



Personalized Education Program

March 27th, 2025

Presented by Step Up For Students

**OPEN HOUSE
PEP**





Personalized Education Program

Agenda



Communications
Scholarship Program Update
MyScholarShop: New Vendor Alert
Navigating MyScholarShop
Purchasing Guide Hot Topics
Reimbursement Resources
Guardian Handbook & Purchasing Guide Resources
Questions & Answers
Contact Information





Personalized Education Program

Communications

Subject: ★ PEP Handbook/Purchasing Guide Updates & March Open House Registration!

Date: 03/19/25



Important Update For PEP Families

Dear Parent/Guardian,

We heard you and are excited to announce that we created a Parent/Guardian Handbook and Purchasing Guide specifically for the Personalized Education Program (PEP)! We also invite you to the March PEP Open House. Scroll to the bottom of this email to sign up.

To access the material, click the links below:

Handbook

- [PEP Parent/Guardian Handbook](#)
- [One-pager highlighting changes to the Parent/Guardian Handbook](#)

Purchasing Guide

- [PEP Purchasing Guide](#)
- [One-pager highlighting changes to the Purchasing Guide](#)

Please be aware that handbooks may be updated periodically throughout the year. For the most current version, always refer to our website.



Personalized Education Program

Communications

Subject: 🛎 Act now! Renew your student's Private School Scholarship!

Date: 03/24/25



Renew Your Scholarship Today!

Please disregard if you have already submitted your application.

Hello.

Friendly reminder - applications for the 2025-26 school year are now available.

If you would like to renew your student's Private School, Unique Abilities, or PEP Scholarship, now's the time!

[Click here to renew your scholarship](#)

Helpful Information:

👉 Please submit one application per family per program. If you're applying for a scholarship program for multiple students, be sure to include all applicable students on that application before submitting it and moving on to your next scholarship program application. If you forget to add a student to an application, you will need to wait until your application shows an "On Hold" or "Complete" status before you can add the missing student.

👉 Processing times vary but may take up to 30 days. Families will receive an email with status changes.

👉 For resources, including our application checklist and videos, please [click here](#) and select the scholarship of your choice.



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Scholarship Overview

Unique Abilities: Students from age 3 through grade 12 or age 22, whichever comes first, who have a specific diagnosis or have an IEP. The student can be either enrolled as home education with the district or enrolled in a private school.

Private School: The scholarship to attend an eligible private school, and any remaining funds can be accessed through your education savings account to further support your child's educational needs.

PEP: For Florida students who are not enrolled full-time in a private or public school.

New Worlds: The program benefits VPK and K-5 public school students who struggle early in reading and/or math skills.

Transportation Stipend: Supports the transportation costs associated with traveling to a different public school than the one the student has been assigned.



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**The PEP Application
deadline is
April 30th!**

If you **accept** a scholarship, you will receive either confirmation of the award OR notice that the scholarship program has reached capacity. This notification will be sent by email.



If you **decline** the scholarship, your student will be withdrawn from the scholarship program. If interested, you will then be able to apply through another scholarship program for this student. Reapplying for the same scholarship or another scholarship will reset your current priority status, and you will be considered a 'New' applicant.

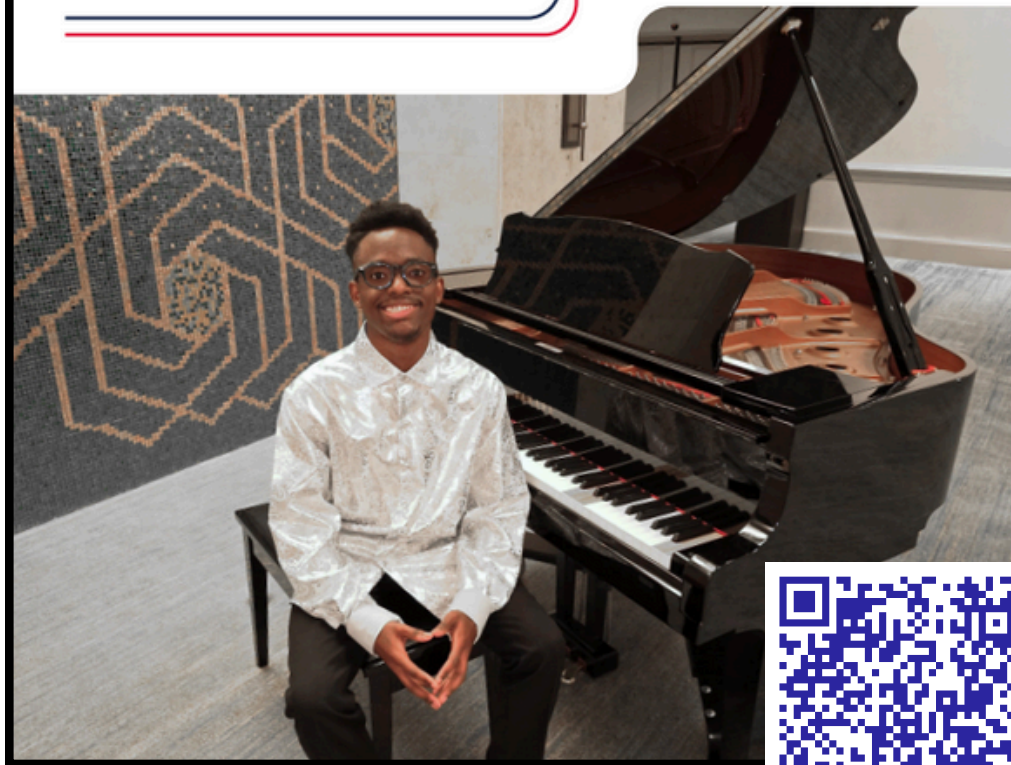


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Florida Choice Scholarships

PEP FAMILY HANDBOOK



PEP Guardian Handbook



We are excited to announce that the New PEP Guardian/ Parent Handbook and Purchasing Guide are now available! This comprehensive resource is designed to assist parents in navigating the essential information and tools needed for their child's success. Inside, you'll find valuable insights, guidelines, and tips to make informed decisions regarding your child's education and well-being. Be sure to check it out and empower yourself with the knowledge to support your family effectively!

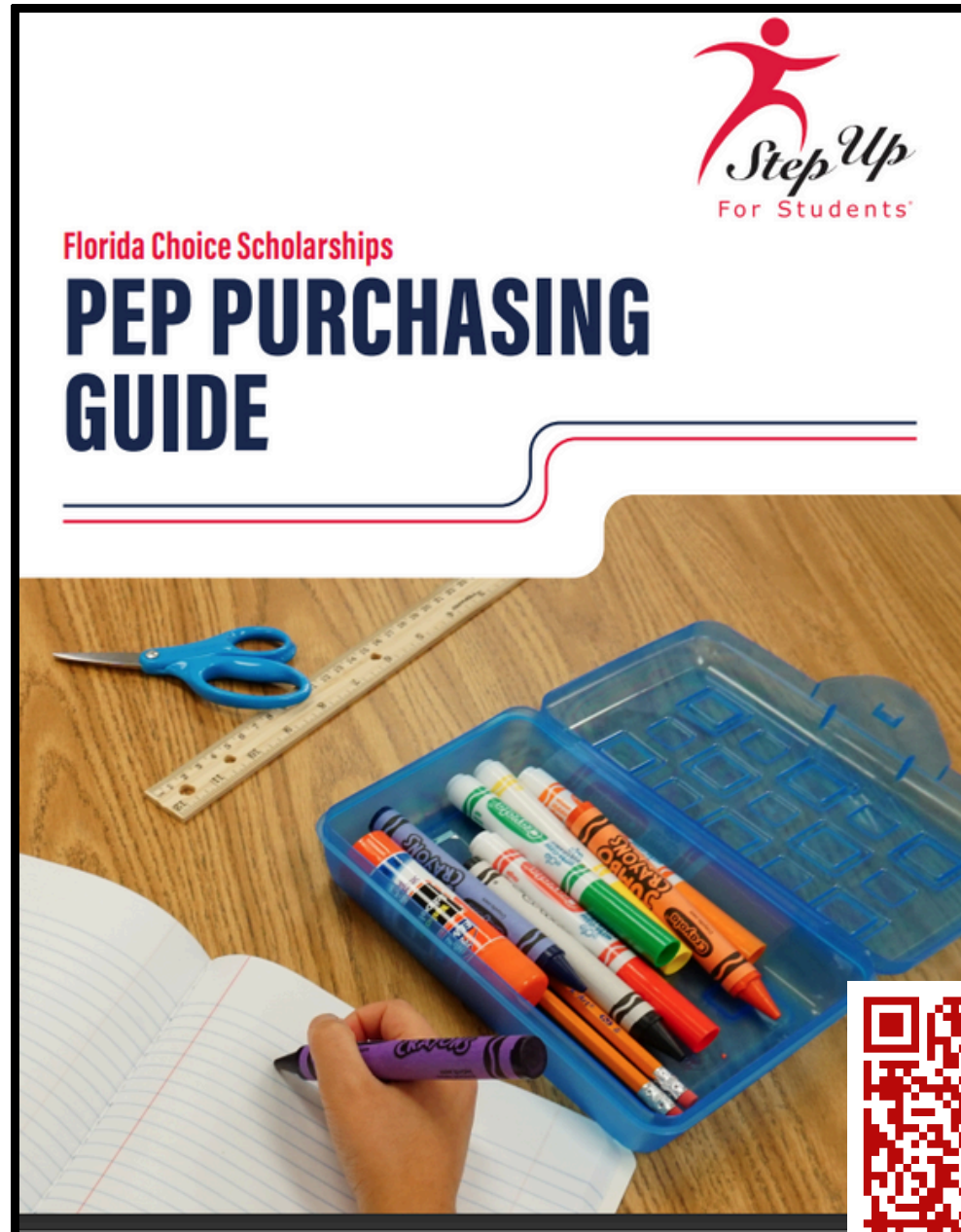


PEP Scholarship Parent and Guardian Handbook (NEW)

- There is now a specific handbook for the PEP Scholarship program, there is no longer a combined handbook for FTC/FES-EO/PEP. The details within the PEP Handbook align with the details that were previously outlined for the PEP Scholarship program in the FTC/FES-EO/PEP handbook.
- Added the "Authorized Use of Scholarship Funds" chart on the **last page** of the handbook.



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✓ PEP Scholarship Purchasing Guide (NEW)

- Removed Private School scholarship-specific eligible items and services.
- Added more information on "Product Safety" under the General Purchasing Provisions section to further describe when an item would not be considered eligible for a student due to safety.
- Grouped "Drafting Tables" with "Desks" in the At-Home Classroom Furnishings subcategory.
- Added [Eligible Postsecondary Institutions link](#) that lists all eligible postsecondary institutions.
- Removed "Family memberships to gyms, YMCAs, libraries, museums or other facilities" from Appendix A: Summary of Prohibited or Ineligible Items.



2025-2026
Purchasing Guide



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Please follow the link or scan the QR code provided below to access the necessary application documents for your review.



New & Renewal Student Application Checklist



2025-26 RENEWAL STUDENT APPLICATION CHECKLIST

Renewing your child's scholarship for a Private School (FTC/FES-EO), Unique Abilities (FES-UA), or PEP Scholarship requires certain documents for review and this guide is here to help you gather everything you need. If your student received funds in 2024-25, they're considered a renewal student.

Proof of Florida Residency:

Proof of Residency requires one document from Column A or two different documents from Column B. All documents must be current (dated within two months for recurring bills or statements), valid, and match the parent's or guardian's (primary or secondary) full name and the physical address on the application.

Column A Upload a copy of one of these documents	Column B Upload a copy of two of these documents
Utility bill (electric, gas, water)	Florida Driver's License or state-issued ID card
Mortgage statement or residential lease agreement	Paystub
Proof of current government benefits (Social Security, Veterans Affairs, Disability, Medicare, Section 8/HUD, TANF, SNAP, DCF correspondence)	Insurance policy statement (auto, health, home, or renters)
Homestead or Property tax statement/assessment	Mortgage acceptance letter
Permanent Change of Station (PCS) military orders*	Property Deed
Verification of homelessness	<i>Please note: Both documents from Column B need to be from the same guardian and must be from different categories.</i>
Migrant Address Verification Letter	

*Active-duty members of the United States Armed Forces who do not have a Florida residential address at the time of application but have received Permanent Change of Station (PCS) orders must provide a copy of their PCS orders in the application documents and list the Florida address of the unit to which they are being assigned or from which they are being relieved.

Social Security Number

A Social Security Number will need to be entered for you and your student.

Note: FES applications require student social security numbers. If you or your student do not have a Social Security Number, leave this question blank. Your student will only be considered for a Private School Scholarship (FTC).

Diagnosis Documentation:

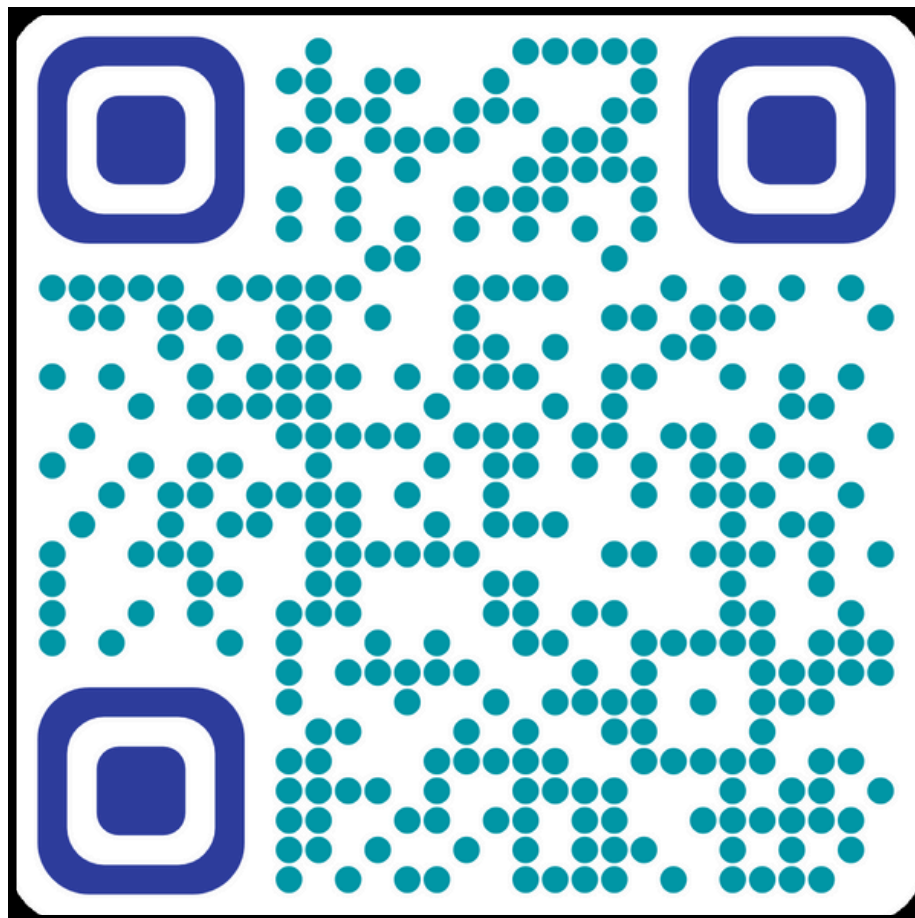
Additional documentation may be necessary for certain Unique Abilities Scholarship (FES-UA) applications. If your student previously qualified for the FES-UA scholarship under one of the following categories, you must submit documentation to demonstrate the student qualifies under an eligible diagnosis for the 2025-26 school year:

- Students who qualified as "high-risk" and who are turning 6 on or before September 1, 2025
- Students who qualified based on being hospitalized or homebound



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Click the link or scan the QR code below for a step-by-step guide for a renewal student.



[Renewal Application Process](#)



Step Up For Students

Renewal Application Process

2025-2026

Florida Tax Credit (FTC) Scholarship, Family Empowerment Scholarship for Educational Options (FES-EO), the Personalized Education Program (PEP) Scholarship





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Switching to Another Scholarship

If you're considering switching from a PEP to a Private School Scholarship, or vice-versa, please do not decline your current scholarship. Instead, reach out to us at 1-877-735-7837 to initiate the switch!

However, if you're looking to change from the Private School Scholarship or PEP to a different scholarship, you must first decline your current scholarship. This will remove the student from the Private School Scholarship or PEP, making them eligible to apply for other scholarships.

Remember, the deadline for switching to PEP is April 30, 2025.



Student ID

**Student ID:
Provide this number
when speaking with
the Engagement
Center.**

The screenshot shows the 'Scholarship Portal' interface. On the left is a sidebar with the 'EMA Education Market Assistant' logo and navigation links: 'Dashboard', 'Reimbursements', 'My Students' (highlighted with a red arrow), 'Recent Transactions', and 'Help'. The main content area has a top navigation bar with 'Apply For Scholarship', 'Open Student Learning Plan', and 'New Reimbursement' buttons. Below this, the 'Student Profile' section is visible, containing fields for Name, DOB, Gender, Ethnicity, Race, Relationship To You, and Student FLEID number. The 'Student ID' field is highlighted with a red box and shows the value '206...'. To the right of the profile is a 'Current Funds Available' section showing 'New Worlds Scholarship Accounts' with a balance of '\$0.00'. Below that is an 'Applications' section for 'New Worlds Scholarship Accounts (24-25)' with a status of 'Funded', an 'Award ID: 20001636', and a 'Program Award Amount: \$5,000.00'. A 'VIEW APPLICATION' button is located at the bottom right of the applications section.



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What is *my* **ScholarSHOP** ?

These are the benefits of MyScholarShop

- Vendors are paid directly through your child's scholarship account with no out-of-pocket costs.
- No reimbursement paperwork is needed.

How Does MyScholarShop Work?

"Pick it, Click it, and Ship it"

Search for what you need as you would on any online store and find the items you want. Mark them as a favorite for later, and check them out when you're ready. MyScholarShop will do the rest, including checking to ensure you have available funds. Don't forget to verify your shipping address before checking out!


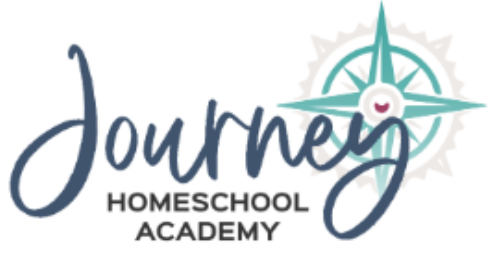

You are not obligated to use MyScholarShop. You can purchase pre-approved instructional materials and curricula directly from vendors and then apply for reimbursement.



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MyScholarShop Vendor Alert

Company Name	Description of Services	Website
	Yoto is a screen-free audio player for children that offers stories, music, and educational content. It promotes learning and independent play with hundreds of hours of activities focused on phonics, languages, and math.	https://us.yotoplay.com/
	Journey Homeschool Academy provides an engaging video-based science curriculum that blends a Christian worldview with vibrant visuals. It features hands-on activities, passionate virtual mentors, and curated reading lists to enhance understanding and foster exploration of complex topics.	https://journeyhomeschoolacademy.com/
	Noeo combines science and fun with a curriculum that includes over 70 experiments using household items. It simplifies lesson planning by integrating experiments, readings, and reviews into easy instructions. The engaging living books inspire curiosity, and flexible scheduling accommodates different learning paces, allowing siblings to learn together.	https://noeoscience.com/?srsltid=AfmBOooB-OgSCs9YFI-mVfaYWtyf7208bCRim6ytz1NfZ5HbUylUALiX



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MyScholarShop Resources



[Navigating MyScholarShop
in EMA](#)



[Parents: Finding Services and
Providers in the Marketplace](#)



Personalized Education Program

PEP Handbook Pg. 12



Handbook Hot Topic



Annual Assessment Requirement





Personalized Education Program

FTC/FES-EO Handbook pg. 12

Covered Annual Education Evaluation Fees

Approved standardized testing or assessments include:


- National and state-standardized, norm-referenced assessments
- Advanced Placement (AP) examinations
- Industry certification examinations
- Transition assessments
- Assessments related to postsecondary education
- Conducting career and interest assessments
- Initial or re-evaluation assessments
- Other assessments may be eligible with pre-authorization





Personalized Education Program

Standardized Testing Exemption Form & Annual Assessment Requirements



What are you looking for today?

DIVISIONSEXPLOREFEATURED TOPICS

Florida Tax Credit Scholarships

Home | Schools | School Choice | K-12 Scholarship Programs | Florida Tax Credit Scholarships | Annual Assessment Requirement

Contact Us

School Choice Resources for Parents

Secured Login

Directories

Facts & Figures

Statute & Rule

Florida Tax Credit FAQs

Personalized Education Program (PEP) FAQs

ANNUAL ASSESSMENT REQUIREMENT

Florida Statutes require a private school participating in either prong of the Family Empowerment Scholarship Program, the Florida Tax Credit Scholarship Program, or an individual student participating in the Personalized Education Program (PEP), to demonstrate academic accountability by annually administering or making provisions for students participating in a scholarship program to take one of the nationally norm-referenced tests identified by the Department of Education.

Alternatively, private schools [may apply](#) to administer Florida's statewide, standardized assessments pursuant to section 1008.22, Florida Statutes, in order to fulfill this requirement. If the parents of students participating in PEP would like their child to participate in a statewide, standardized assessment to fulfill this requirement, they may arrange with their school district to have their student test at a district location. (Note: private school/PEP students are only able to participate in end-of-year assessments in grades 3-10 and end-of-course [EOC] assessments; they are not able to participate in PM1 and PM2 of the FAST progress monitoring assessments or in any kindergarten through grade 2 assessments).

Students with disabilities for whom standardized testing is not appropriate are exempt from this requirement.


Norm-Referenced Assessment

Below is the list of approved norm-referenced assessments and, if possible, a link to the test publisher's website. To determine test mode, available accommodations, and how to administer one of the tests below, please contact the respective testing company directly.

1. [ACT](#)
2. [Classic Learning Test](#) (CLT3-8, CLT10, CLT)
3. [Comprehensive Testing Program \(CTP\)](#) - School-based testing only
4. [Curriculum Associates - i-Ready Assessments](#)
5. [Educational Development Series \(EDSERIES\), Forms J and K](#)
6. [Edmentum Exact Path](#)
7. [Iowa Assessments-Core Battery, Forms F, F, and G](#)
8. Iowa Tests of Basic Skills (ITBS)-Core Battery, Forms A, B, and C
9. Iowa Tests of Basic Skills (ITBS)-Complete Battery, Form C
10. Iowa Tests of Educational Development® (ITED®), Form C
11. [IXL Real-Time Diagnostic](#)
12. [Kaufman Test of Educational Achievement Third Edition, Comprehensive Form \(KTEA-III\)](#)
13. [NWEA Measures of Academic Progress \(MAP\)](#)
14. Pivot INSPECT Summative Assessment
15. [PreACT Secure](#)
16. [PSAT 8/9](#)
17. [PCAT 1.0](#)

Annual Assessment Requirements Per the DOE Site





Standardized Testing Exemption Form

Program statutes for the Florida Tax Credit and Family Empowerment Scholarship programs require that scholarship students in grades 3-10 and all PEP students take a nationally norm-referenced test identified by the Department of Education, or a statewide assessment under s. [1008.22](#), F.S.

However, students with disabilities for whom testing is not appropriate are exempt from this requirement. If testing is not appropriate for your student because of a disability, please complete the fields below and submit this to Step Up For Students.

My student, Student Name: _____ Student ID#: _____, has a diagnosed disability and is a student for whom standardize testing is not appropriate as determined by either (complete one):

- A current Individualized Education Plan (IEP), less than three years old from the date of issue
 - Issuing State: _____
 - Issuing County: _____
 - Date of Issue: _____

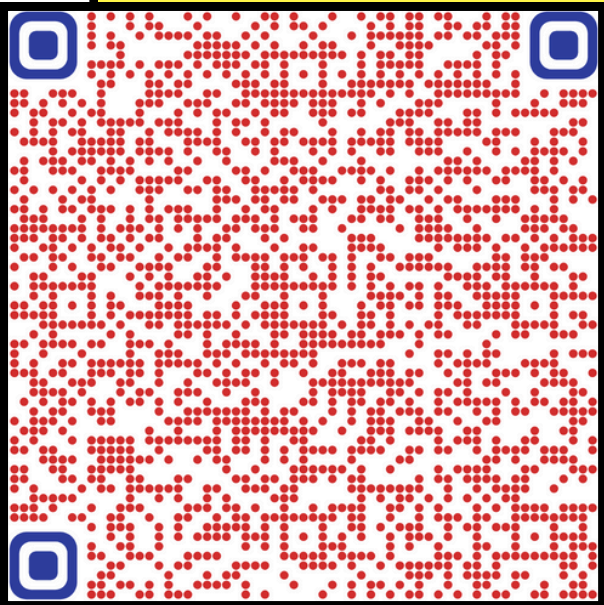
— OR —

- A diagnosed disability from a licensed physician or psychologist
 - State of diagnosing physician: _____
 - Diagnosing physician: _____
 - Date of diagnosis: _____

I certify that the above information is true and accurate and that my student is exempt from standardized testing requirements under state law. I understand that any misrepresentation of this exemption may result in the loss of my student's scholarship eligibility, loss of scholarship funds, and possible legal or financial penalties.

Parent or Guardian Name: _____

Parent or Guardian Signature: _____

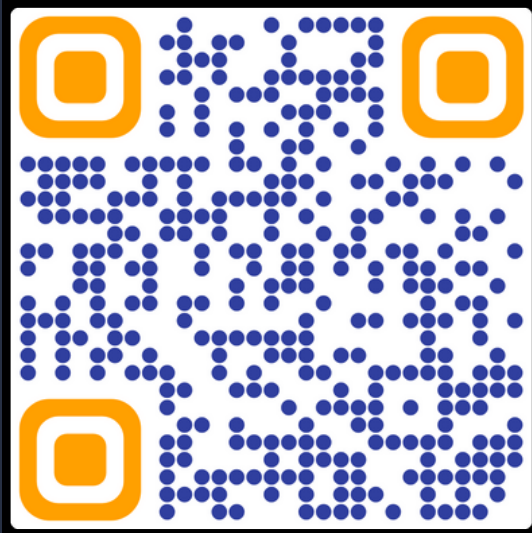


Standardized Testing Exemption Form



Personalized Education Program

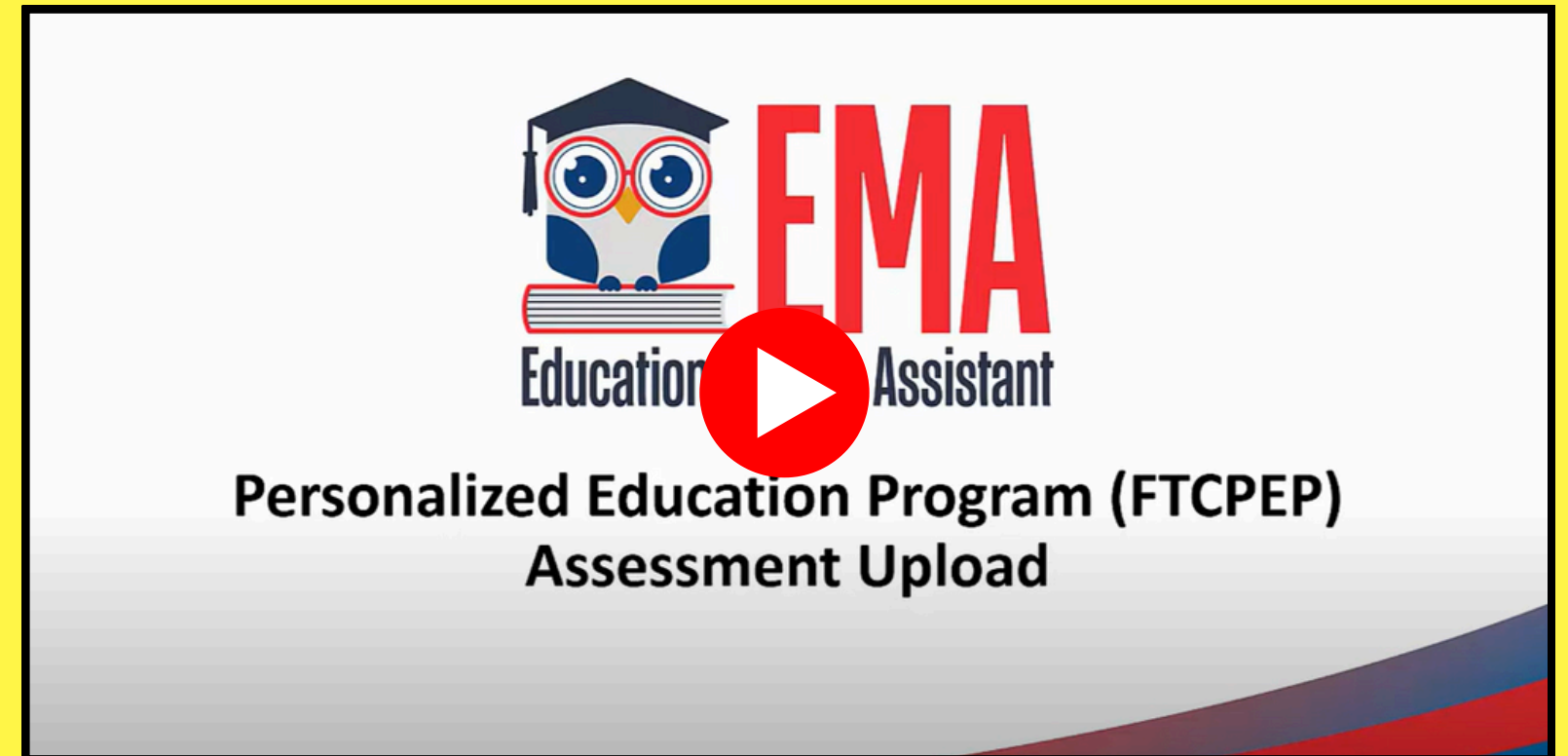
Student Learning Plan & Assessment Upload Resources



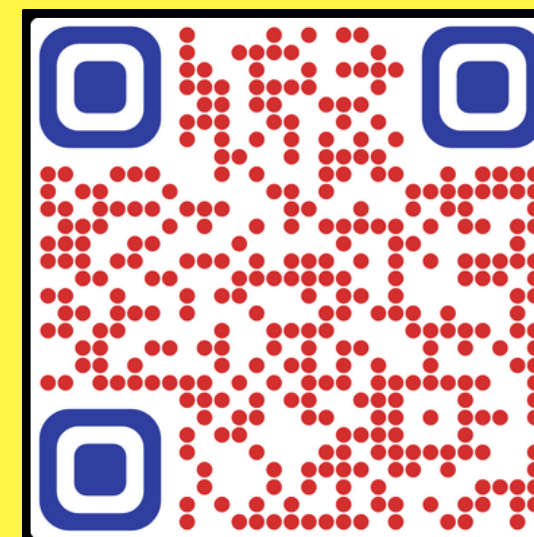
[Personalized Education
Program \(FTCPEP\)
Student Learning Plan \(SLP\)](#)



Personalized Education Program (FTCPEP)
Student Learning Plan (SLP)



Personalized Education Program (FTCPEP)
Assessment Upload



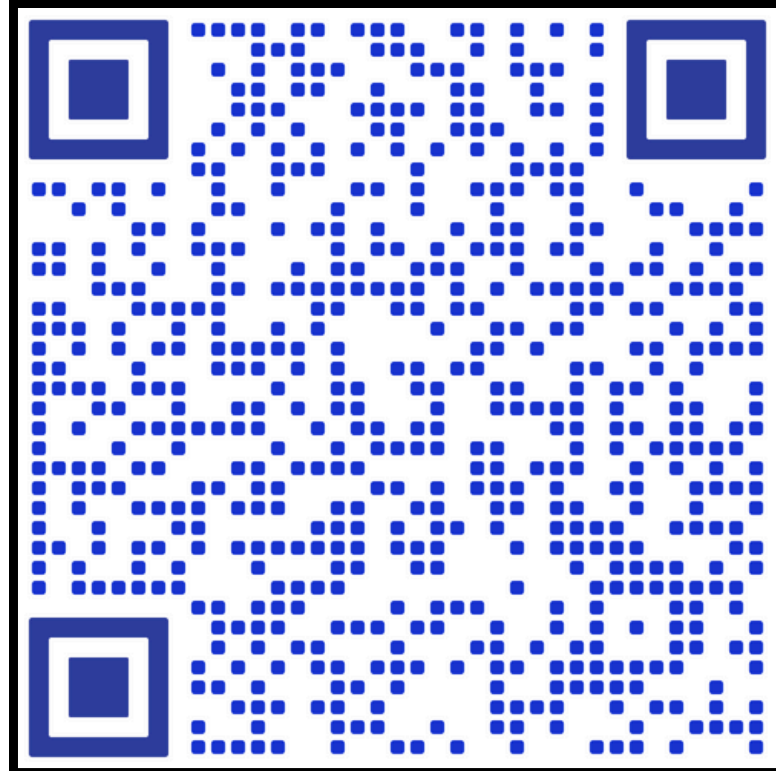
[Personalized Education
Program \(FTCPEP\)
Assessment Upload](#)



Personalized Education Program

Educational Benefit Form Explained

Please ensure all necessary questions are thoroughly answered and a detailed description is given for the educational benefit of that item, lesson or field trip.



Educational Benefit Form

Sample of Educational Benefit Form



Educational Benefit Form

Student Name: Johnny Doe

Student ID: 1234567890

Item for which reimbursement is requested (the item you purchased or plan to purchase):

Florida Theme Park Admission

What is the Educational Benefit of this item?

The park incorporates technology, engineering, and physics into its rides and attractions.

Discussions about how rides work, such as roller coaster mechanics or 3D/4D technology, can spark interest in STEM fields.

☒ I affirm scholarship program funds are used only for authorized purposes as described in ss. 1002.394(4) or 1002.395(6), F.S., as applicable, and serve the listed student's educational needs.

Parent Name: Jane Doe

Parent Signature: *Jane Doe*

PLEASE NOTE: Any violation of the FES/FTC scholarship statutes, rules, policies, or procedures may result in the loss of the scholarship, ineligibility for future scholarships, or financial or criminal penalties. Please see the Parent Handbooks for [FES-UA](#) or [FES-EO/FTC/PEP](#).



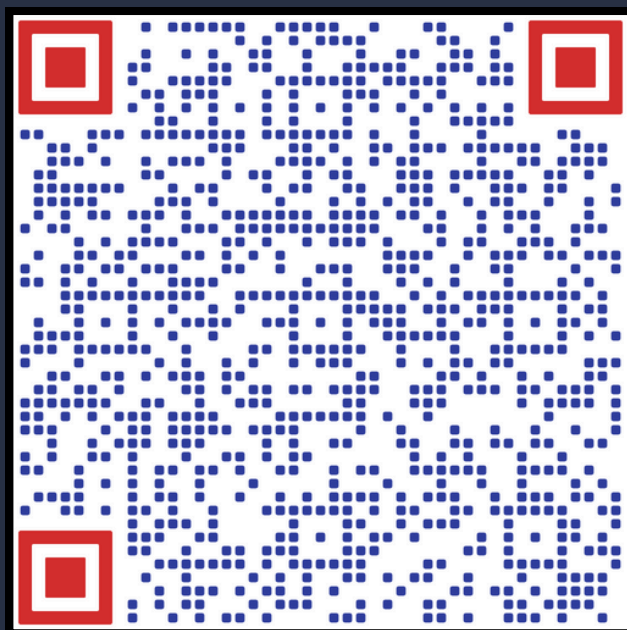
Personalized Education Program

Reimbursement Resources

Reimbursement Guide

A step by step guide to submitting a Reimbursement in EMA

Please scan the QR code or you can click the link to access the presentation

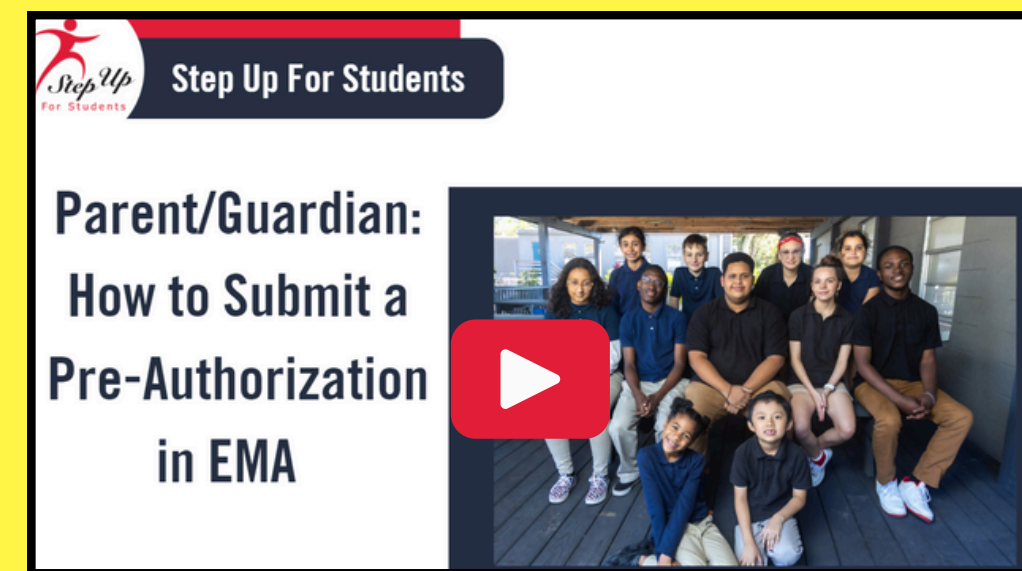


[Guardians Reimbursement Guide](#)

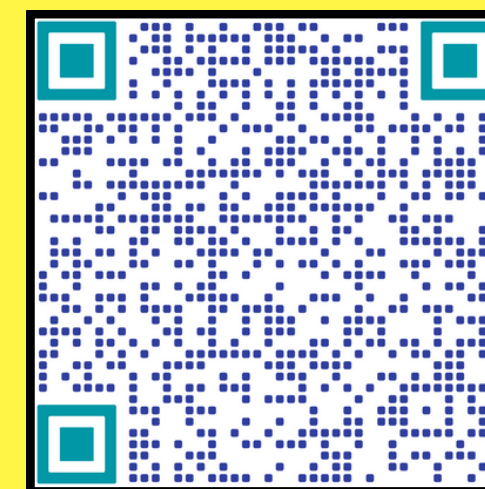
Pre-Authorization

A step by step guide to submitting a Pre-Authorization in EMA.

Please scan the QR code below or click the link to access the presentation. Also, you can click the link on the right to watch the YouTube video for this process.



[Pre-Authorization Presentation YouTube Video](#)

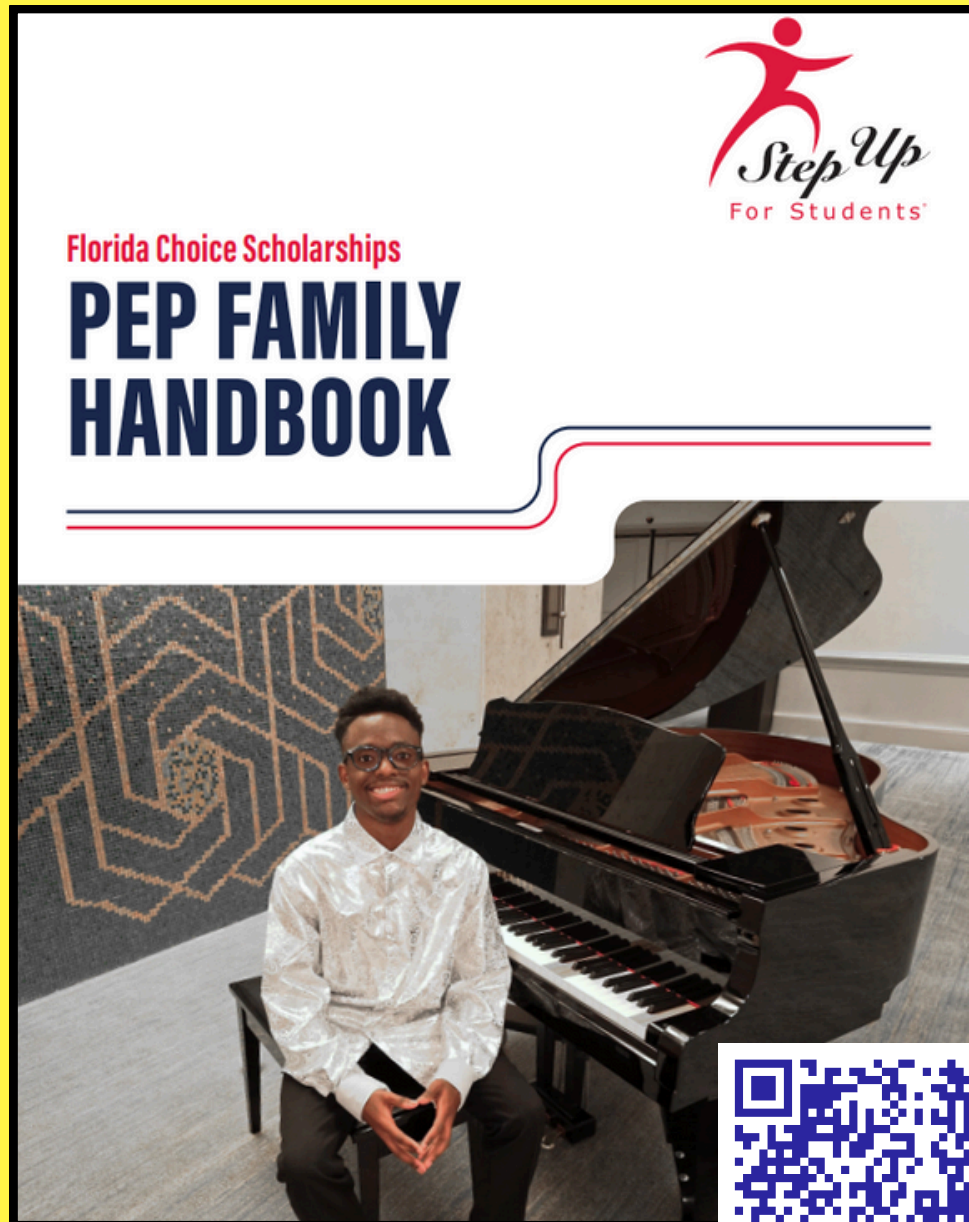


[Pre-Authorization Presentation](#)



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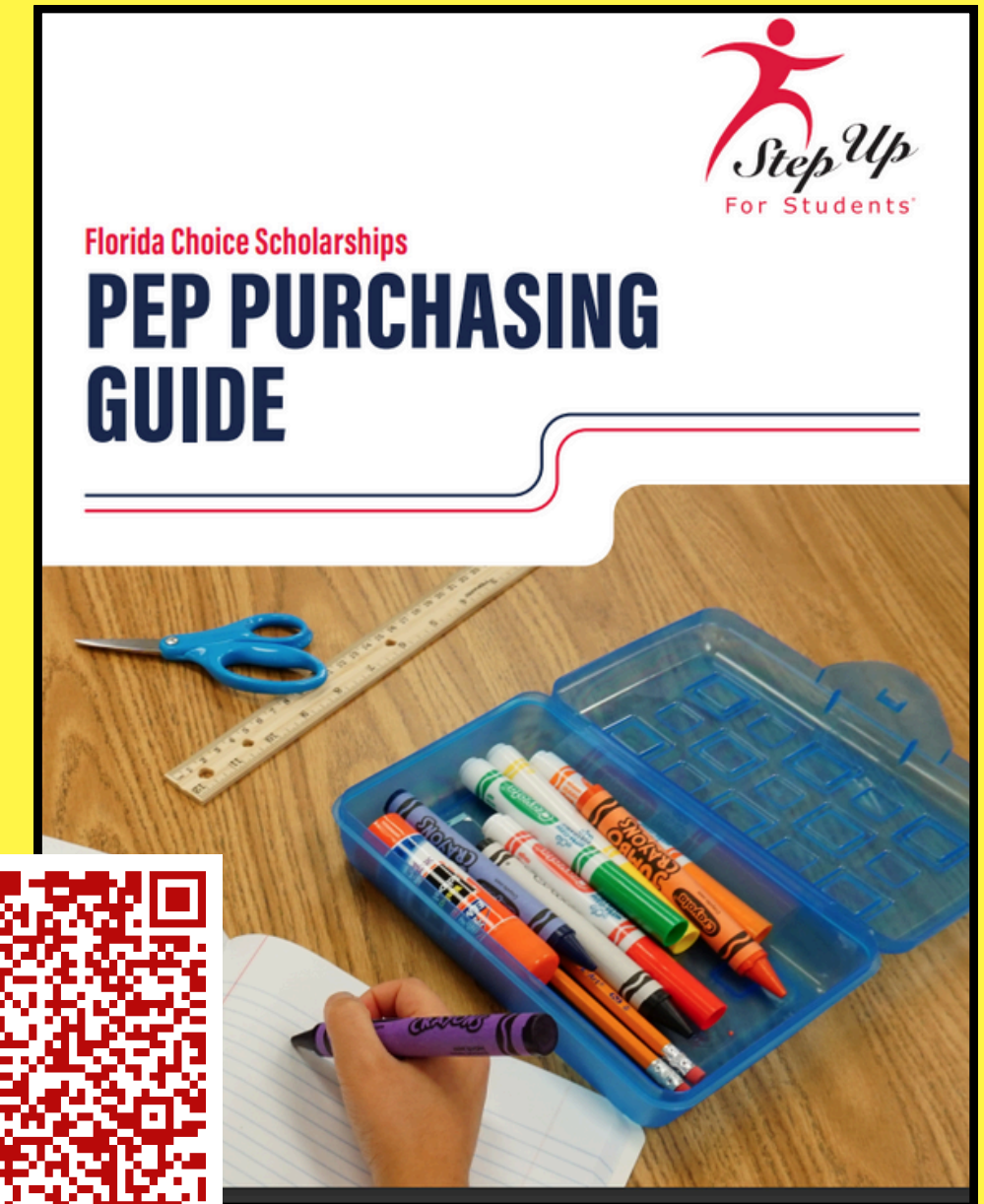
Guardian Handbook & Purchasing Guide Resources



[PEP Guardian Handbook](#)



Please scan the QR code
or you can click the link
to access the Guardian
Handbook or the
Purchasing Guide



[2025-2026](#)

[Purchasing Guide](#)







Personalized Education Program



Q: Will assessment scores affect my student's eligibility for receiving a scholarship?

A: The results of the test will not impact your eligibility for scholarships or your ability to access your student's scholarship funds or any provider's services.

Q: Are swim lessons covered?

A: Yes, swim lessons are covered. Please refer to Physical Education (PE) section of the PEP Purchasing Guide.

Q: If you apply for PEP, and then decide not to use it because you will attend a private school, can you re-apply for another scholarship?

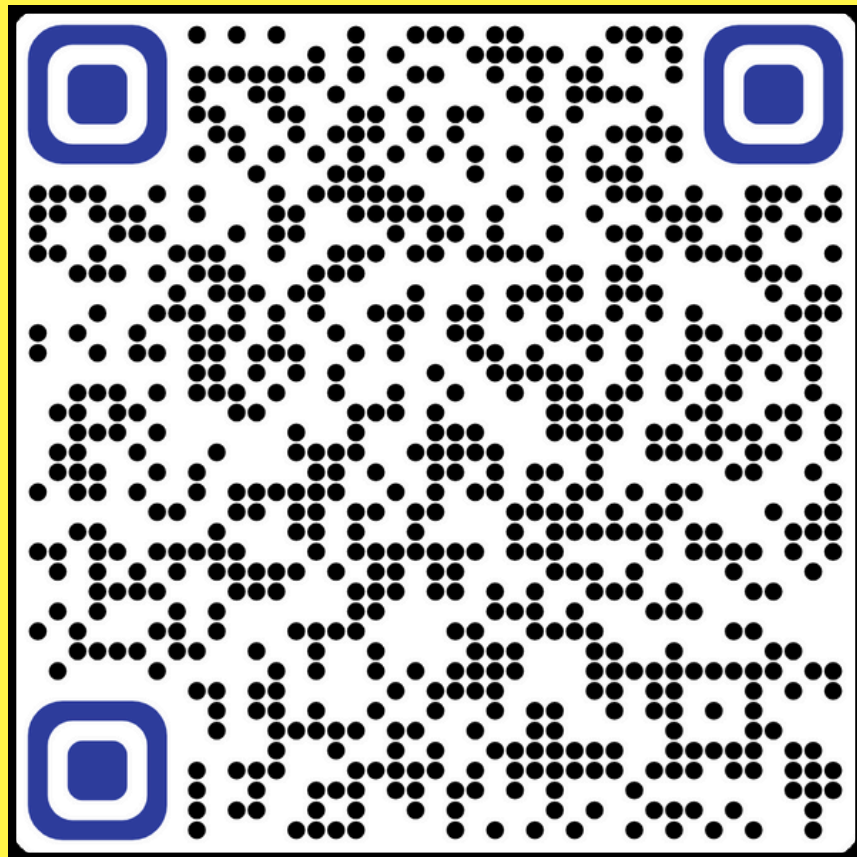
A: If you want to switch from a PEP to a Private School Scholarship, or vice-versa, do not decline your scholarship and call us at 1-877-735-7837 to request this switch!



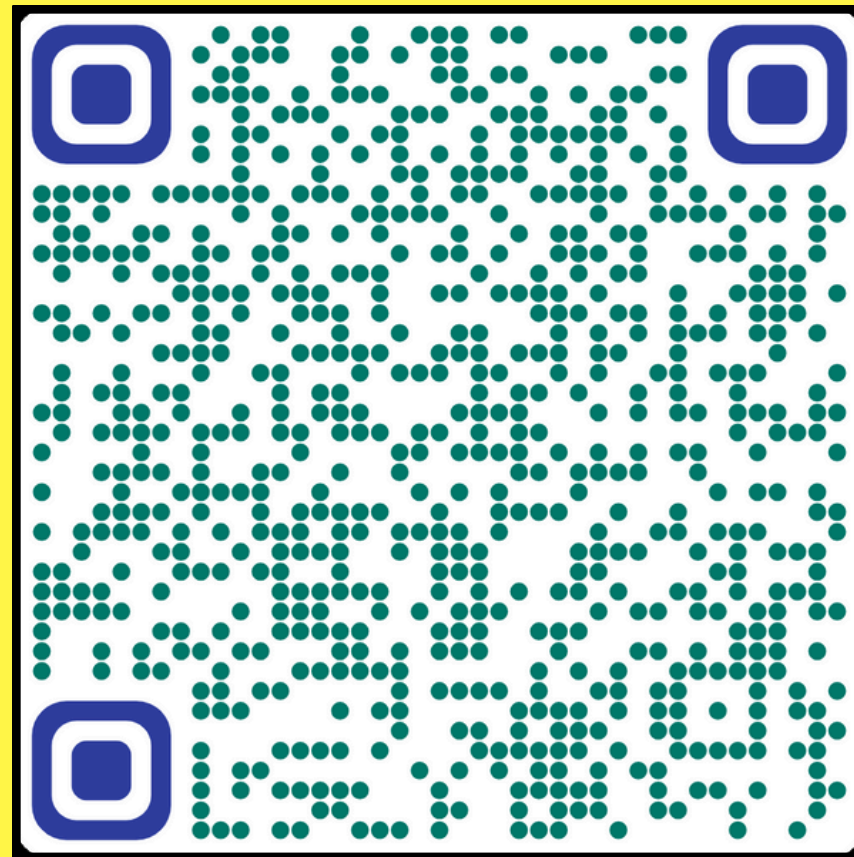
Personalized Education Program



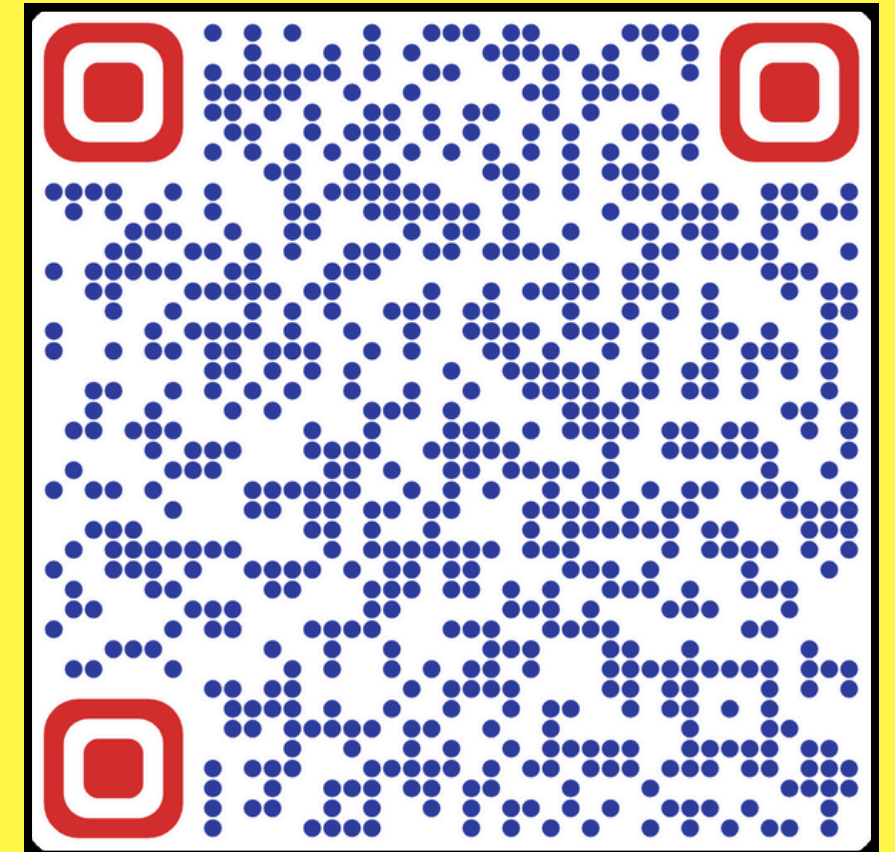
Past PEP Open Houses



[December Open House](#)



[January Open House](#)



[February Open House](#)



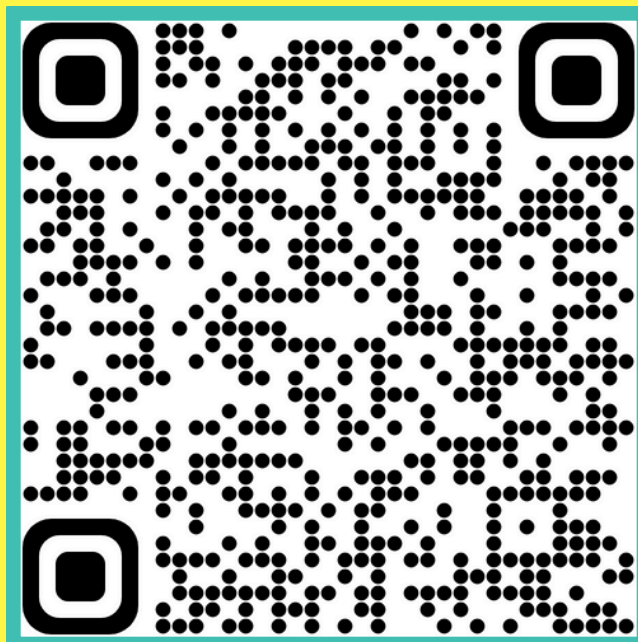
Personalized Education Program

Looking Ahead: Here are the registration links for the upcoming Open Houses



[New World Open House](#)

May 14, 2025



[Private School Open House](#)

April 10, 2025



[Unique Abilities Open House](#)

April 17, 2025



[PEP Open House](#)

April 24, 2025

**REGISTER
NOW!**



Personalized Education Program

Are you looking for additional helpful videos?
Scan the QR code or click the link below...



[STEP UP FOR STUDENTS YOUTUBE CHANNEL](#)

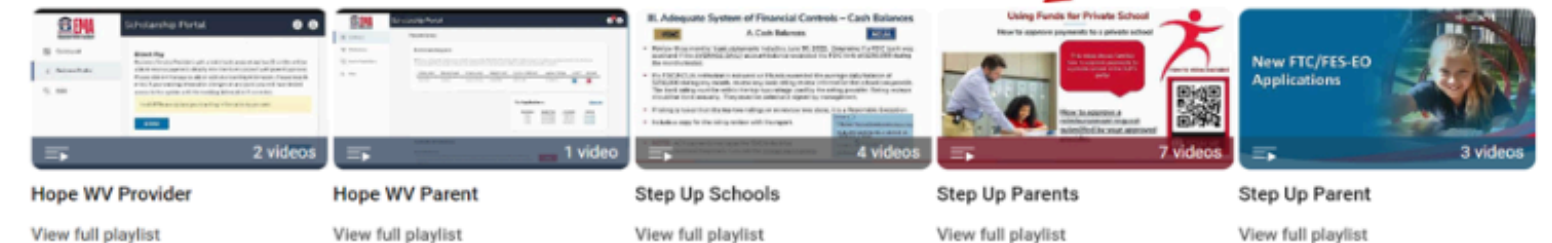
Subscribe to Our  YouTube Channel!

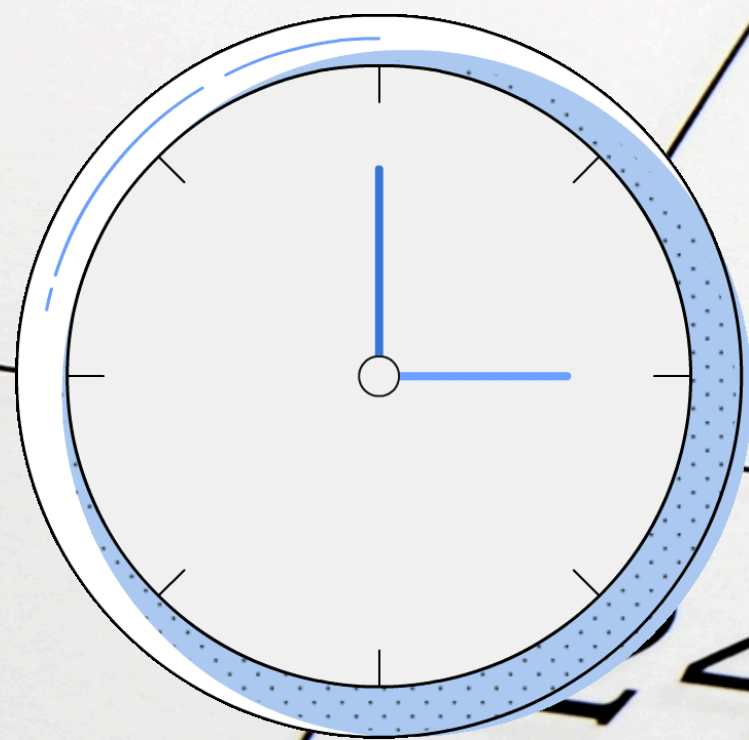


HOME VIDEOS SHORTS **PLAYLISTS** COMMUNITY CHAT ABOUT

Created playlists

Sort by





Scholarship Application Deadlines

**SCHOLARSHIP APPLICATIONS ARE
NOW OPEN!**

Applications are officially open, but you have time and we will be here to support you every step of the way!

Deadlines to remember for 2025-26

**Renewal Applications are due
February 1-April 30**

Private Schools, Unique Abilities, PEP

New Application due dates:

Private Schools: February 1-November 15

Unique Abilities: February 1-November 15

PEP: February 1-April 30



Personalized Education Program



Contact Us

Monday-Friday 8:00am-5:00pm EST



Chat with us: sufs.org



877-735-7837



Personalized Education Program

Thank you for attending!

Upcoming webinar: April 24th, 2025

[Registration Link](#)