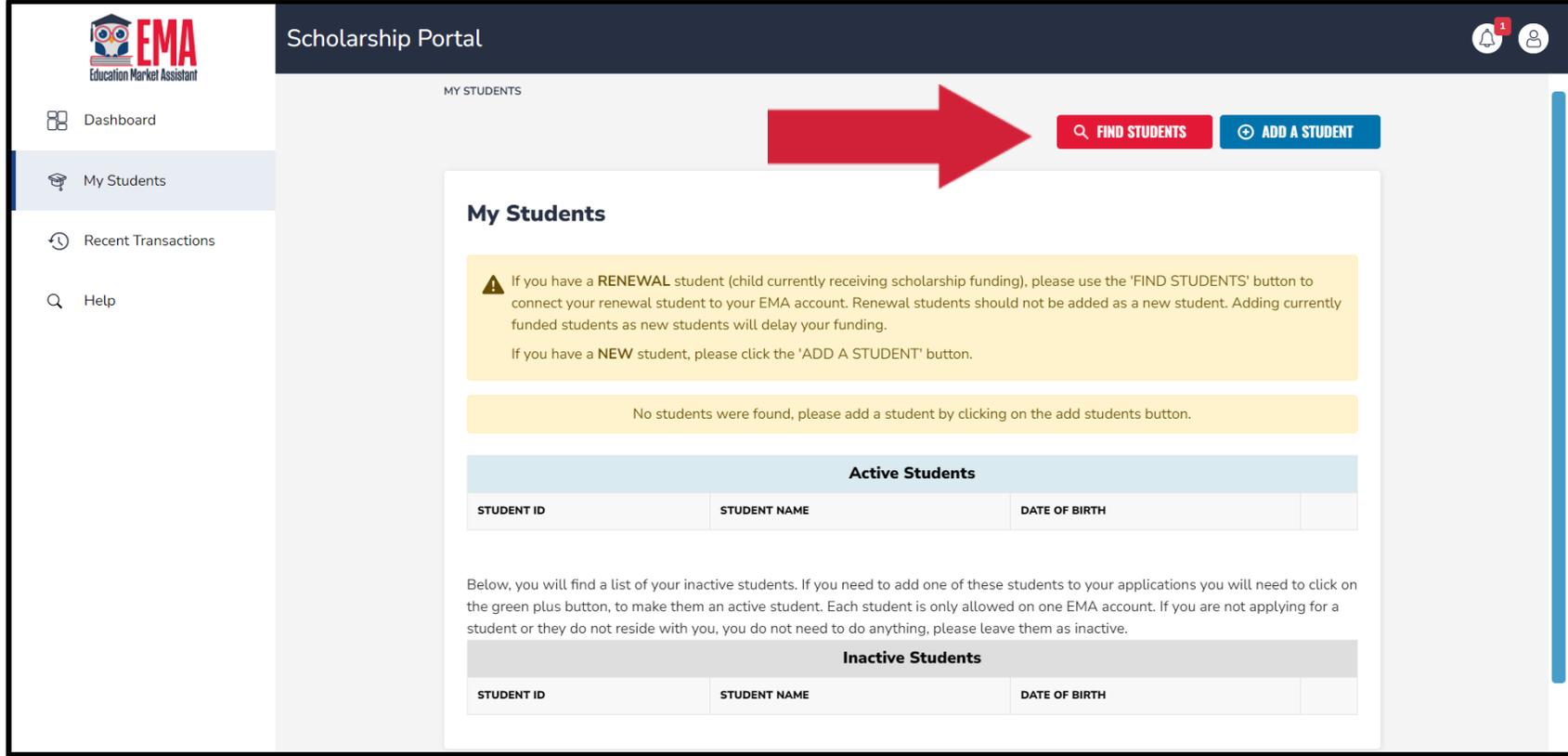




Please Note:

At any time, you may select “Save as a Draft” to save your progress and come back later. You can find all your saved drafts on your dashboard, where you can select the saved drafts to continue the process.

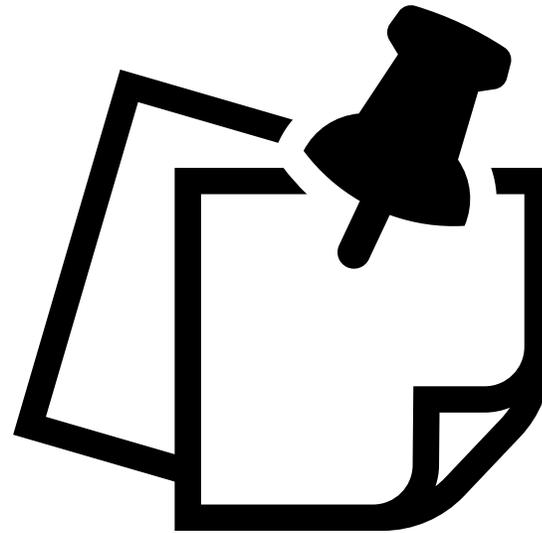




- Once you save your profile, you will be automatically taken to the “My students” section where you can add your students.
- As a renewal parent you will need your email address and password(s) from our legacy systems to complete this section.
- To find your renewal students you will need to click on “Find Students”

Please Note

Waitlist families should also follow this process to locate their waitlisted students.



Please click "Find Students".

The screenshot shows the Scholarship Portal interface. On the left is a navigation menu with 'EMA Education Market Assistant' logo and links for 'Dashboard', 'My Students', 'Recent Transactions', and 'Help'. The main header is 'Scholarship Portal' with a notification bell and user profile icon. The main content area is titled 'MY STUDENTS' and contains a 'Find Students' modal window. The modal has a title 'Find Students' and a close button. The text inside the modal reads: 'Use the find students process for students who are eligible to complete a renewal application, and who have existing accounts at Step Up For Students. You will link all of your parent login accounts into one account in EMA. For all other students you will use the +Add a Student button and not this process.' Below this is a yellow callout box with an exclamation mark icon: 'Important! Please use your email address as your user name to find your renewal students!'. At the bottom of the modal are two buttons: 'FIND STUDENTS' and 'CLOSE'. In the background, the 'My Students' section is partially visible, showing a table with columns 'STUDENT ID', 'STUDENT NAME', and 'DATE OF BIRTH'. Below the table is a paragraph: 'Below, you will find a list of your inactive students. If you need to add one of these students to your applications you will need to click on the green plus button, to make them an active student. Each student is only allowed on one EMA account. If you are not applying for a student or they do not reside with you, you do not need to do anything, please leave them as inactive.' Below this paragraph is another table titled 'Inactive Students' with the same columns: 'STUDENT ID', 'STUDENT NAME', and 'DATE OF BIRTH'. The background also shows buttons for 'FIND STUDENTS' and 'ADD A STUDENT'.

After clicking “Find Students” you will be asked to select the scholarship program you wish to locate the student from.

The screenshot shows the Scholarship Portal interface. On the left is a navigation menu with 'EMA Education Market Assistant' logo and links for 'Dashboard', 'My Students', 'Recent Transactions', and 'Help'. The main header is 'Scholarship Portal'. A modal dialog titled 'Find Students' is open in the center. It contains the following text: 'You will need your email and password from the parent login system (SAS). Click on the program and enter in your information. You will do this for each program if you have students in more than one. If you do not find a student during this process please use +Add a Student button.' Below the text are two selection options: **FES-UA** Scholarship for Students with Unique Abilities and **FTC/FES-EO** Scholarship for Educational Options. In the background, the 'My Students' section is visible with a 'FIND STUDENTS' button and an 'ADD A STUDENT' button.

Please Note: You will need your email address and password from our legacy system to find your students.

Find Students

You will need your email and password from the parent login system (SAS). Click on the program and enter in your information. You will do this for each program if you have students in more than one. If you do not find a student during this process please use +Add a Student button.

FES-UA Scholarship for Students with Unique Abilities

Email

Enter your email

Password

Enter your password

SHOW

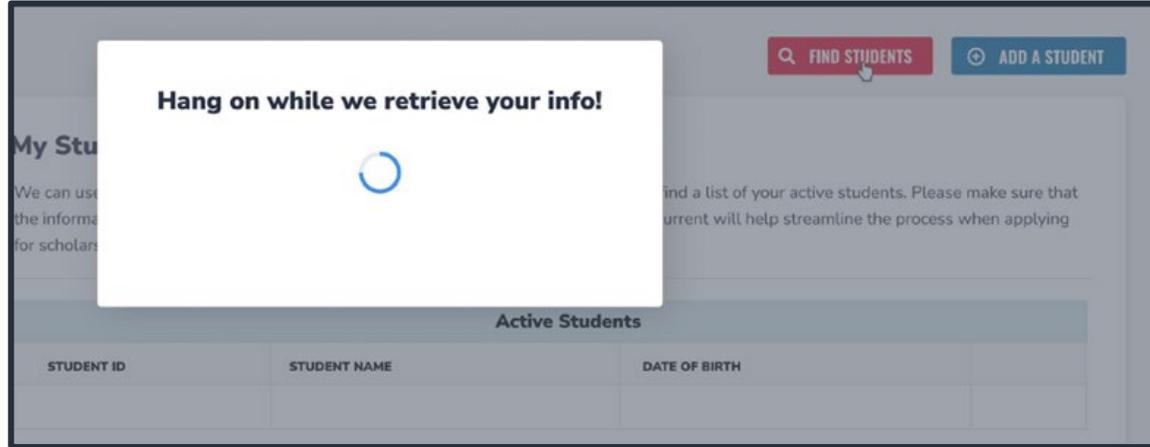
VERIFY

Need Assistance? [Get Help](#)

FTC/FES-EO Scholarship for Educational Options

If you have students in both FES-UA and FTC/FES-EO please start with your FES-UA students. You will go through this process twice if you have students on both FTC/FES-EO and FES-UA.

Please enter in your email address and password from your parent login from our legacy system and Click "Verify."



We appreciate your patience while we retrieve your account from our current system.

Please select the students that you want to complete an intent to continue for this year and click "Activate Students"

Find Students ✕

You will need your username (email) and password from the parent login system (SAS). Click on the program and enter in your information. You will do this for each program if you have students in more than one. If you do not find a student during this process please use +Add a Student button.

STUDENT NAME	<input type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>
[REDACTED]	<input type="checkbox"/>

ACTIVATE STUDENTS

Don't see your student listed? [Get Help](#)

FES-UA Scholarship for Students with Unique Abilities

We were unable to find your account. Please try again.

Username
Enter your username

Password
Enter your password SHOW

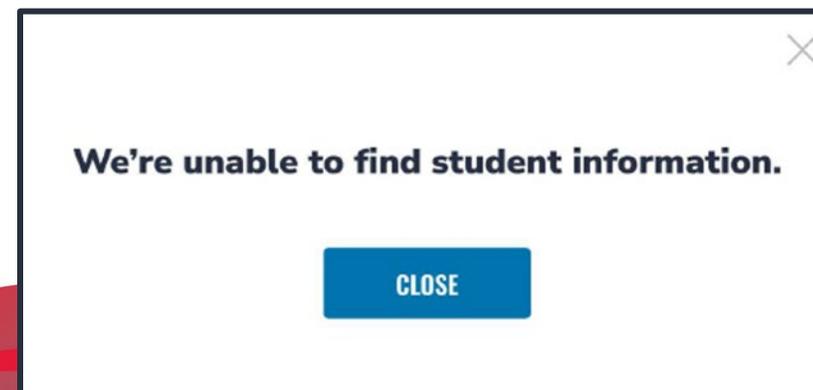
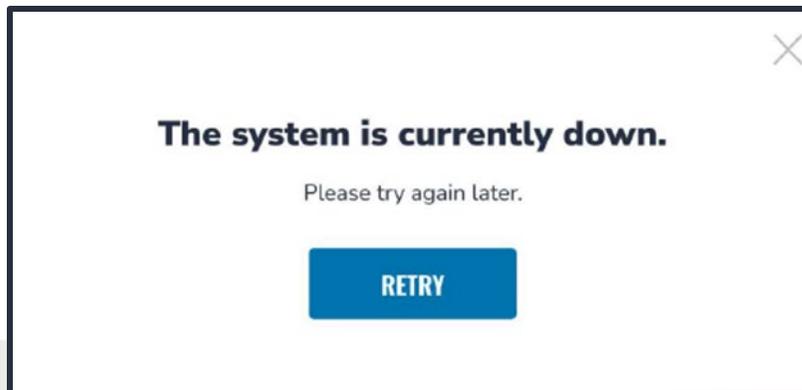
VERIFY

Need Assistance? [Get Help](#)

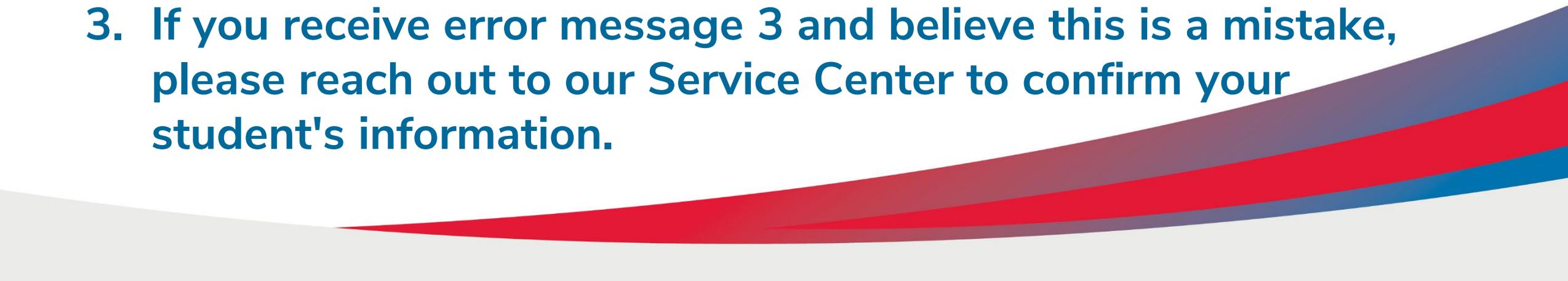
FTC/FES-EO Scholarship for Educational Options

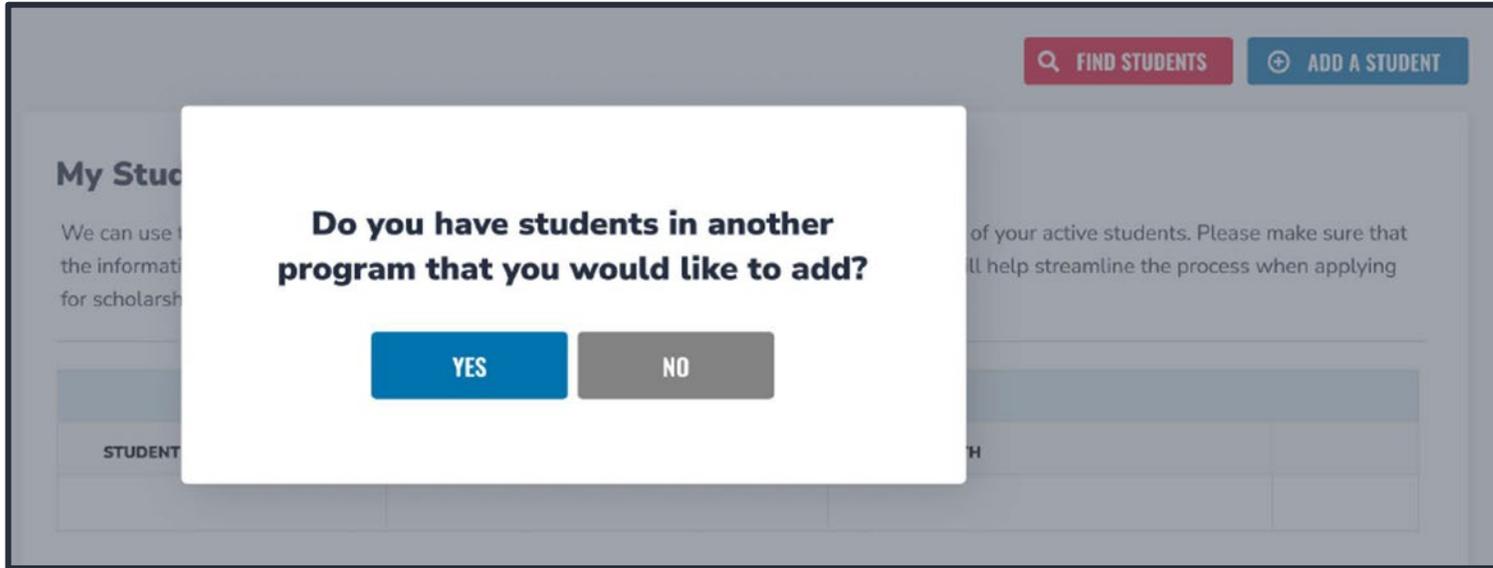
Error Messages you could receive while “we retrieve your information”

1. “We were unable to find your account. Please try again” means your username or password is incorrect.
2. “The system is currently down” means our Scholarship Administration System is currently not available to retrieve your students.
3. “We’re unable to find your student information” means that you do not have any students that were found eligible for a renewal application.



What to do if you get these error messages.

1. If you receive error message 1 you should reach out directly to our Service Center to confirm your information and reset your password if need be.
 2. If you receive error message 2, you should try again later before contacting our Service Center as this issue is normally corrected the same day.
 3. If you receive error message 3 and believe this is a mistake, please reach out to our Service Center to confirm your student's information.
- 



If you have more than one account, you can keep going through this process until you have found all your students. If you are done, please click “NO.”

My Students

⚠ If you have a **RENEWAL** student (child currently receiving scholarship funding), please use the 'FIND STUDENTS' button to connect your renewal student to your EMA account. Renewal students should not be added as a new student. Adding currently funded students as new students will delay your funding.
 If you have a **NEW** student, please click the 'ADD A STUDENT' button.

Below, you will find a list of your active students. Please make sure that the information for each student is accurate and up-to-date. Keeping this information current will help streamline the process when applying for scholarships. Only active students can be added to an application and considered for funding.

Active Students

STUDENT ID	STUDENT NAME	DATE OF BIRTH	
[REDACTED]	[REDACTED]	6/19/2016	View
[REDACTED]	[REDACTED]	12/8/2013	View

Below, you will find a list of your inactive students. If you need to add one of these students to your applications you will need to click on the green plus button, to make them an active student. Each student is only allowed on one EMA account. If you are not applying for a student or they do not reside with you, you do not need to do anything, please leave them as inactive.

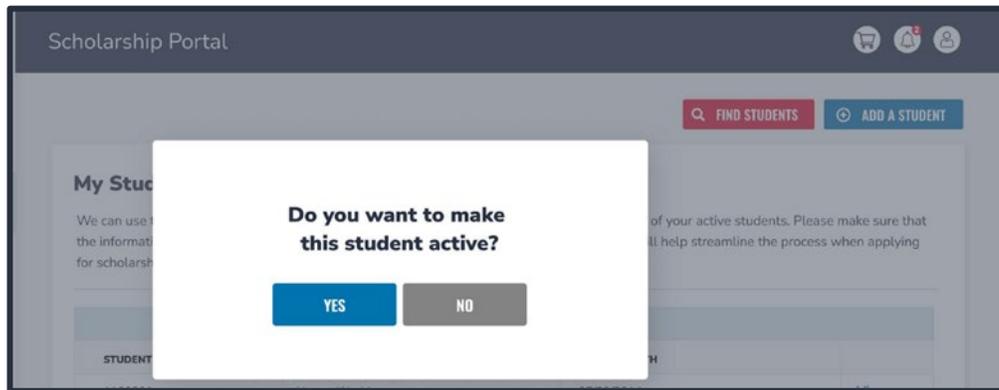
Inactive Students

STUDENT ID	STUDENT NAME	DATE OF BIRTH	
[REDACTED]	[REDACTED]	11/23/2016	+



The students you have selected are in the Active Students section. The students you did not select are in the Inactive Students section. If you want to make a student active, please click the green plus button.

Only students in the Active section will be available to apply for scholarships.



If you clicked the green plus button, you will be asked if you are sure that you want to make this student active.

Click "Yes" or "No" accordingly.

APPLY FOR SCHOLARSHIPS

FIND STUDENTS

ADD A STUDENT



My Students

! If you have a **RENEWAL** student (child currently receiving scholarship funding), please use the 'FIND STUDENTS' button to connect your renewal student to your EMA account. Renewal students should not be added as a new student. Adding currently funded students as new students will delay your funding.

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Active Students

STUDENT ID	STUDENT NAME	DATE OF BIRTH	
[REDACTED]	[REDACTED]	6/19/2016	View
[REDACTED]	[REDACTED]	12/8/2013	View

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Inactive Students

STUDENT ID	STUDENT NAME	DATE OF BIRTH	
[REDACTED]	[REDACTED]	11/23/2016	+

If you have a student that was not on the import and is a new student this year, please click the “Add A Student” in the top right corner.

The screenshot shows the Scholarship Portal interface. On the left is a navigation menu with 'EMA Education Market Assistant' logo and links for 'Dashboard', 'My Students', 'Recent Transactions', and 'Help'. The main header is 'Scholarship Portal' with a notification bell and user profile icon. The breadcrumb trail is 'MY STUDENTS > STUDENT DETAILS'. The central form is titled 'Student Details' and includes 'CANCEL' and 'SAVE' buttons. The form fields are: 'Student ID:' (empty), 'First Name*' (text box with placeholder 'Enter First Name'), 'Middle Name' (text box with placeholder 'Enter Middle Name'), 'Last Name*' (text box with placeholder 'Enter Last Name'), 'Suffix' (dropdown menu with 'Select'), 'OPTIONAL: Student FLEID number' (text box with placeholder 'FL...'), 'Date of Birth*' (calendar icon and placeholder 'mm/dd/yyyy'), 'Gender*' (dropdown menu with 'Select'), 'Ethnicity*' (dropdown menu with 'Select'), and 'Student's Relationship to You' (dropdown menu with 'Select').

**Please fill out all the boxes and verify for accuracy.
Once you are done, click “Save.”**

APPLY FOR SCHOLARSHIPS



FIND STUDENTS

ADD A STUDENT

My Students

! If you have a **RENEWAL** student (child currently receiving scholarship funding), please use the 'FIND STUDENTS' button to connect your renewal student to your EMA account. Renewal students should not be added as a new student. Adding currently funded students as new students will delay your funding.
If you have a **NEW** student, please click the 'ADD A STUDENT' button.

Below, you will find a list of your active students. Please make sure that the information for each student is accurate and up-to-date. Keeping this information current will help streamline the process when applying for scholarships. Only active students can be added to an application and considered for funding.

Active Students			
STUDENT ID	STUDENT NAME	DATE OF BIRTH	
[REDACTED]	[REDACTED]	6/19/2016	View
[REDACTED]	[REDACTED]	12/8/2013	View

Below, you will find a list of your inactive students. If you need to add one of these students to your applications you will need to click on the green plus button, to make them an active student. Each student is only allowed on one EMA account. If you are not applying for a student or they do not reside with you, you do not need to do anything, please leave them as inactive.

Inactive Students			
STUDENT ID	STUDENT NAME	DATE OF BIRTH	
[REDACTED]	[REDACTED]	11/23/2016	+

Once you add all your students both Renewal and New, you can click on “Apply for scholarships” to start the application process.

You will be taken to your dashboard where you can select the scholarship program you wish to apply for.

The screenshot displays the Scholarship Portal interface. On the left is a navigation sidebar with the EMA logo and menu items: Dashboard, My Students, Recent Transactions, and Help. The main content area is titled 'Scholarship Portal' and features a dark header with notification and user icons. Below the header, the 'Available Scholarships' section includes an 'IMPORTANT NOTICE' box and three scholarship options, each with an 'APPLY' button. A large red arrow points to the 'APPLY' button for 'Students with Unique Abilities (FES-UA)'. At the bottom, the 'Find Your Students' section contains a megaphone icon, explanatory text, and a 'GET STARTED' button.

EMA
Education Market Assistant

Scholarship Portal

Available Scholarships

IMPORTANT NOTICE
You can only submit one application per program for FES-UA, FTC and FES-EO. Please make sure all students have been added to the [My Students](#) section on the left before applying. After you click 'Apply' select all students you want to apply for new and renewing students.

Scholarship for Private Schools and Transportation
FTC and FES-EO give families a choice between private school tuition and fees, or transportation costs to attend a public school different than the one they are assigned to. **APPLY**

Students with Unique Abilities (FES-UA)
FES-UA allows parents of students with Unique Abilities to direct funds toward a combination of programs and approved providers. **APPLY**

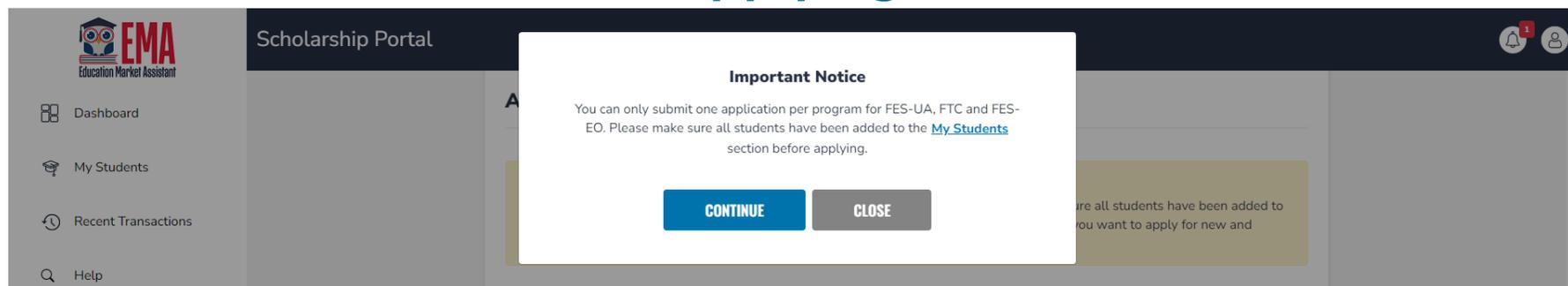
New Worlds Reading Scholarship Accounts
Is your public school child having trouble reading? If so, the New Worlds Reading Scholarship Accounts can help. **APPLY**

Find Your Students

To streamline the renewal application process, we'll need to import your existing student data into EMA. In the My Students section of your portal, click on the Import Students button to Login and import your student data. **GET STARTED**

Important Notice

You can only submit one application per program for FES-UA, FTC and FES-EO. Please make sure all students have been added to the “My Students” section before applying.



The screenshot displays the Scholarship Portal interface. On the left is a navigation menu with the following items: Dashboard, My Students, Recent Transactions, and Help. The top header includes the EMA Education Market Assistant logo and the text "Scholarship Portal". In the top right corner, there are notification and user profile icons. A central modal window titled "Important Notice" is overlaid on the page. The modal text reads: "You can only submit one application per program for FES-UA, FTC and FES-EO. Please make sure all students have been added to the [My Students](#) section before applying." Below the text are two buttons: "CONTINUE" (in blue) and "CLOSE" (in grey).

Select the student(s) you wish to apply for. You can add more than one student to an FES-UA application.

FES-UA Application

Family Empowerment Scholarship for Unique Abilities

Before beginning your application, please note:

The FES-UA is available only to students with one or more diagnoses, as described in Florida Statute 1002.385. Please verify the appropriate diagnosis for your student on page 48 of the Family Empowerment Scholarship for Students with Unique Abilities

[Handbook](#).

Who Are You Applying For?

APPLY?	STUDENT NAME	STATUS
<input checked="" type="checkbox"/>		Renewal
<input type="checkbox"/>		Renewal
<input type="checkbox"/>		New
<input type="checkbox"/>		New

CONTINUE

Who Are You Applying For?

APPLY?	STUDENT NAME	STATUS
<input checked="" type="checkbox"/>		Renewal
1. Has the student graduated from the 12th grade?		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
2. Has the student completed a high school equivalency (GED or similar)?		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
<input checked="" type="checkbox"/>		Renewal
1. Has the student graduated from the 12th grade?		
<input checked="" type="radio"/> Yes <input type="radio"/> No		
2. Has the student completed a high school equivalency (GED or similar)?		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
<input checked="" type="checkbox"/>		New
1. Has the student graduated from the 12th grade?		
<input checked="" type="radio"/> Yes <input type="radio"/> No		
2. Has the student completed a high school equivalency (GED or similar)?		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
This student is ineligible and will not be added to the application.		
<input checked="" type="checkbox"/>		New
1. Has the student graduated from the 12th grade?		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
2. Has the student completed a high school equivalency (GED or similar)?		
<input type="radio"/> Yes <input checked="" type="radio"/> No		

- For each student you select, you must answer if they have graduated from 12th grade or have completed a high school equivalency (GED or similar).
- Renewals are eligible to apply if you select “Yes” and will be considered “Continuing.”
- New students are not eligible to apply if you select “Yes.”
- You can add more than one student to an FES-UA application.
- You may add a new student to this application. However, this student will have to follow the same process as new students.

Renewal

1. Has the student graduated from the 12th grade?
 Yes No

2. Has the student completed a high school equivalency (GED or similar)?
 Yes No

New

1. Has the student graduated from the 12th grade?
 Yes No

2. Has the student completed a high school equivalency (GED or similar)?
 Yes No

This student is ineligible and will not be added to the application.

New

1. Has the student graduated from the 12th grade?
 Yes No

2. Has the student completed a high school equivalency (GED or similar)?
 Yes No

[CONTINUE](#)

Once you are done selecting students, click “Continue” in the bottom right corner.

Student Selection **Student Information** Guardian Information Summary

Family Empowerment Scholarship for Unique Abilities

Student Information

Please complete the below information for each student. Social Security numbers are required for all students.

ADD A STUDENT

1. **[Redacted Name]** 

SAVE AS DRAFT **CONTINUE**

At any point before submitting your application you can add a student via the “Add A Student” blue button, or you can remove a student via the red trashcan icon next to the student’s name.

▼ 1. Hunter Washington 

First Name	Middle Name	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Gender	Ethnicity	Race
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship to Guardian	Student's SSN / ITIN *		
<input type="text"/>	<input type="text"/>		

Expected School Information

School Year	Type of School *	Grade Level *
<input type="text" value="2022 - 2023"/>	<input type="text" value="Home"/>	<input type="text" value="4"/>

All student information is auto populated. If any information is incorrect, you need to exit the application and go back to the “My Students” section to make updates.

Please enter SSN for all students.

Please complete expected school information for SY23-24 and enter in your current school information.

1.

First Name	Middle Name	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Gender	Ethnicity	Race
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship to Guardian	Student's SSN / ITIN *		
<input type="text"/>	<input type="text"/>		

Expected School Information

School Year	Type of School *	Grade Level *
<input type="text" value="2022 - 2023"/>	<input type="text" value="Home"/>	<input type="text" value="4"/>

Please answer the next 4 questions. If you say “Yes” to any of the following questions, you are required to upload supporting documentation.

Additional Information

If you answer “Yes” to any of the following questions, you are required to upload supporting documentation to avoid processing delays.

Is this student adopted? *

Yes No

Has this student been in foster care in the last two calendar years? *

Yes No

Is this student the dependent child of a member of the United States Armed Forces? * [See More](#)

Yes No

Is this student a dependent of a law enforcement officer? * [See More](#)

Yes No

If you answer “Yes” to any of the questions above, you are required to upload supporting documentation to avoid processing delays.

Documentation Type * (You may upload up to 5 files.)

Enter Document Name

UPLOAD

If you need more information on the questions for Armed Forces or Law Enforcement, click “See More” and more information will appear.

Is this student the dependent child of a member of the United States Armed Forces? *[See Less](#)

“Member of the United States Armed Forces” means an Active Duty member of the Army, Navy, Air Force, Coast Guard, Marine Corps, or Space Force, including an Active Reservist, Active National Guard.

Yes No

Is this student the dependent of a law enforcement officer? *[See Less](#)

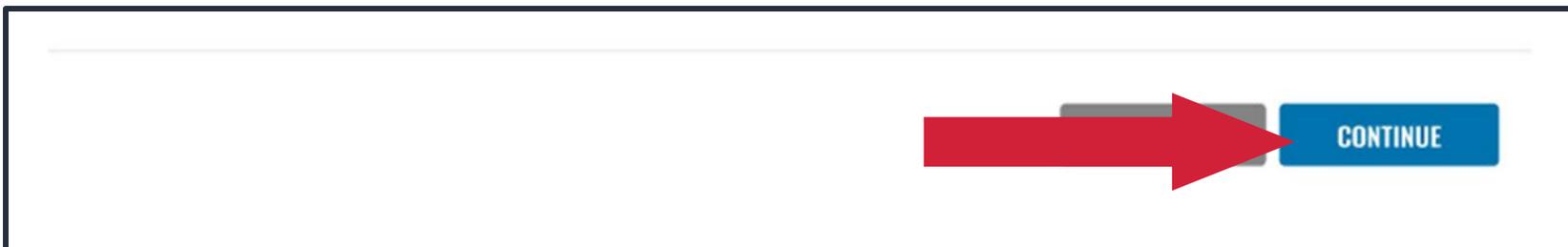
“Law enforcement officer” means any person who is elected, appointed, or employed full time by any municipality or the state or any political subdivision thereof; who is vested with authority to bear arms and make arrests; and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic, or highway laws of the state. This definition includes all certified supervisory and command personnel whose duties include, in whole or in part, the supervision, training, guidance, and management responsibilities of full-time law enforcement officers, part-time law enforcement officers, or auxiliary law enforcement officers but does not include support personnel employed by the employing agency (See Florida statute §943.10(1)).

Yes No



The FES-UA application in EMA allows more than one student per application. Please continue to fill out the same questions for each student on the application.

You may use the arrows next to the student's name to expand or collapse their student section.



Once you have completed all questions for your students, click “Continue.”

Your profile information was auto populated. If you need to make changes, please save the application as a draft and go back to profile. Once updates are made you can return to the application and the information will be auto populated.

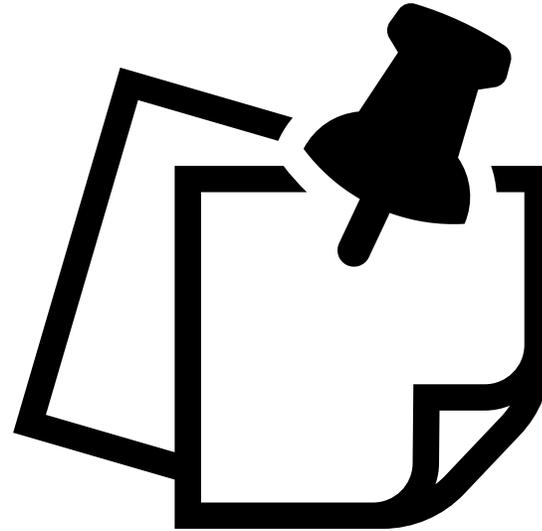
Proof of residency is required. Please select one of the approved documentation types and upload your supporting document, by clicking "Upload."

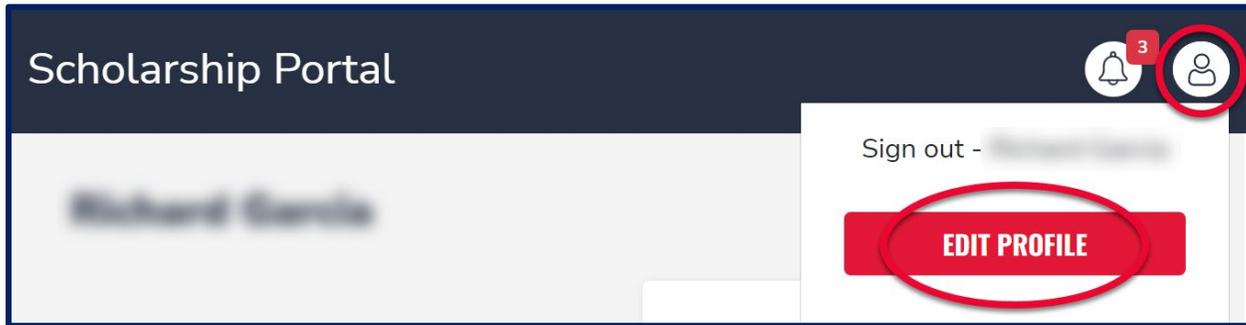
The screenshot shows a web form titled "Family Empowerment Scholarship for Unique Abilities" with a sub-section for "Guardian Information". The form is divided into several sections:

- Primary Guardian***: A dropdown menu with a downward arrow.
- Information Review**: A note stating, "Please review the information below. If any information is incorrect, please go to your [Profile](#) and make sure that your information is up-to-date to avoid processing delays."
- Personal Information**: Fields for First Name*, Middle Name (with "Enter Middle Name" placeholder), Last Name*, Suffix, Marital Status* (with "Married" selected), Primary Language* (with "English" selected), Email - Primary*, Email - Secondary, Phone - Primary*, Phone Type - Primary* (with "Mobile" selected), Phone - Secondary (with "(000) 000-0000" placeholder), and Phone Type - Secondary.
- SSN / ITIN**: A field with a placeholder "***-**-XXXX".
- Physical Address**: Fields for Street Address*, Address Line 2: Suite/Apartment (Optional), City*, County*, State* (with "FL" selected), and Zip Code*.
- Proof of Residency ***: A section with instructions: "You must provide Proof of Residency documentation. Please select the type of document that you are submitting and then click upload." It includes a dropdown for "Proof Documentation Type" (with "Select type of document" selected) and a blue "UPLOAD" button. Below the button, it states: "Must not be more than two months old. Must include current name and address."

Please note

Renewal and Waitlist families should upload Proof of residency for only the Primary Parent.





To update your profile, you must first click on the person icon on the top right corner. Then you can select “Edit Profile” to make changes.

Please note: In order to update the primary parents full name, you will need to call the Service Center.

You must upload proof of residency. Please select the dropdown list and choose the document you will upload. Then click the “Upload” to attach your document.

Student Selection Student Information **Guardian Information** Summary

Family Empowerment Scholarship for Unique Abilities

Guardian Information

Primary Guardian*

Please review the information below. If any information is incorrect, please go to your [Profile](#) and make sure that your information is up-to-date to avoid processing delays.

First Name*	Middle Name	Last Name*	Suffix
<input type="text"/>	<input type="text" value="Enter Middle Name"/>	<input type="text"/>	<input type="text"/>
Marital Status*	Primary Language*	Email - Primary*	Email - Secondary
<input type="text" value="Married"/>	<input type="text" value="English"/>	<input type="text"/>	<input type="text"/>
Phone - Primary*	Phone Type - Primary*	Phone - Secondary	Phone Type - Secondary
<input type="text"/>	<input type="text" value="Mobile"/>	<input type="text" value="(000) 000-0000"/>	<input type="text"/>

SSN / ITIN

Physical Address

Street Address:*	Address Line 2:		
<input type="text"/>	<input type="text" value="Suite/Apartment (Optional)"/>		
City:*	County:*	State:*	Zip Code:*
<input type="text"/>	<input type="text"/>	<input type="text" value="FL"/>	<input type="text"/>

Proof of Residency *

You must provide Proof of Residency documentation. Please select the type of document that you are submitting and then click upload.

Proof Documentation Type

UPLOAD

*Must not be more than two months old.
Must include current name and address.*

2. Spouse / Partner

First Name *

Middle Name

Last Name *

Suffix

If you indicated you are married or are living with your significant other, the spouse/partner section is mandatory. All mandatory fields are indicated by the red asterisk (*).

If your marital status indicates you do not have a spouse/partner living with you, you may skip this section.

Once you have finished primary and spouse/partner selection, click “Continue.”

▼ 2. Spouse / Partner

First Name *

Middle Name

Last Name *

Suffix

Last, you will be taken to the summary page. You can review and go back and change anything you would like. You can use the headers on top of the page to navigate back to a section.

Student Selection Student Information Guardian Information **Summary**

Family Empowerment Scholarship for Unique Abilities

Application Summary

Please verify you have no required information missing and can continue with the application process by clicking submit.

STUDENTS	AGE	GRADE	DIAGNOSIS	DOCUMENTATION
1.	6	1	Autism Spectrum Disorder	diagnosis1.jpg diagnosis2.pdf adoption.pdf
2.	8	3	Down Syndrome	diagnosis1.jpg adoption.pdf leo.jpg

GUARDIANS	TYPE	DOCUMENTATION
1.	Primary	document.jpg
2.	Secondary	

Please read the following statements and check the boxes once you agree.

Parent/Guardian Terms & Conditions

In accordance with the statutory and regulatory guidance of Florida's various school choice programs, including the Florida Tax Credit Scholarship, Family Empowerment Scholarship, New Worlds Reading Scholarship Accounts, and Hope Scholarship programs, I affirm that:

- Under penalties of perjury, I certify that the information I am provide in the course of the scholarship application and management process is true and accurate. I understand that providing false representations constitutes an act of fraud. False, misleading, or incomplete information may result in the denial of the scholarship application or revocation of a scholarship award.
- I certify that I do not own or operate and that I am not a principal or other person who makes decisions at an eligible private school. If I am unable to certify that I am not an owner or operator, I understand that I am ineligible to receive a Florida Tax Credit scholarship but may be considered for a Family Empowerment Scholarship.
- I certify that I have read, understand and agree to the terms, conditions and rules as outlined in the Step Up For Students Parent Handbook for the relevant scholarship programs for which I am applying.
- I certify that I and any applying student are legal resident of the State of Florida, and that continued residency is a requirement for scholarship participation. I understand that I must notify Step Up For Students if either myself or the student move out of the State of Florida while the student is participating in a scholarship program.
- I understand that a student cannot be enrolled in public school and receive a scholarship. Attending public school during this school year will forfeit scholarship participation and will result in a return of any scholarship funding. This provision does not apply to applicants for the New Worlds Reading Scholarship Accounts program, which is exclusively available to students enrolled in a public school.
- I understand that a student enrolled in any courses offered by Florida Virtual School, a correspondence school or distance learning program receiving state funding is ineligible to receive a Family Empowerment Scholarship during that academic year. However, I may pay for those courses privately or through the fees at an eligible private school if my child receives the Family Empowerment Scholarship.
- I understand that, while a student may be eligible for and apply for more than one scholarship program, a student may not receive funding through more than one scholarship program, including the Florida Tax Credit Scholarship, the Family Empowerment Scholarship, and the Hope Scholarship program.
- I understand that the failure to comply with any responsibilities or policies associated with a choice scholarship program may result in the scholarship revocation and/or reporting to the Florida Department of Education.

Please read the Sworn Compliance Statement. Once you agree, please check the box for “I have read and agree to the compliance statement.”

Sworn Compliance Statement

Under the Family Empowerment Scholarship program statute (s. 1002.394, Florida Statutes (Chapter No. 2018-2, Laws of Florida)), there are parent/guardian and student responsibilities for program participation. Pursuant to Section 1002.394(10), F.S., I affirm that

- I understand that for a high-risk child to continue in the program if the student is six years of age on or after September 1, the application for renewal must contain documentation that the child has a disability defined in the statute other than high-risk status.
- I will file an application for initial participation in the Family Empowerment Scholarship program by the date established by the eligible nonprofit scholarship-funding organization.
- I will not take possession of any funding provided by the state for the Florida Family Empowerment Scholarship program. This does not include reimbursements for expenditures approved by the Family Empowerment Scholarship program.
- I understand that I am responsible for procuring the services necessary to educate the student and that if I do not, and the FES-UA scholar's account is inactive for 2 consecutive fiscal year, the student is ineligible for additional scholarship payments until the validated expenditures have occurred.
- I understand that a student's scholarship account must be closed and any remaining funds, including, but not limited to, contributions made to the Stanley G. Tate Florida Prepaid College Program or earnings from or contributions made to the Florida College Savings Program using program funds pursuant to subparagraph (4)(b)6., shall revert to the state after:
 - o Denial or revocation of program eligibility by the commissioner for fraud or abuse, including, but not limited to, the student or student's parent accepting any payment, refund, or rebate, in any manner, from a provider of any services received pursuant to subsection (4);
 - o Any period of 3 consecutive years after high school completion or graduation during which the student has not been enrolled in an eligible postsecondary educational institution or a program offered by the institution; or
 - o Two consecutive fiscal years in which an account has been inactive.
- I understand that accepting the Family Empowerment Scholarship for Students with Unique Abilities releases the district school board from its obligation to provide the student with a free appropriate public education.
- I understand that for the purposes of FS 1003.57 and the Individuals with Disabilities in Education Act, a student participating in the Family Empowerment Scholarship has only those rights that apply to all other unilaterally parentally placed students, except that, when requested by the parent, school district personnel must develop and IEP or matrix level of services.

A parent/guardian who fails to comply with any of the above responsibilities forfeits the Family Empowerment Scholarship program.

I understand that both I and the student must be residents of the State of Florida in order to remain eligible for the Family Empowerment Scholarship for Students with Unique Abilities. I must notify Step Up For Students if either myself or the student move out of the State of Florida while the student is participating in the Family Empowerment Scholarship. Any student participating in the Family Empowerment Scholarship found to not be a Florida resident will be in violation of Florida Statute 1002.394.

Additionally, I understand that a student cannot be enrolled in public school or be participating in the Florida Tax Credit (FTC) Scholarship program, the Family Empowerment Scholarship for Educational Options program, or the Hope Scholarship program while participating in the Family Empowerment Scholarship for Students with Unique Abilities program. Please note that should your child attend public school during this school year, you will forfeit the Family Empowerment Scholarship for this year.

I have read and agree to the compliance statement



I have read and agree to the compliance statement

Please Sign Here
Signature Of *

Test User

Test User

KEEP CLEAR

SAVE AS DRAFT SUBMIT

Please type your name in the box and sign your name in the signature box. If you are satisfied with your signature, please click “Keep.” If you want to change your signature, you can click “Clear” and sign again.

I have read and agree to the compliance statement

Please Sign Here

Signature Of *

Test User

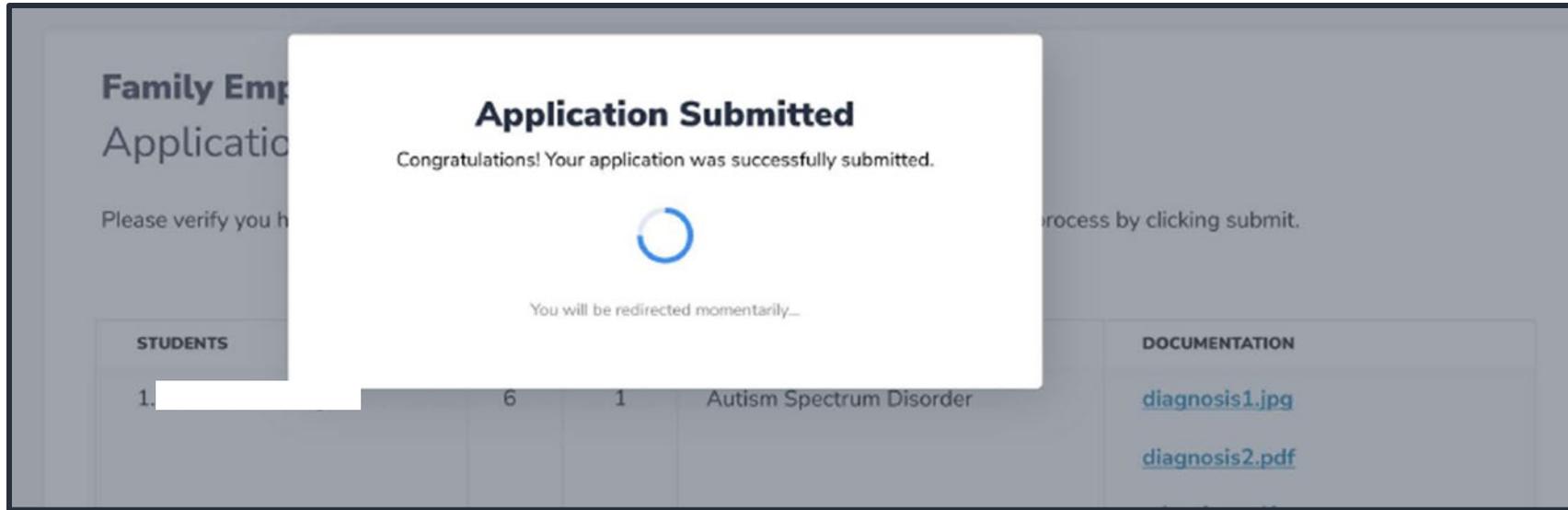
Test User

REDO

SAVE AS DRAFT

SUBMIT

Please click "Submit."



By clicking Submit your application will be sent for processing and you will get a confirmation notice on your screen.

Once you submitted your application, you will return to your dashboard. On the dashboard you can see the status of your application(s). If you want to see details, click the status (blue hyperlink).

The screenshot shows a user interface for 'My Applications'. At the top right, there are icons for a shopping cart, a notification bell with a red '2', and a user profile. The main content is divided into three sections, each with a title and a 'VIEW ALL' link.

NEW WORLDS READING SCHOLARSHIP [VIEW ALL](#)

School Year	Student Name	Application Status
2022 - 2023		● On Hold
2022 - 2023		● Awarded
2022 - 2023		● Awarded

FTC/FES-EO [VIEW ALL](#)

School Year	Application ID	Application Status
2022 - 2023		● In Review
2021 - 2022		● Awarded

FES-UA [VIEW ALL](#)

School Year	Application ID	Application Status
2022 - 2023		● In Review
2021 - 2022		● Denied

Scholarship Portal

MY APPLICATIONS > VIEW ALL

New Worlds Reading **FTC/FES-EO** FES-UA

FTC/FES-EO Applications

Search

APPLICATION ID	TYPE	STATUS	SCHOOL YEAR	SUBMIT DATE
	Renewal	On Hold	2022 - 2023	11 / 20 / 2021
STUDENT NAME		STUDENT ID	STATUS	
			Approved	
			On Hold	
	Renewal	Awarded	2022 - 2023	11 / 20 / 2021
	Renewal	Awarded	2022 - 2023	11 / 20 / 2021
	New	In Review	2022 - 2023	11 / 20 / 2021
	New	Awarded	2021 - 2022	11 / 20 / 2021
	New	Denied	2020 - 2021	11 / 20 / 2021

The hyperlink will open your application page with more details and will show application(s) status and student(s) status. You can click on any of these to see the application details.

After a student is awarded and the eligible participating school has been contacted by you to start the enrollment process, you can expect to receive an email notification as well as an update to your dashboard.





ENROLLMENT NOTIFICATION

Dear [REDACTED]

You have received a request to approve a School Enrollment Form from School [REDACTED] for the student named below.

Student's Name: [REDACTED]

Academic Year: 2022 - 2023

A School Enrollment Form links your student to the selected private school for billing purposes. When you accept a School Enrollment Form, you are approving the use funds from your student's [REDACTED] Scholarship Account to pay the school directly for the amount of the tuition and fees or the available balance in your student's account, whichever is less. Payments to the school will be divided by the number of deposits made into the students' account. For example, if the student's tuition is \$1,000, and the scholarship is \$400 with two yearly deposits, you are approving two payments of \$200 for the selected school.

Once an eligible private school enrolls the student in their system, you will receive an email notification asking you to login and review the enrollment request.

You can view and approve enrollment requests from the Dashboard.

The screenshot displays the Scholarship Portal interface. On the left is a navigation menu with the following items: Dashboard, My Students, Recent Transactions, and Help. The main content area is titled "Scholarship Portal" and features three primary sections:

- Enrollment Requests:** A table with columns for School Year, Student Name, School Name, Request Date, School Start Date, Annual Tuition, Accept, and Decline. It lists three requests, all of which have been accepted.
- My Applications:** A section with a "View All" link and a table showing three applications, all with a status of "Awarded".
- Available Scholarships:** A section at the bottom of the dashboard.

SCHOOL YEAR	STUDENT NAME	SCHOOL NAME	REQUEST DATE	SCHOOL START DATE	ANNUAL TUITION	ACCEPT	DECLINE
2022-2023	[REDACTED]	[REDACTED]	06/23/2022	08/15/2023	\$7,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2022-2023	[REDACTED]	[REDACTED]	06/24/2022	08/15/2023	\$7,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2022-2023	[REDACTED]	[REDACTED]	06/26/2022	01/15/2022	\$10,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PROGRAM	SUBMITTED	STUDENT	STATUS
[REDACTED]	06/19/2022	[REDACTED]	Awarded
[REDACTED]	06/19/2022	[REDACTED]	Awarded
[REDACTED]	06/19/2022	[REDACTED]	Awarded



Are you sure you want to enroll?

School Year	STUDENT NAME	SCHOOL NAME	REQUEST DATE	TOTAL AMOUNT
2022-2023	[REDACTED]	[REDACTED]	01/06/2023	\$4,150.00

IMPORTANT: By accepting the School Enrollment Form, you are approving payment for the tuition and fees for your students at the selected private school OR your student's award amount, whichever is less. Payments will be divided by the number of deposits made into the students' account. For example, if the student's tuition is \$1,000, and the scholarship is \$400 with two yearly deposits, you are approving two payments of \$200 for the selected school.

PLEASE NOTE: Your total amount reflects an adjustment of **\$1,000.00** applied by the school due to your students enrollment being after the start of the school year or due to an agreed adjustment amount previously discussed with the school.

YES

NO

When you accept the School Enrollment Form for your student, you also approve payment for the tuition and fees associated with the private school you have selected.

Contact Page



Step Up For Students

 877.735.7837

 stepupforstudents.org

