



Step Up For Students

Renewal Application Process 2025-2026

**Family Empowerment Scholarship
for Unique Abilities (FES-UA)**





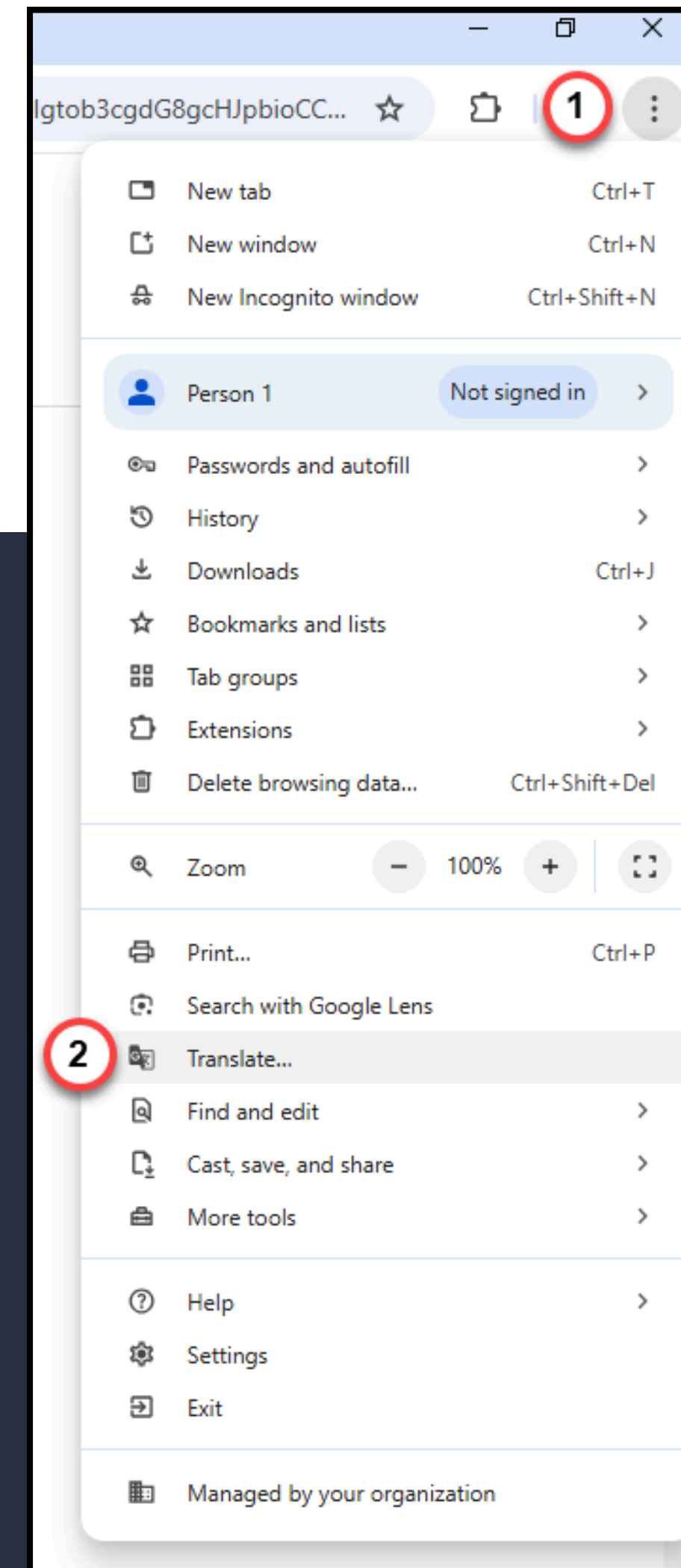
How to change the language in EMA?

Using your 'Google Chrome' browser, follow these steps:

1. Click on the three dots (...) at the top right of the browser.

2. Select 'Translate...'

IMPORTANT: These instructions only work with your 'Google Chrome' browser



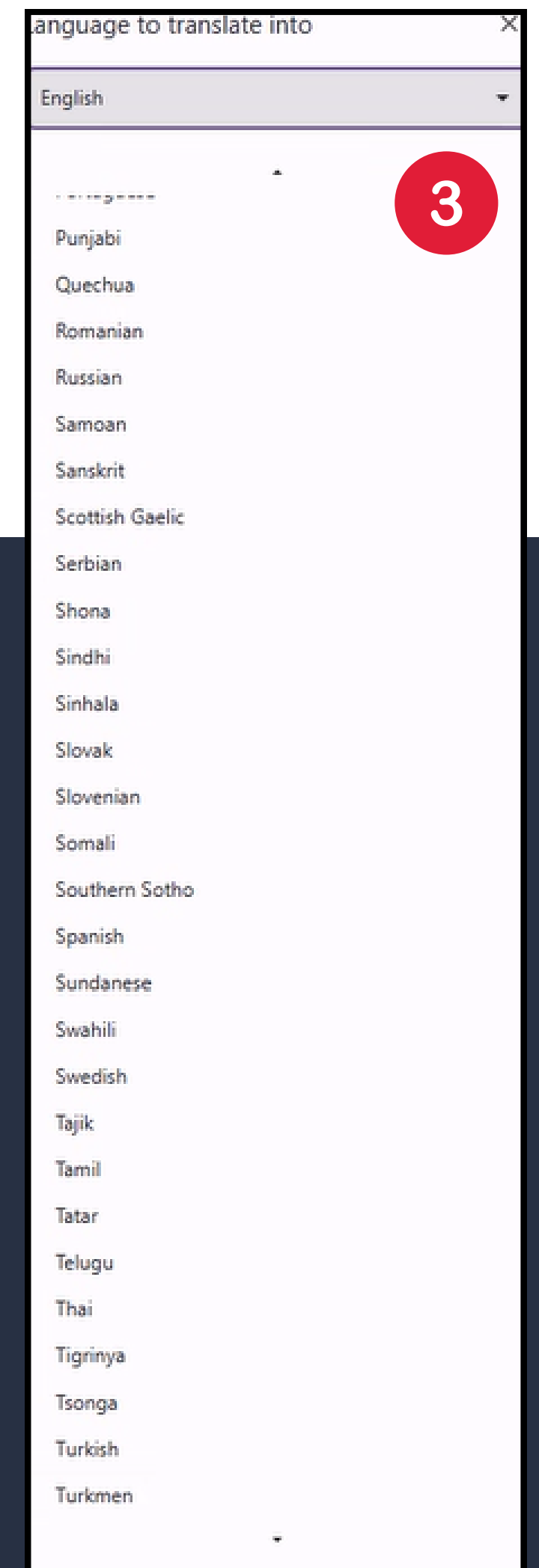


How to change the language in EMA?

Using your 'Google Chrome' browser, follow these steps:
(continued)

**3. Finally select the language from the ' drop-down menu
which best your translation needs.**


Done! You can now view your page in your desired language!





Step Up For Students

Reminder

- Per new legislation, **families can only apply for ONE scholarship per student at the same time.** 
- Each time you log onto the EMA platform, you must complete a multi-factor authentication. We recommend you use a cell phone you can easily access to confirm codes sent to call or text.
- You will receive updates via email when your application review is complete.



Step Up For Students



Renewal Student Application Checklist

Click the link or scan the QR code below to review the required application documents.



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



Step Up For Students



Parents, if your student turns 3 or 4 years old before December 15 of the school year in which they are applying, they will now be eligible for FES-UA. To apply, you will need to submit the child's birth certificate as documentation in addition to proof of residency and diagnosis.



Step Up For Students

Student ID:

This is your students unique identification number that will be needed for the engagement center to look up your students' application.

A screenshot of the Scholarship Portal interface. The top navigation bar includes the EMA logo and the title "Scholarship Portal". Below this are three main action buttons: "Apply For Scholarship", "Open Student Learning Plan", and "New Reimbursement". The left sidebar contains a menu with "Dashboard", "Reimbursements", "My Students", "Recent Transactions", and "Help". The "My Students" menu item is highlighted, and a red arrow points from the text "Student ID:" to the "Student ID" field in the "Student Profile" section. The "Student Profile" section displays fields for "Student ID" (20009), "Name" (TestKH Test), "DOB" (6/15/2018), "Gender" (Male), "Ethnicity" (Hispanic or Latino), "Race" (Black or African American), "Relationship To You", and "Student FLEID number". To the right of the profile is a "Current Funds Available" section showing "New Worlds Scholarship Accounts" with a balance of "\$0.00". Below this is an "Applications" section for "New Worlds Scholarship Accounts" showing a "Funded" status and an "Award ID: 20001". A blue arrow points from the text "Award ID:" to the "Award ID" field. A "VIEW APPLICATION" button is also visible.

Award ID:

Give this number to an eligible private school of your choice. They will use this number to enroll your student.



Step Up For Students

Renewal Family

**Completing an
FES-UA
Application for
Renewal Students**





Step Up For Students

To apply for the Family Empowerment Scholarship for Unique Abilities (FES-UA), please visit stepupforstudents.org.



Username [Forgot Username?](#)

Password [Forgot Password?](#)

 [Show](#)

☐ Keep me signed in

[LOG IN](#)

Don't have an account? [Sign Up](#)

SUFS Team Member? [Sign In](#)



Step Up For Students

To access your EMA account, enter your username and password.

If you've forgotten your username, simply click the “Forgot Username” button. If you've lost your password, just select the “Forgot Password” button.



Username

[Forgot Username?](#)

Password

[Forgot Password?](#)

[Show](#)

☐ Keep me signed in

LOG IN

Don't have an account? [Sign Up](#)

SUFS Team Member? [Sign In](#)



Step Up For Students

The parent/guardian view of the dashboard has a new look. There are two new sections:

1. Action Items
2. My Students

The screenshot displays the "Scholarship Portal" dashboard. On the left is a sidebar with the EMA logo and navigation links: Dashboard, Reimbursements, My Students, Marketplace, Recent Transactions, and Help. The main content area is titled "Renewal" and contains two numbered sections. Section 1, "Action Items", lists an update for "On Hold" New Worlds Scholarship Accounts. Section 2, "My Students", shows a list of student applications with their status (Pending, Funded, Draft, On Hold, Complete) and a "VIEW STUDENT" button for each. A "My Recent Applications" sidebar on the right lists recent applications with their status and a "View All" link.

Section	Item	Status	Action
1. Action Items	Update "On Hold" New Worlds Scholarship Accounts Application	On Hold	>
2. My Students	FES-UA (24-25)	Pending	VIEW STUDENT
	Award ID: Pending ⓘ		
	Program Award Amount: Pending ⓘ		
	New Worlds Scholarship Accounts (23-24)	On Hold	VIEW STUDENT
Award ID: Pending ⓘ			
Program Award Amount: Pending ⓘ			
My Recent Applications	2024-2025: FTC	DRAFT	View All →
	2024-2025: FES-UA	SUBMITTED	
	2023-2024: New Worlds: John Smith	ON HOLD	
2023-2024: FES UA	COMPLETE		



Step Up For Students

Action Items

Action items in EMA are limited to On-Hold applications or reimbursements that require action from the parent/guardian.

EMA takes the parent/guardian directly to the corresponding section by clicking the line item.

Dashboard

★ Action Items

Update "On Hold" FES-UA Application >

Update "On Hold" Reimbursement #2093212 for [REDACTED] >



Step Up For Students

IMPORTANT

You will ONLY be able to locate your students' Award ID number once the application status is "Complete" and they are awarded!

My Students

This section provides parents with a fresh perspective on tracking their child's application and enrollment status.

They can also view the Award ID, the enrolled school, and the amount of the program award.

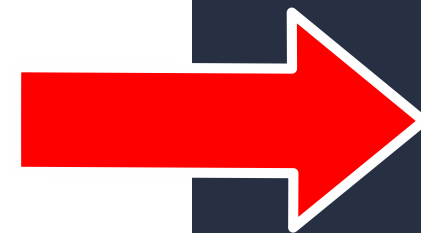
A screenshot of the "My Students" dashboard. The dashboard is titled "My Students" in the top left corner. It displays three student profiles in a grid. Each profile shows the student's name (blurred), their application status (Pending, Funded, or Draft), their Award ID, and the Program Award Amount. The first student is in a "Pending" status for FES-UA (24-25). The second student is in a "Funded" status for FES-UA (23-24) and is enrolled in EMA with YOUNG KIDS IN MOTION ACADEMY INC (8/21/23). The third student is in a "Draft" status for FTC (24-25). Each profile has a "VIEW STUDENT" button at the bottom. A "VIEW ALL" link is in the top right corner.

Student Name	Application Status	Award ID	Program Award Amount	Enrolled School	Action
[Blurred]	Pending	Pending	Pending		VIEW STUDENT
[Blurred]	Funded	[Blurred]	\$10,000.00	Enrolled in EMA with YOUNG KIDS IN MOTION ACADEMY INC (8/21/23)	VIEW STUDENT
[Blurred]	Draft	Pending	Pending		VIEW STUDENT



Step Up For Students

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



Available Scholarships

IMPORTANT NOTICE

Scholarship program statute prohibits a student from applying for both FES-EO/FTC (including FTCPEP) and FES-UA at the same time. Families may apply for both the New Worlds Scholarship Accounts and Transportation Stipend programs.

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.

Scholarships for Eligible Private Schools or Personalized Education Program (FTCPEP, FTC/FESEO)

FTC and FES-EO allow families attending an eligible Florida private school or participating in the Personalized Education Program (FTCPEP) to direct funds towards a combination of schooling options and other eligible expenses. Please keep in mind that a Student Learning Plan will be required to receive funds for FTCPEP.

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 Scholarship Accounts (NWSA)

New Worlds Scholarship Accounts allow parents/guardians of VPK and K-5 public school students who struggle with reading and/or math access to funds for programs and materials designed to boost reading and math skills.

APPLY

Transportation Stipend

The Transportation Stipend helps families cover transportation costs for K-8 students attending a different nonvirtual public school than the one they are assigned to. Eligible families receive a \$750 stipend per household to support transportation expenses.

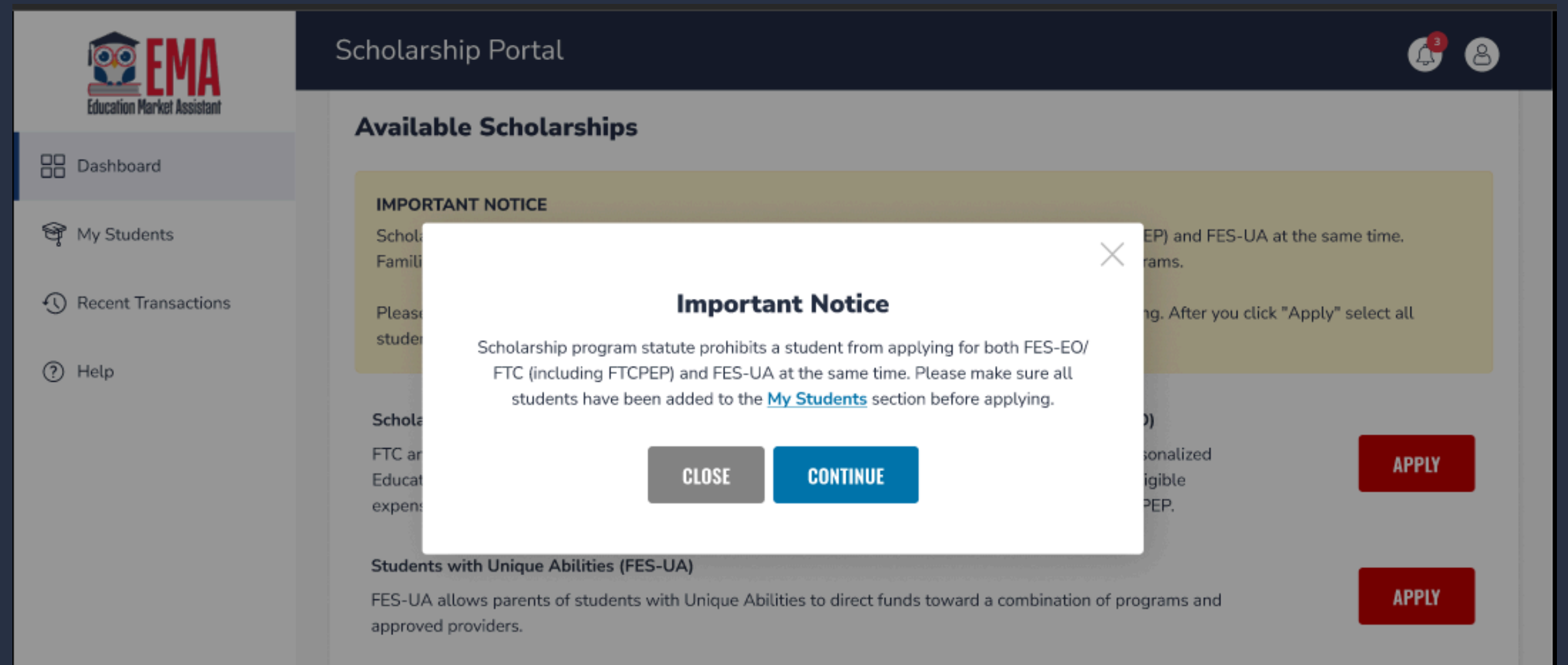
APPLY



Step Up For Students

Important Notice:

Scholarship program statute prohibits a student from applying for both FES-EO/FTC (including FTCPEP) and FES-UA at the same time. Please make sure all student have been added to the “My Students” section before applying.





Step Up For Students

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, and you can select the saved drafts to continue the process.



SAVE AS DRAFT

CONTINUE

Scholarship Portal

Student Selection Student Information Guardian Information Summary

Application Saved as Draft

You can access your saved draft application under "My Applications" on your dashboard.
Click OK below to navigate to the Dashboard now.

OK CLOSE

1. Primary Guardian

Please complete the following household member profile information required for this scholarship



Step Up For Students

Select the students for whom you wish to apply for FES-UA.

Each student can only apply for one program at the same time.

Once you have selected your students by sliding the radio button to the right, please answer the two following questions

1. Has the student graduated from 12th grade?
2. Has the student completed a high school equivalency (GED or similar)?

Then click “Continue” in the bottom right corner.

Important to Note: If you select “YES” to your child graduating, they will show up as continuing for the next school year and will also not be funded for the next school year. This is very common for UA students who may stay in the 12th grade for multiple years.

Scholarship Portal

Student Selection Student Information Guardian Information Summary

2025-2026 FES-UA Application

Family Empowerment Scholarship for Students with Unique Abilities

Before beginning your application, please note:
The FES-UA scholarship is available to Florida resident students who are 3, 4, or 5 years old or eligible to enroll in a Florida public school, and who have an eligible disability and a current IEP or diagnosis as described in Florida Statute 1002.385. Please verify the appropriate eligibility for your student in the Family Empowerment Scholarship for Students with Unique Abilities [Handbook](#).

IMPORTANT NOTICE
Scholarship program statute prohibits a student from applying for both FES-EO/FTC (including FTCPEP) and FES-UA at the same time. Families may apply for both the New Worlds Scholarship Accounts and Transportation Stipend programs.

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.

Who Are You Applying For?

APPLY?	STUDENT NAME	RENEWAL STATUS	ACTIVE APPLICATIONS
<input type="radio"/>	Elana Cardano	New	No Active Applications
<input checked="" type="radio"/>	Arabella C	New	FES-UA (Draft)
<input type="radio"/>	Orion Cardano	New	FTC (Submitted)

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

SAVE AS DRAFT CONTINUE



Step Up For Students

If you select ‘Yes’ to either question, your student would not be eligible for additional funding for the next school year.

EMA
Education Market Assistant

Dashboard

My Students

Recent Transactions

Help

Scholarship Portal

Student Selection

Student Information

Guardian Information

Summary

2025-2026 FES-UA Application

Family Empowerment Scholarship for Students with Unique Abilities

Before beginning your application, please note:

The FES-UA scholarship is available to Florida resident students who are 3, 4, or 5 years old or eligible to enroll in a Florida public school, and who have an eligible disability and a current IEP or diagnosis as described in Florida Statute 1002.385. Please verify the appropriate eligibility for your student in the Family Empowerment Scholarship for Students with Unique Abilities [Handbook](#).

IMPORTANT NOTICE

Scholarship Program statutes prohibit a student from applying for more than one program for FES-UA, FTC and FES-EO. Students who apply for both an FES-UA and FTC/FES-EO scholarship will remain on the FES-UA scholarship application for processing and will not be reviewed or processed under the FTC/FES-EO application.

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.

Families may apply for both the New Worlds Scholarship Accounts and Transportation Stipend programs.

Who are you applying for?

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

SAVE AS DRAFT

CONTINUE



Step Up For Students

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

IMPORTANT NOTICE

Scholarship program statute prohibits a student from applying for both FES-EO/FTC (including FTCPEP) and FES-UA at the same time. Families may apply for both the New Worlds Scholarship Accounts and Transportation Stipend programs.

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.

Who Are You Applying For?

APPLY?	STUDENT NAME	RENEWAL STATUS	ACTIVE APPLICATIONS ⓘ
<input type="checkbox"/>	Elana C.	New	No Active Applications
<input checked="" type="checkbox"/>	Arabel 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	New	FES-UA (Draft)
<input type="checkbox"/>	Orion Cardano	New	FTC (Submitted)

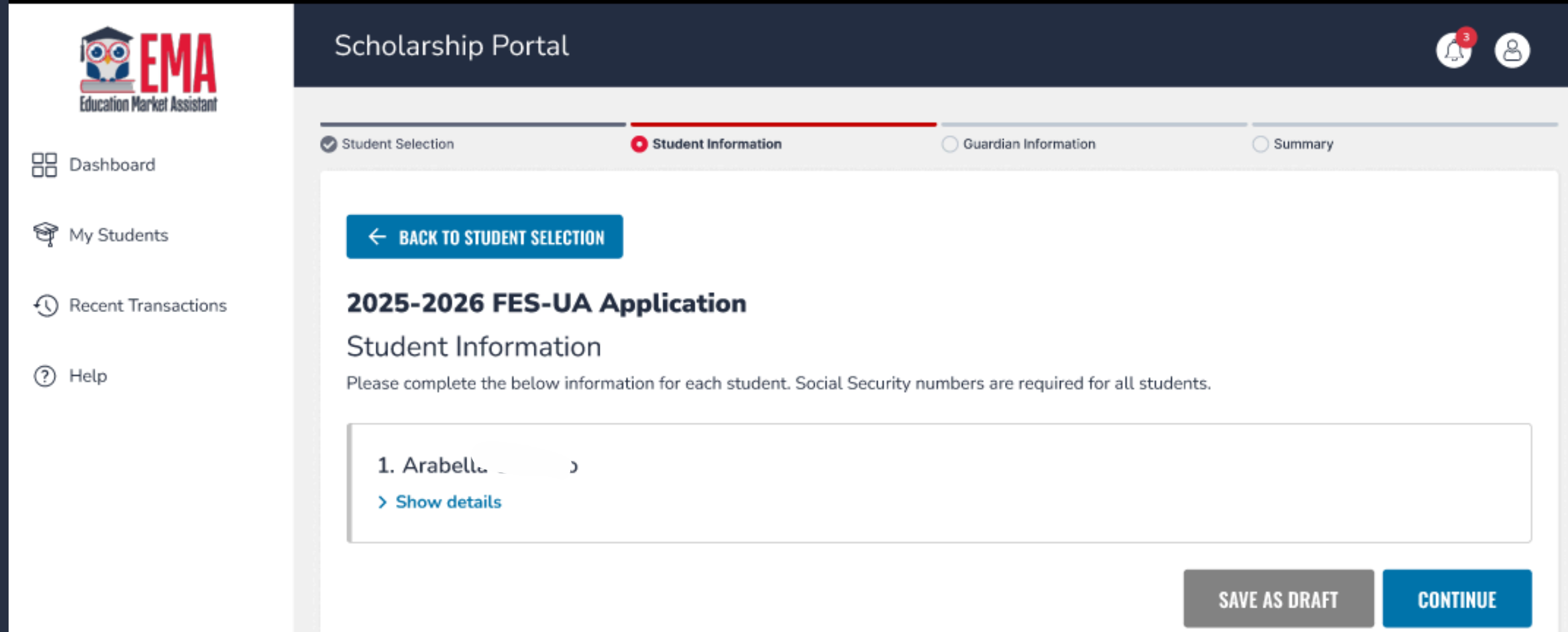
SAVE AS DRAFT

CONTINUE



Step Up For Students

At any point before submitting your application, you can add an existing student via the  blue button.



The screenshot shows the "Scholarship Portal" interface. On the left is a sidebar with the EMA logo and navigation links: Dashboard, My Students, Recent Transactions, and Help. The main content area has a top navigation bar with "Student Selection", "Student Information" (active), "Guardian Information", and "Summary". Below this is a blue button labeled "← BACK TO STUDENT SELECTION". The main heading is "2025-2026 FES-UA Application" followed by "Student Information". A note states: "Please complete the below information for each student. Social Security numbers are required for all students." Below this is a list item "1. Arabelle" with a right-pointing arrow and a blue link "> Show details". At the bottom right are two buttons: "SAVE AS DRAFT" (grey) and "CONTINUE" (blue).



Step Up For Students

To proceed with a selected student, click on the [View Details](#) arrow below the student's name and complete the fields below:

- Enrolled School Information
- Expected School Information

Scholarship Portal

Student Selection Student Information Guardian Information Summary

2025-2026 FES-UA Application

Student Information

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

ADD A STUDENT

1. Jane Sunshine Doe

View Details

SAVE AS DRAFT CONTINUE

Scholarship Portal

Student Selection Student Information Guardian Information Summary

2025-2026 FES-UA Application

Student Information

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

ADD A STUDENT

1. Jane Sunshine Doe

Hide Details

First NameJaneMiddle NameSunshineLast NameDoeSuffixSelect

Date of Birth01/14/2008GenderFemaleEthnicityHispanic or LatinoRaceNative Hawaiian or Other Pacific Islander

Student is My: DaughterStudent's SSN/ITIN*000-00-0000Confirm Student's SSN/ITIN*000-00-0000

Enrolled School Information

School Year2024-2025Type of School*Select...County*Select Current CountySchool Name*Enter School Name

Expected School Information

School Year2025-2026Type of School*Select...Grade Level*Select...



Step Up For Students

Please be advised that you now have the option to choose 3 and 4 years old when choosing a grade level. Please note that students must be 3 or 4 years old by December 15 of the school year for which they are applying.

Enrolled School Information

School Year

2024-2025

Type of School *

Florida Private

County *

Baker

School Name *

ABC School

During the previous school year, which program did the student receive funding from?

Select...

Expected School Information

School Year

2025-2026

Type of School *

Florida Private

Grade Level *

3 years old

Diagnosis *

The FES-UA scholarship is available only to students who have one or more of the following disabilities described in Florida Statute 300.01, including a heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment.

You must make at least one selection:

☐ A Specific Learning Disability

☐ High-Risk Child

☐ Anaphylaxis

☐ Hospital or Homebound

☐ Autism Spectrum Disorder

☐ Intellectual Disability

☐ Cerebral Palsy

☐ Language Impairment

☐ Down Syndrome

☐ Muscular Dystrophy

☐ Dual Sensory Impaired

☐ Orthopedic Impairment

☐ Emotional or Behavioral Disability

☐ Other Health Impairment

☐ Hearing Impaired

☐ Phelan-McDemid Syndrome

Diagnosis Related Documentation

To document your child's disability, you will be required to submit a copy of the student's current, valid Florida or out-of-state Individualized Education Program (IEP), or a diagnosis from a psychologist, or a diagnosis from a physician with an active license issued by another state or territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

3 years old

Select...

3 years old

4 years old

Pre-K

Kindergarten

01

02

03

04

05

06

07

08

09

10

11

12



Step Up For Students

Please select the student's diagnosis. You must select one. However, you may select more than one if needed.

Then upload required diagnosis-related documentation. You must upload at least 1 file.

Diagnosis *

The FES-UA scholarship is available only to students who have one or more of the following disabilities described in Florida Statute 1002.385. Please note "Other Health Impairment" under the Diagnosis section means having limited strength, vitality or alertness, including a heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment, that is due to chronic or acute health problems. For more details please see the [Handbook](#).

You must make at least one selection:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> A Specific Learning Disability | <input type="checkbox"/> High-Risk Child | <input type="checkbox"/> Prader-Willi Syndrome |
| <input type="checkbox"/> Anaphylaxis | <input type="checkbox"/> Hospital or Homebound | <input type="checkbox"/> Rare Diseases |
| <input type="checkbox"/> Autism Spectrum Disorder | <input type="checkbox"/> Intellectual Disability | <input type="checkbox"/> Speech Impairment |
| <input type="checkbox"/> Cerebral Palsy | <input type="checkbox"/> Language Impairment | <input type="checkbox"/> Spina Bifida |
| <input type="checkbox"/> Down Syndrome | <input type="checkbox"/> Muscular Dystrophy | <input type="checkbox"/> Traumatic Brain Injured |
| <input type="checkbox"/> Dual Sensory Impaired | <input type="checkbox"/> Orthopedic Impairment | <input type="checkbox"/> Visually Impaired |
| <input type="checkbox"/> Emotional or Behavioral Disability | <input type="checkbox"/> Other Health Impairment | <input type="checkbox"/> Williams Syndrome |
| <input type="checkbox"/> Hearing Impaired | <input type="checkbox"/> Phelan-McDermid Syndrome | |

Diagnosis Related Documentation

To document your child's disability, you will be required to submit a copy of the student's current, valid Florida or out-of-state Individual Education Plan (IEP), a diagnosis from a licensed Florida physician, Autonomous Advanced Practice Registered Nurse, or psychologist, or a diagnosis from a physician with an active license issued by another state or territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

File Upload Requirements

- Please ensure that any files you are uploading **are not** password protected.
- If you are uploading more than 1 file, you can upload up to 5 files max.
- Each file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

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



Step Up For Students

Do any of these apply to your student?

This information helps ensure your student gets all eligible benefits. If you answered “Yes” to any of the questions above, you are required to upload supporting documentation to avoid processing delays.

Do any of these apply to your student?

This helps ensure your student gets all eligible benefits. Some options need documentation.

- ☐ Adopted
- ☐ In foster care within the last two (calendar) years
- ☐ Dependent of an active duty member of the U.S. Armed Forces [\(See More\)](#)
- ☐ Dependent of a law enforcement officer [\(See More\)](#)

If you answered "Yes" to any of the questions above, you are required to upload supporting documentation to avoid processing delays.

File Upload Requirements

- Please ensure that any files you are uploading **are not** password protected.
- If you are uploading more than 1 file, you can upload up to 5 files max.
- Each file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

Supporting documentation required

To avoid any delays, please upload supporting documents for your selection(s) above.

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



Step Up For Students

Once you have completed all the sections, click “**Continue**” in the bottom right corner to proceed or “**Save As Draft**” to save and return to complete the application at a later time.

☐ Dependent of a law enforcement officer [\(See More\)](#)

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


File Upload Requirements

- Please ensure that any files you are uploading **are not** password protected.
- If you are uploading more than 1 file, you can upload up to 5 files max.
- Each file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

Supporting documentation required
To avoid any delays, please upload supporting documents for your selection(s) above.

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

[Delete](#) [Leave and Earnings Statement.pdf](#)



After completing the previous section, you'll be directed to the "Guardian Information" section. You must review the information listed here to ensure its accuracy by clicking “View Details”.

If you need to make any changes to the grayed-out fields, click on the Profile icon in the upper right-hand corner of the page, and make the necessary corrections.

Failure to do so may result in processing delays. You will need to enter your social security number (SSN) or individual taxpayer identification number (ITIN) and provide proof of residency.

Scholarship Portal

Student Selection

Student Information

Guardian Information

Summary

2025-2026 FES-UA Application

Guardian Information

Primary Guardian*

> View Details

SAVE AS DRAFT

CONTINUE

2025-2026 FES-UA Application

Guardian Information

Primary Guardian *

> Hide details

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 *

Adalyn

Middle Name

Enter Middle Name

Last Name *

Suffix

Marital Status *

Single. I have never been... >

Primary Language *

English >

Email - Primary *

adac

Email - Secondary

Enter Secondary Email

Phone - Primary *

(904) 454-

Phone Type - Primary *

Mobile >

Phone - Secondary

(000) 000-0000

Phone Type - Secondary

SSN/ITIN

***-**-XXXX

Confirm SSN/ITIN

***-**-XXXX

Physical Address

Street Address *

8500 Southside Blvd

Address Line 2

Suite/Apartment (Optional)

City: *

Jacksonville

County: *

Duval

State *

Florida >

Zip Code: *

32256



Step Up For Students

Proof of Residency

Please ensure that the documents you submit are:

- 1.Valid
- 2.Current (dated within 2 months, if a recurring bill/statement)
- 3.Match the primary guardian's full name as well as the current physical street address provided on the application. Refer to the guidelines listed on the slide for the list of acceptable documents for submission.

Proof of Residency *

Step Up For Students requires detailed Proof of Residency provided by the primary or secondary guardian. All documents must be current (less than two months old, if a recurring bill/statement), valid and match the primary or secondary guardian's full name and the current physical street address provided on the application.

Proof of Residence can be established with one document from Column A or two different documents from Column B (see below). Please select the type of document you are submitting, then upload.

You will not be able to continue with the application unless the required documents are uploaded.

Is your student a dependent child of an Active-Duty member of the United States Armed Forces moving into or out of Florida on Permanent Change of Station orders? [See more](#) information on required documents.

COLUMN A (UPLOAD <u>ONE</u> DOCUMENT)	COLUMN B (UPLOAD <u>TWO DIFFERENT</u> DOCUMENTS)
Utility bill (electric, gas, water)	Florida driver's license or state-issued ID*
Mortgage statement or residential lease agreement	Paysstub*
Proof of current government benefits: Social Security, Veterans Affairs, Disability, Medicare, Section 8/HUD,TANF, SNAP, DCF correspondence	Automobile insurance statement*
Homestead or Property tax statement/assessment	Health insurance statement*
Permanent change of station (PCS) military orders (See More)	Homeowners or renters insurance policy*
Homeless Verification or Certificate	Mortgage acceptance letter*
Migrant Address Verification Letter	Property deed*
*A secondary document is necessary	
Reminder: The documents must match the primary or secondary guardian's full name, and the current physical street address provided on the application.	

File Upload Requirements

- Please ensure that any files you are uploading are not password protected.
- If you are uploading more than 1 file, you can upload up to 2 files max.
- Each file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

Proof of Documentation Type

Select type of document

▼

UPLOAD

Must not be more than two months old.
Must include full name and current physical address.
*A secondary document is necessary.

SAVE AS DRAFT

CONTINUE



Step Up For Students

COLUMN A (UPLOAD <u>ONE</u> DOCUMENT)	COLUMN B (UPLOAD <u>TWO DIFFERENT</u> DOCUMENTS)
Utility bill (electric, gas, water)	Florida driver's license or state-issued ID*
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	Automobile insurance statement*
Homestead or Property tax statement/assessment	Health insurance statement*
Permanent change of station (PCS) military orders (See More)	Homeowners or renters insurance policy*
Homeless Verification or Certificate	Mortgage acceptance letter*
Migrant Address Verification Letter	Property deed*

*A secondary document is necessary

You're missing a Proof Of Residency document.
Because you uploaded a "Florida driver's license or state-issued ID" document type, you will need to provide a total of 2 Proof of Residency documents. Please reference Column B in the Document Guidelines table. [Update information.](#)

SAVE AS DRAFT

CONTINUE

If you submit only one document from column B, you will receive an error message. However, you can easily fix this by simply scrolling up and submitting another document type.

- If you submit a FL driver’s license, you will also need to submit another document type, such as an automobile insurance statement.
- If you submit two paystubs for income verification/ Proof of residency, the paystubs will only count as one document type. Therefore, you will still need to submit another document.



Step Up For Students



Required Documentation if your student is a dependent child of an **Active-Duty member of the United States Armed Forces moving into or out of Florida on Permanent Change of Station orders.**

Is your student a dependent child of an Active-Duty member of the United States Armed Forces moving into or out of Florida on Permanent Change of Station orders? [See less](#) information on required documents.

If your student is a dependent child of an Active-Duty member of the United States Armed Forces and you or the secondary guardian have:

PCS orders to move into Florida but do not yet have a residential address in Florida (new students only)

1. Upload the new PCS orders as Proof of Residency.
 - The primary or secondary guardian's physical address on the application must match the newly assigned unit address on the PCS orders. If changes need to be made, go to the Guardian Profile to update.
2. Once residency in Florida is established, contact Step Up For Students to provide an updated Proof of Residency (refer to the chart below).
 - Note: students will not receive funds until an updated Proof of Residency is received, and the physical address is updated in the Guardian Profile.

PCS Orders to move out of Florida but whose home of record or state of legal residence is Florida (FES-UA & FTCPEP renewal students only)

1. Upload a Leave and Earnings Statement, IRS Domicile 2058 or DFAS Form 702 in the Student Information section (previous screen) of the application.
2. Upload the new PCS Orders as Proof of Residency.
 - The primary or secondary guardian's physical address on the application must match the relieved unit address on the PCS orders. If changes need to be made, go to the Guardian Profile to update.



Step Up For Students

Once you have completed all the questions in the “Guardian Information” section, click ‘**Continue**’ to proceed to the next section.

File Upload Requirements

- Please ensure that any files you are uploading **are not** password protected.
- If you are uploading more than 1 file, you can upload up to 2 files max.
- Each file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

Proof of Documentation Type

Select type of document



UPLOAD

[Delete](#) [Utility bill \(electric, gas, water\).png](#)

Must not be more than two months old.

Must include full name and current physical address.

**A secondary document is necessary.*

SAVE AS DRAFT

CONTINUE



Step Up For Students

Now you should be on the “Summary” section of the application. The summary page gives you an overview of all submitted documents and completed sections.

A screenshot of the '2025-2026 FES-UA Application' summary page. The page has a navigation bar at the top with four tabs: 'Student Selection', 'Student Information', 'Guardian Information', and 'Summary'. The 'Summary' tab is active, indicated by a red dot. Below the navigation bar, the title '2025-2026 FES-UA Application' is followed by 'Application Summary'. A message states: 'Please verify you have no required information missing and can continue with the application process by clicking submit.' Below this is a yellow box with an 'IMPORTANT NOTICE' section. The notice contains three paragraphs: 'Scholarship program statute prohibits a student from applying for both FES-EO/FTC (including FTCPEP) and FES-UA at the same time.', '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.', and 'Families may apply for both the New Worlds Scholarship Accounts and Transportation Stipend programs.' Below the notice is a table with columns: STUDENTS, AGE, GRADE, DIAGNOSIS, and DOCUMENTATION. The table has one row for '1. Arabella C' with age 14, grade 10, and diagnosis 'No'. The documentation column for this row contains two links: 'Arabella_IEP.pdf' and 'Leave and Earnings Statement.pdf'. Below the table is another table with columns: GUARDIANS, TYPE, and DOCUMENTATION. The table has one row for 'Adalyn Cardano' with type 'Primary' and documentation 'Utility bill (electric, gas, water).png'.

You can review to go back and change anything you would like. You can use the headers on top of the page to navigate to different sections.



Step Up For Students

Make sure to click on each box once you have read and agreed to the terms and conditions. You will also be required to complete the Sworn Compliance Statement.

Parent/Guardian Terms & Conditions

By submitting this scholarship application, under the penalty of perjury, I certify the following:

- ☒ I, and any applying student, meet the residency requirements for the scholarship programs in the State of Florida and I understand that continued physical residency is a requirement for scholarship participation. I understand that I must notify Step Up For Students if either myself or my student moves out of the State of Florida while my student is participating in a scholarship program.
- ☒ The information I am providing 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 understand additional information and/or documentation related to my application may be requested at any time post-award for auditing purposes. I understand if a post-award audit determines my student is not eligible, their scholarship may be rescinded.
- ☒ I have read, understand, and agree to the policies outlined in the Step Up For Students parent/guardian materials, including the [Parent/Guardian Handbook](#), [Program Purchasing Guide](#), these Terms & Conditions, and the Sworn Compliance Statement. Step Up reserves the right to routinely update, modify, or alter the parent/guardian materials without notifying me of any such updates. I understand that I am bound by the terms of these materials.
- ☒ I understand that if I am seeking income prioritization for my student, I authorize Step For Students to access information needed for income eligibility determination and verification held by other states or federal agencies, including but not limited to the Department of Revenue, the Department of Children and Families, the Department of Education, the Department of Economic Opportunity, and the Agency for Health Care Administration.
- ☒ I understand that a student enrolled on a full-time basis in the Florida Virtual School, the Florida School For The Deaf and Blind, the College-Preparatory Boarding Academy, the Florida School for Competitive Academics, the Florida Scholars Academy, a developmental research school, a charter school, or any other Florida public school is ineligible to receive a Family Empowerment Scholarship or a Florida Tax Credit scholarship. If my student enrolls on a full-time basis during this school year, it will result in forfeiture of scholarship participation and the return of any remaining scholarship funds. This does not prohibit students using the Family Empowerment Scholarship or Florida Tax Credit Scholarship from attending one or more of these programs on a part-time basis, provided they are meeting regular school attendance requirements per s. 1003.01(16)(b)-(d), F.S. in some other way. *Any participation in a public school on a part-time basis while receiving a scholarship must be paid for by the guardian using either personal or scholarship funds. A scholarship student may not be reported for state funding by a school district **and** receive a scholarship at the same time.*
- ☒ I understand that I may not apply for multiple scholarships under the Family Empowerment Scholarship and the Florida Tax Credit Scholarship programs for an individual student at the same time.
- ☒ I understand that failure to comply with any responsibilities or policies associated with a choice scholarship program may result in scholarship suspension, revocation, and/or reporting to the Florida Department of Education.
- ☒ I understand that I am responsible for procuring the services necessary to educate my student(s) and that if I do not, and if my student's account is inactive for two consecutive fiscal years, my student's scholarship account must be closed, and any remaining funds shall revert to the state.
- ☒ I understand that if my student is awarded a scholarship, the district school board is not obligated to provide my student with a free, appropriate public education.
- ☒ If utilizing scholarship funds for direct payment to an eligible private school, I understand that I must approve each payment to the eligible private school before the scholarship funds may be deposited by funds transfer. I may not designate any entity or individual associated with the eligible private school as my attorney in fact to approve a funds transfer.
- ☒ I affirm that any scholarship funds may only be used to support the procurement of eligible goods and services that meet the educational needs of the eligible student to whom scholarship funds are awarded.
- ☒ I understand that if my student is awarded a scholarship, I must inform his/her public school district that he/she will attend a private school during the 2025-26 school year.



Step Up For Students

You will also be required to complete the Parent/Guardian Terms & Conditions Make sure to click on the box at the bottom once you have read and agreed to the terms and conditions.

Sworn Compliance Statement

The Family Empowerment Scholarship and Florida Tax Credit Scholarship program statutes include parent and student responsibilities that parents and students must follow to participate in the scholarship programs. Pursuant to ss. 1002.394(10) and 1002.395(7), F.S. I affirm that:

- I will file an initial application for participation in the Family Empowerment Scholarship or Florida Tax Credit Scholarship programs by the date established by the eligible nonprofit Scholarship Funding Organization.
- I will inform the student's public school district that the student is going to be participating in the FES-EO, FTC, or FTCPEP program.
- I understand that participation in the Family Empowerment Scholarship or Florida Tax Credit Scholarship programs must be renewed annually.
- I understand that if I or my student at any time become ineligible for the scholarship program, including, but not limited to, enrolling in a full-time public school or residing outside of the state of Florida, my scholarship will be forfeited. In the event of ineligibility, I will immediately inform Step Up For Students so that the student's scholarship status may be updated.
- I understand that a Scholarship Funding Organization may not transfer any funds to an account of a student determined eligible under ss. 1002.394(3)(a) or 1002.395, F.S. which has a balance in excess of \$24,000.
- I will renew participation in the program each year. A student whose participation in the program is not renewed may continue to spend scholarship funds that are in his or her account from prior years unless the account must be closed pursuant to s. 1002.394(5)(a)2, F.S.

For FES-EO and FTC Program Students:

- I will select and enroll the student at a full-time in-person, eligible, participating private school.
- I understand the student is required to take the norm-referenced assessment offered by the eligible, participating private school or I may choose to have the student participate in the statewide assessments outlined in ss. 1002.394(7)(d) and 1002.395(7)(d), F.S. If I choose this option, I understand I am responsible for transporting the student to the assessment site designated by the school district.
- I understand I must approve scholarship payments to the eligible, participating private school the student attends.
- I will meet with the private school's principal or the principal's designee to review the school's academic programs and policies, specialized services, code of student conduct, and attendance policies before my student is enrolled.
- I understand that the student must remain in attendance at the eligible, participating private school throughout the school year, unless excused by the school for illness or other good cause.

For FTCPEP Students:

- I affirm that program funds will only be used for authorized purposes serving the student's educational needs, as described in s. 1002.395(6)(d), F.S., and that I will not receive a payment, refund, or rebate from an approved provider or for any funds provided under this section. I will not take possession of any funding provided by the state for the Florida Tax Credit Scholarship Program. This does not include reimbursements for expenditures approved by the Florida Tax Credit Scholarship Program.
- I understand that enrolling in a DOE-approved PEP Hybrid eligible private school for at least two school days per week requires that I address how the remaining instructional hours will be spent in my student's Student Learning Plan. I will be responsible for all eligible expenses in excess of the amount of the scholarship and for the education of the student.
- I will submit my student's Student Learning Plan to the Scholarship Funding Organization and revise the plan at least annually before program renewal.
- I will require the student to take a nationally norm-referenced test identified by the Department of Education, or a statewide assessment under s. 1008.22, F.S. and I will provide the assessment results to the Scholarship Funding Organization before the student's program renewal.
- I will procure the services necessary to educate the student. When the student receives a scholarship, the district school board is not obligated to provide the student with a free appropriate public education.

A parent/guardian who fails to comply with any of the above responsibilities forfeits the Family Empowerment Scholarship or Florida Tax Credit Scholarship programs.

I certify that I, and any applying student, meet the residency requirements for the scholarship programs in the State of Florida and understand that continued physical residency is a requirement to remain eligible for scholarship participation. I understand 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 or Florida Tax Credit Scholarship programs. Any student participating in the Family Empowerment Scholarship or Florida Tax Credit Scholarship found to not be a Florida resident will be in violation of ss. 1002.394 or 1002.395, F.S., as applicable.

Additionally, I understand that a student cannot be enrolled in public school on a full-time basis or participate in multiple scholarships under this section at the same time, including the Family Empowerment Scholarship for Unique Abilities, or the New Worlds Scholarship Accounts programs while participating in the Family Empowerment Scholarship for Educational Options or Florida Tax Credit Scholarship programs. If your child enrolls in public school on a full-time basis during this school year, you will forfeit your student's Family Empowerment Scholarship or Florida Tax Credit Scholarship.

☐ I have read and agree to the compliance statement.





Step Up For Students

Please type your name in the box and sign your name in the signature box. Please click “**Keep**” if you wish to keep your signature. If you want to change your signature, you can click “**Clear**” and sign again.

Please Sign Here
Signature Of *

Parent Guardian

Parent Guardian

KEEP CLEAR

SAVE AS DRAFT SUBMIT



Step Up For Students

After approving your signature, you may choose the “Save As Draft” option to complete your application later or “Submit”.

Please Sign Here
Signature Of *

Parent Guardian

Parent Guardian

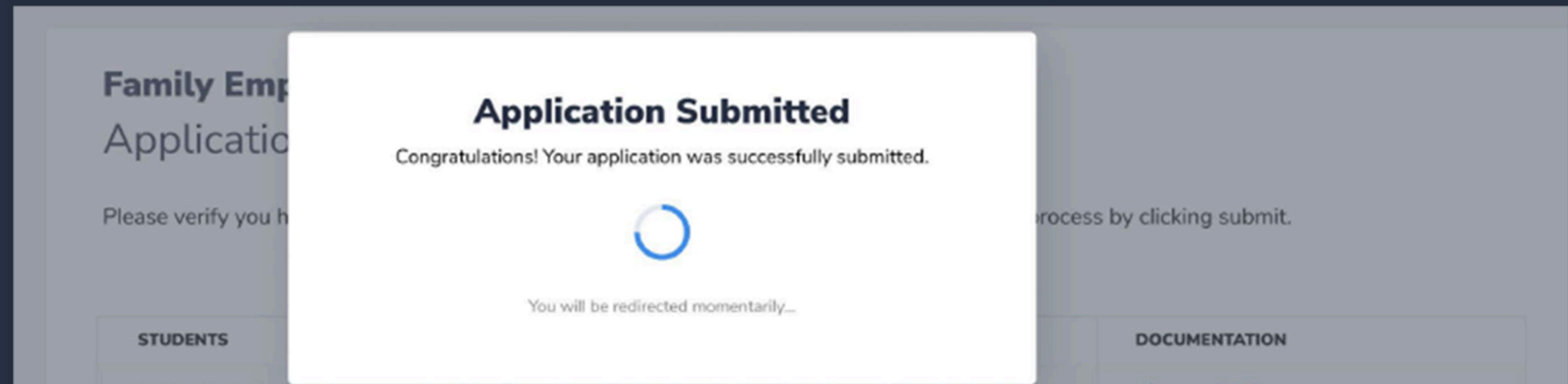
KEEP CLEAR

SAVE AS DRAFT SUBMIT



Step Up For Students

By clicking “Submit”, your application will be sent for processing. You will get a confirmation notice on your screen.





Step Up For Students

Your application is complete. Now you may return to the “Dashboard” where you can review your recent application and view the status of your application.



Step Up For Students



You have student(s) who have been determined eligible! Please use the Action Items to accept or decline the student's scholarship. This is required by Florida law. ×

LEIA
Education Market Assistant

Dashboard

- Dashboard
- My Students
- Recent Transactions
- Help

Action Items

Your 2025-2026 **FES-UA** application has eligible student(s). Please accept or decline their scholarship. ➤
Pending Action

Your 2025-2026 **FTC** application has eligible student(s). Please accept or decline their scholarship. ➤
Pending Action

My Recent Applications [View All →](#)

2025-2026: FES-UA	! ● COMPLETE	➤
2025-2026: FTC	! ● COMPLETE	➤

My Students [View All →](#)

Orior

Current Funds Available
No funds available yet. Funds will be available once a scholarship is in the "Funded" status.

FTC (25-26) ● Eligible

👤 Award ID: Pending ⓘ
💰 Program Award Amount: Pending ⓘ

VIEW STUDENT

Elana

No Applications Yet.

VIEW STUDENT

Arabella

Current Funds Available
No funds available yet. Funds will be available once a scholarship is in the "Funded" status.

FES-UA (25-26) ● Eligible

👤 Award ID: Pending ⓘ
📊 Matrix Score: Pending ⓘ
💰 Program Award Amount: Pending ⓘ

VIEW STUDENT

After your application, has been processed, you can now view your applications under "Action Items" to approve your application.



Step Up For Students

Dashboard

★ Action Items

Your 2025-2026 FES-UA application has eligible student(s).
Please accept or decline their scholarship.



⚠ Pending Action

Your 2025-2026 FTCPEP application has eligible student(s).
Please accept or decline their scholarship.



⚠ Pending Action

A screenshot of the 'Scholarship Portal' interface. The top navigation bar is dark blue with the 'EMA Education Market Assistant' logo on the left and a user profile icon on the right. Below the navigation bar, there's a sidebar with links: 'Dashboard', 'My Students', 'Recent Transactions', and 'Help'. The main content area is titled 'Scholarship Portal' and has a sub-header 'VIEW ALL > APPLICATION DETAILS'. The 'Application Details' section shows 'APPLICATION ID: 200003746', 'APPLICATION TYPE: FES-UA New', and 'STATUS: Complete'. Below this, there's a 'Students' section with a paragraph of text and a link 'See an overview of the scholarship award and funding process.'. A red arrow points to a student entry for 'Arabella Gordon' who is 'Eligible'. To the right of the student entry are two buttons: 'DECLINE SCHOLARSHIP' and 'ACCEPT SCHOLARSHIP'.

Click on the arrow to the right of the application in pending action status as indicated above.

You should be redirected to see the students is 'Eligible' for the specific application on the screen.



Step Up For Students

Application Details

+ ADD A STUDENT

APPLICATION ID
200003746

APPLICATION TYPE
FES-UA New

STATUS
Complete

Students

Please see the scholarship status of your student(s) below. Once your application has been reviewed, you will receive an email about each student's eligibility. Florida law requires parents and guardians to accept or decline their student's scholarship. You can accept or decline a scholarship as long as applications are still being accepted for the school year and as long as the student is not enrolled in a school within EMA. [See an overview of the scholarship award and funding process.](#)

Arabella ● Eligible

DECLINE SCHOLARSHIP

ACCEPT SCHOLARSHIP

On this page, you may click the highlighted link to see an overview of the scholarship award and funding process.

Step-by-Step Guide to Your Scholarship

Here's an overview of the steps for the FES-UA, FTC/FES-EO, and FTCPEP scholarships.

PARENT/GUARDIAN	STEP UP FOR STUDENTS	PARENT/GUARDIAN	STEP UP FOR STUDENTS	PARENT/GUARDIAN	STEP UP FOR STUDENTS
1. Submit Application A student may only apply for one scholarship at a time under the FES-UA, FTC/FES-EO, and PEP scholarship programs. If you need to remove a student from a scholarship application, you can do so after closing this pop-up.	2. Eligibility Determination Applications are processed in the order they are received. Step Up will notify you by email if your student is eligible to receive a scholarship or if additional information is needed.	3. Accept or Decline Scholarship If your student is determined eligible, you must log in to EMA to accept or decline the scholarship. This is required by Florida Law. Please note: Pending your student's scholarship program, additional steps may be necessary.	4. Awarded or At Capacity After accepting a scholarship, you will receive either confirmation of the award OR a notice that the scholarship program has reached capacity. This notification will be sent by email.	5. Next Steps in EMA For FTC/FES-EO, you must use your student's Award ID to enroll with an eligible private school in EMA to receive scholarship funds. For FES-UA, enrollment is not required to receive scholarship funds, but if your student is going to attend an eligible private school, you may use your student's Award ID to enroll in EMA. For FTCPEP, you must complete a Student Learning Plan for the current school year to receive funding.	6. Students Funded Step Up will distribute funds on a quarterly basis.

Need to change scholarships?

You can always come back to decline this scholarship and apply for another one if the application window is still open. If your student is already enrolled in a school, you'll need to withdraw them from that school before you can decline the scholarship.

A step-by-Step Guide to Your Scholarship will now appear.



Step Up For Students

Step-by-Step Guide to Your Scholarship

Here's an overview of the steps for the FES-UA, FTC/FES-EO, and FTCPEP scholarships.

PARENT/GUARDIAN	STEP UP FOR STUDENTS	PARENT/GUARDIAN	STEP UP FOR STUDENTS	PARENT/GUARDIAN	STEP UP FOR STUDENTS
1. Submit Application A student may only apply for one scholarship at a time under the FES-UA, FTC/FES-EO, and PEP scholarship programs. If you need to remove a student from a scholarship application, you can do so after closing this pop-up.	2. Eligibility Determination Applications are processed in the order they are received. Step Up will notify you by email if your student is eligible to receive a scholarship or if additional information is needed.	3. Accept or Decline Scholarship If your student is determined eligible, you must log in to EMA to accept or decline the scholarship. This is required by Florida Law. Please note: Pending your student's scholarship program, additional steps may be necessary.	4. Awarded or At Capacity After accepting a scholarship, you will receive either confirmation of the award OR a notice that the scholarship program has reached capacity. This notification will be sent by email.	5. Next Steps in EMA For FTC/FES-EO, you must use your student's Award ID to enroll with an eligible private school in EMA to receive scholarship funds. For FES-UA, enrollment is not required to receive scholarship funds, but if your student is going to attend an eligible private school, you may use your student's Award ID to enroll in EMA. For FTCPEP, you must complete a Student Learning Plan for the current school year to receive funding.	6. Students Funded Step Up will distribute funds on a quarterly basis.



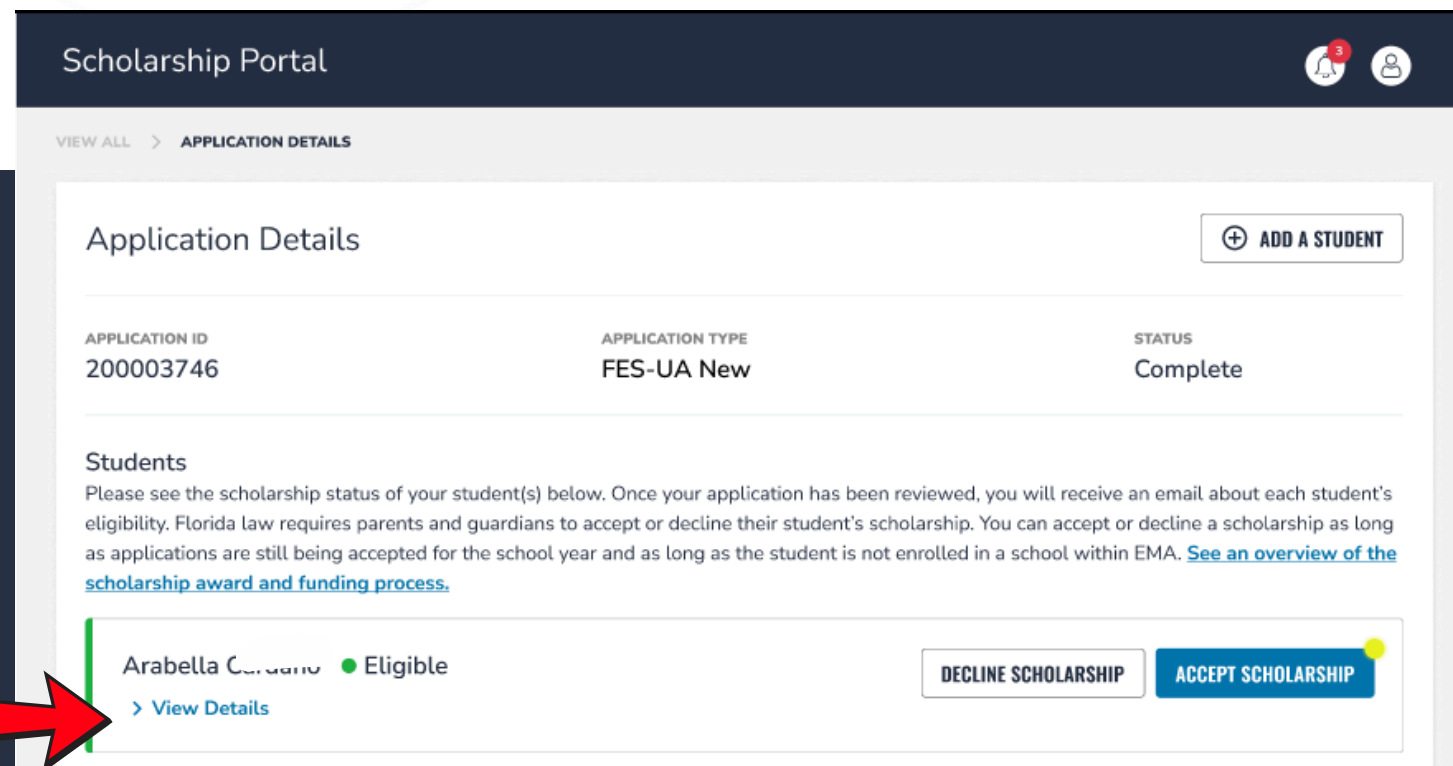
Need to change scholarships?

You can always come back to decline this scholarship and apply for another one if the application window is still open. If your student is already enrolled in a school, you'll need to withdraw them from that school before you can decline the scholarship.

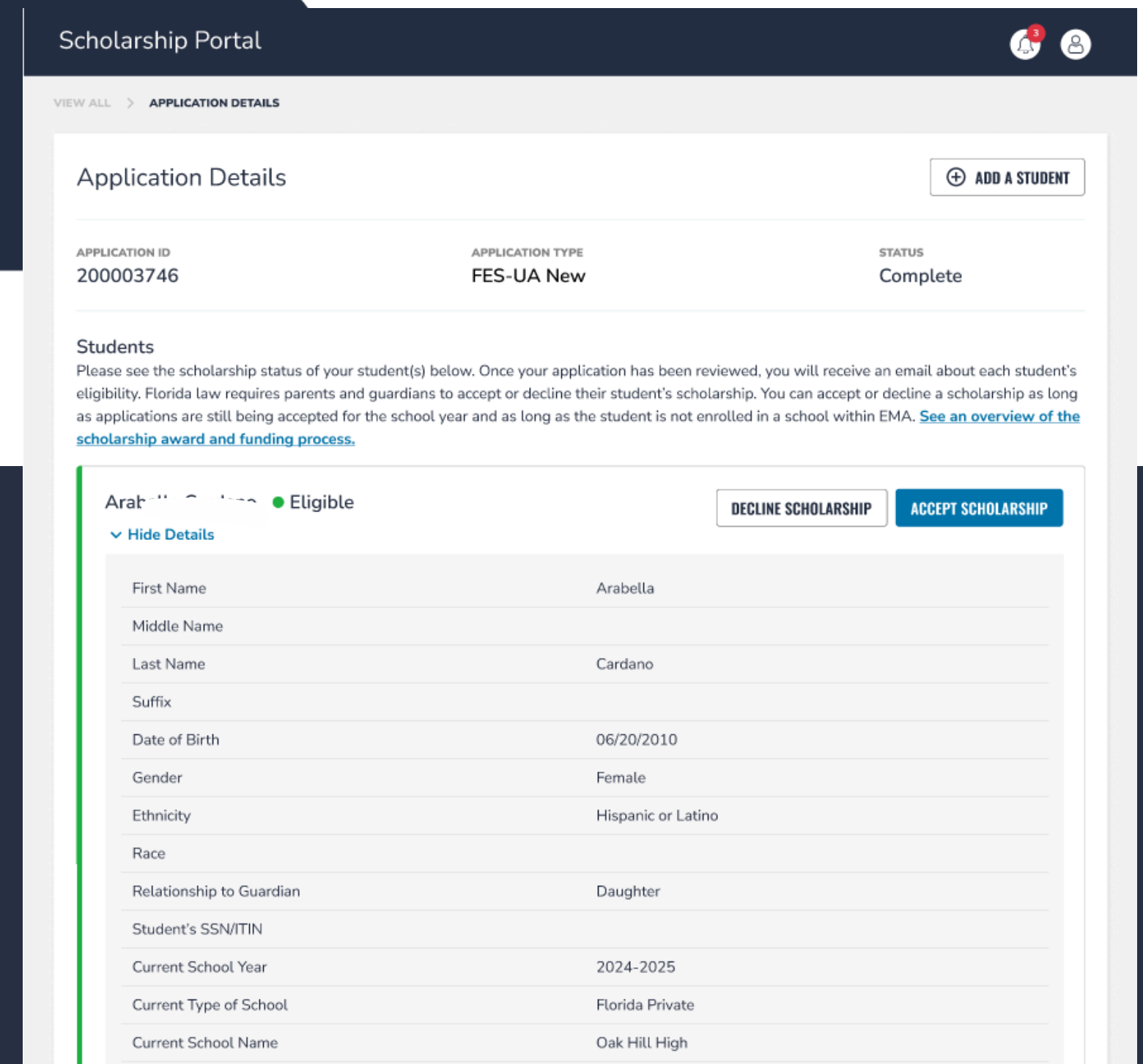
Please note: You can always come back to decline this scholarship and apply for another one if the application window is still open. If your student is already enrolled in a school, you'll need to withdraw them from that school before you can decline the scholarship.



Step Up For Students



To see the details in the application, simply click on the 'View Details' link.




The information is now accessible for the qualifying student. You can perform this action for all eligible students in your account.



Step Up For Students





Education Market Assistant

- Dashboard
- My Students
- Recent Transactions
- Help

Scholarship Portal

[VIEW ALL](#) > APPLICATION DETAILS

Application Details


APPLICATION ID
200003746

APPLICATION TYPE
FES-UA New


STATUS
Complete

Students

Please see the scholarship status of your student(s) below. Once your application has been reviewed, you will receive an email about each student's eligibility. Florida law requires parents and guardians to accept or decline their student's scholarship. You can accept or decline a scholarship as long as applications are still being accepted for the school year and as long as the student is not enrolled in a school within EMA. [See an overview of the scholarship award and funding process.](#)

Arabella  Eligible

[View Details](#)



DECLINE SCHOLARSHIP

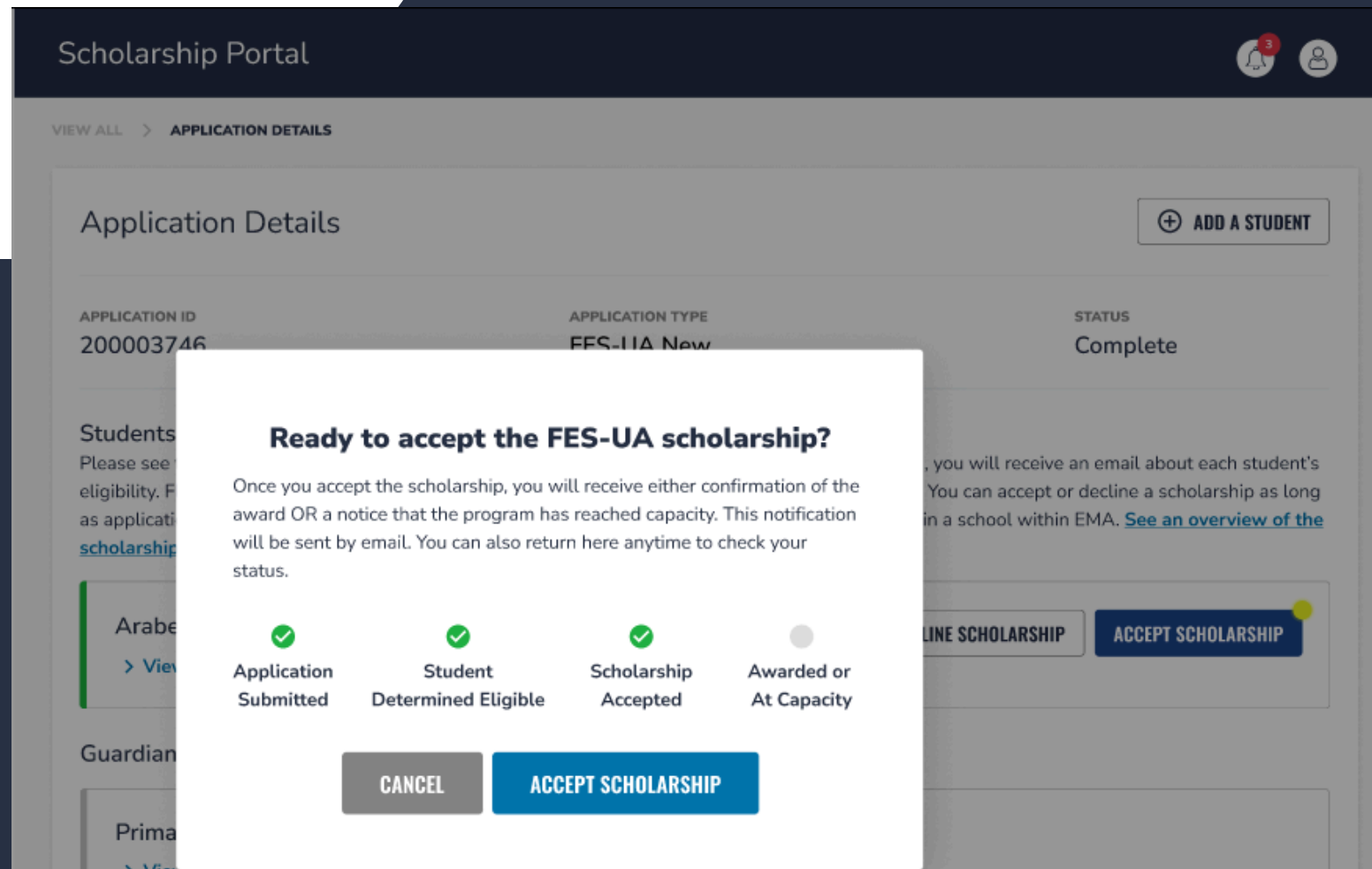
ACCEPT SCHOLARSHIP

Guardians must choose to 'Decline Scholarship' or 'Accept Scholarship' on this screen.

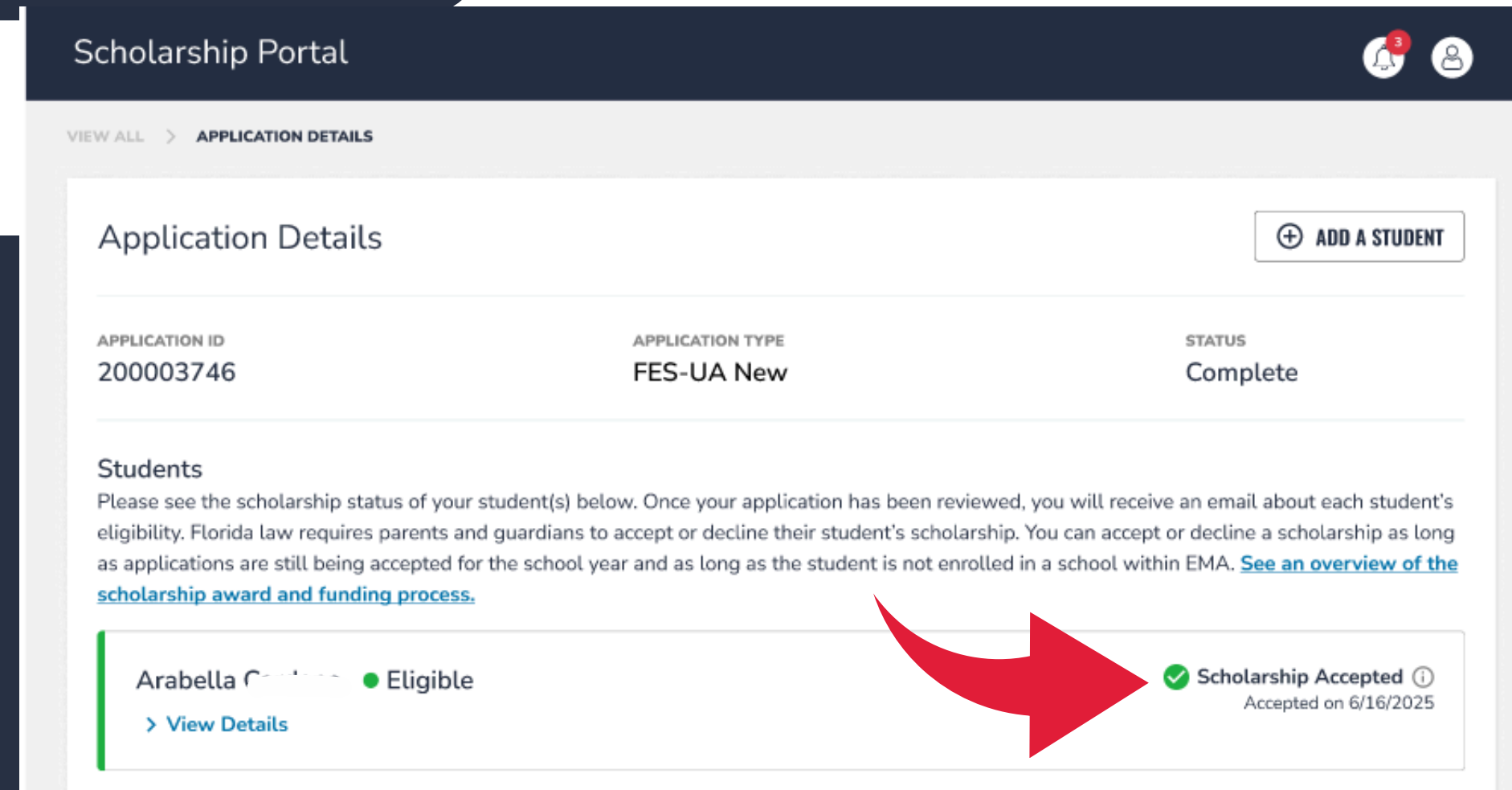
Please note no scholarship determination will be made until you approve or deny your student's scholarship!



Step Up For Students



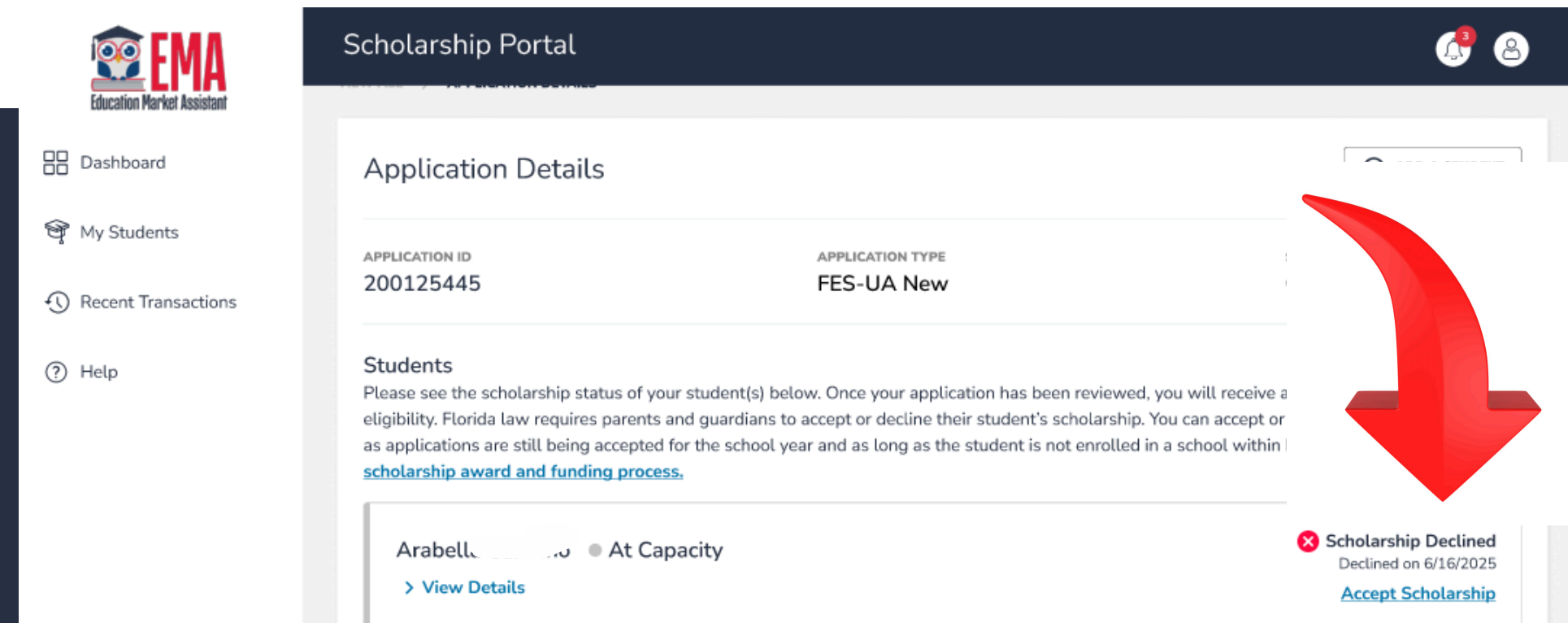
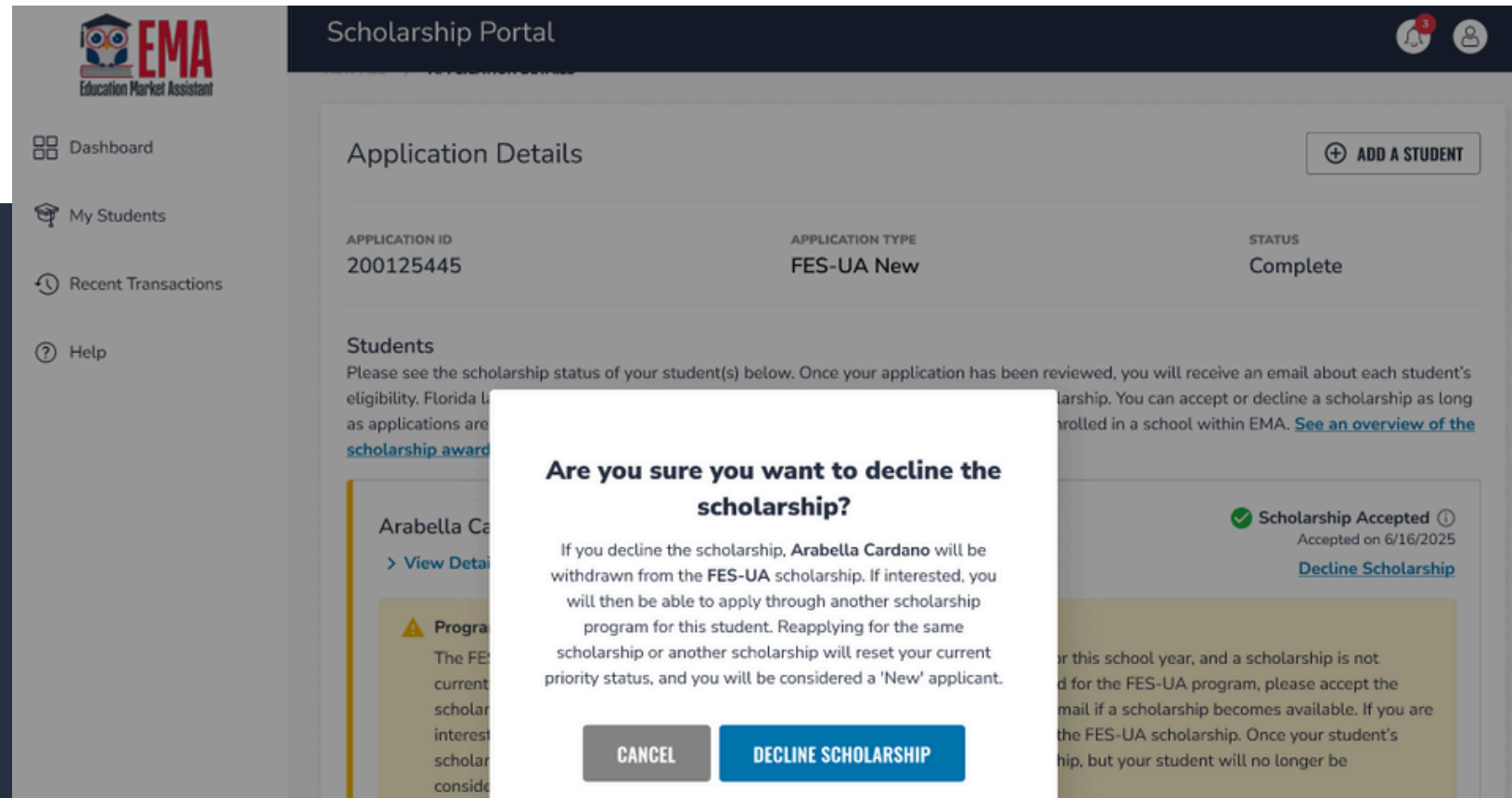
If you decide to accept the scholarship, you will either receive confirmation of the award or a notification indicating that the program has reached its capacity. An email will be sent to inform you. Feel free to return here at any time to check on your status.



Once you accept the scholarship, you will notice 'Scholarship Accepted' displayed next to the student's name.



Step Up For Students



If you choose to decline the scholarship, the student will be removed from the FTC scholarship program and will be eligible to apply for other scholarships.

Please follow the steps given prior to apply for a different scholarship.

When you decline the scholarship, you will notice 'Scholarship Declined' displayed next to the student's name.

A black and white line drawing of a hand with the index finger pointing upwards towards a rectangular sign. The sign has the word "HELP" written on it in a bold, sans-serif font. The background of the entire image is a light blue with a pattern of darker blue question marks.

HELP

What steps should I take if I mistakenly decline my student's scholarship?



Step Up For Students

To reinstate a scholarship for a student, just click the

VIEW STUDENT

button on the dashboard corresponding to that particular student.

The screenshot shows the Scholarship Portal dashboard. On the left is a sidebar with the EMA logo and navigation links: Dashboard, My Students, Recent Transactions, and Help. The main content area is titled "Scholarship Portal" and "Dashboard". It features two main sections: "Action Items" and "My Recent Applications". The "Action Items" section shows "No Action Items" with a checkmark icon and the text "All urgent matters have been taken care of." The "My Recent Applications" section lists two applications: "2025-2026: FES-UA" and "2025-2026: FTC", both marked as "COMPLETE". Below these is a "My Students" section with a "View All" link. It displays three student cards: Orion C, Elana, and Arabella. Orion C's card shows "Current Funds Available FTC \$2000.25" and "FTC (25-26) Funded". Elana's card shows "No Applications Yet." Arabella's card shows "Current Funds Available FES-UA \$2314.50" and "FTC (25-26) Declined". Each card has a "VIEW STUDENT" button at the bottom. A red arrow points to the "VIEW STUDENT" button for Arabella.

Scholarship Portal

Dashboard

Action Items

No Action Items
All urgent matters have been taken care of.

My Recent Applications [View All →](#)

2025-2026: FES-UA COMPLETE

2025-2026: FTC COMPLETE


My Students [View All →](#)

Orion C	Elana	Arabella
Current Funds Available FTC \$2000.25	No Applications Yet.	Current Funds Available FES-UA \$2314.50
FTC (25-26) Funded Award ID: 200001168 Program Award Amount: \$8001.00		FTC (25-26) Declined Award ID: 200001212 Matrix Score: 253 Program Award Amount: \$9258.00
VIEW STUDENT	VIEW STUDENT	VIEW STUDENT



Step Up For Students

Next, click on the
VIEW APPLICATION button.


Education Market Assistant

Dashboard

My Students

Recent Transactions

Help

Scholarship Portal

Child Seven

PRINT AWARD ID

Apply For Scholarship

Open Student Learning Plan

Student Profile

EDIT

Student ID

Name

Child

DOB

Gender

Male

Ethnicity

Hispanic or Latino

Race

N/A

Relationship To You

Son

Student FLEID number

Additional Details

Current Funds Available

FES-EO

\$0.00

Applications

FES-UA (25-26) Declined

Award ID: Pending ⓘ

Program Award Amount: Pending ⓘ



VIEW APPLICATION



Step Up For Students

On this page, click the blue-highlighted [Accept Scholarship](#) button.

A screenshot of the Scholarship Portal interface. The header shows the EMA logo and the title "Scholarship Portal". A sidebar on the left contains navigation links: Dashboard, My Students, Recent Transactions, and Help. The main content area is titled "Application Details" and includes a table with application information. Below the table, there is a section for "Students" with a list of students. One student, Arabella, is listed with a status of "At Capacity". A red arrow points from the text in the first block to a red "X" icon next to the student's name. To the right of the red "X" is a button labeled "Accept Scholarship" which is highlighted with a red circle.

APPLICATION ID	APPLICATION TYPE	STATUS
200125445	FES-UA New	Complete

Students

Please see the scholarship status of your student(s) below. Once your application has been reviewed, you will receive an email about each student's eligibility. Florida law requires parents and guardians to accept or decline their student's scholarship. You can accept or decline a scholarship as long as applications are still being accepted for the school year and as long as the student is not enrolled in a school within EMA. [See an overview of the scholarship award and funding process.](#)

Student Name	Status	Action
Arabella	At Capacity	View Details

Scholarship Declined
Declined on 6/16/2025
[Accept Scholarship](#)



Step Up For Students

A pop-up will appear, giving you the option to select the **CANCEL** button to return or the **ACCEPT SCHOLARSHIP** button to proceed.

The screenshot shows the "Scholarship Portal" interface. On the left is a sidebar with navigation links: "Dashboard", "My Students", "Recent Transactions", and "Help". The main content area is titled "Application Details" and shows an "APPLICATION ID" of "203!". Below this is a "Comments" section with a note: "Last updated 01/06/2025 Received". Further down is a "Students" section with a table listing "Child Seven" as "Eligible" with a link to "View Details". A red "X" icon and the text "Scholarship Declined" are visible in the bottom right corner. A white pop-up window is centered on the screen with the title "Ready to accept the FTC scholarship?". It contains explanatory text and a progress bar with four steps: "Application Submitted", "Student Determined Eligible", "Scholarship Accepted", and "Awarded or At Capacity". The first three steps are marked with green checkmarks. At the bottom of the pop-up are two buttons: "CANCEL" (grey) and "ACCEPT SCHOLARSHIP" (blue), which are highlighted by a red rounded rectangle.



Step Up For Students

If you clicked the blue **ACCEPT SCHOLARSHIP** button, you will be directed to this page.

Please note that this notation **Scholarship Accepted** will display.

A screenshot of the Scholarship Portal's "Application Details" page. The page has a dark blue header with the "EMA Education Market Assistant" logo on the left and "Scholarship Portal" on the right. A sidebar on the left contains links for "Dashboard", "My Students", "Recent Transactions", and "Help". The main content area shows "Application Details" for application ID 20356265, which is an "FTC New" application with a "TOTAL HOUSEHOLD INCOME" of "\$0.00" and a "STATUS" of "Complete". Below this is a "Comments" section with a note: "Last updated 01/06/2025 Received". The "Students" section contains a message about scholarship status and a link to "See an overview of the scholarship award and funding process." At the bottom, a table lists a student as "Child" with a green dot indicating they are "Eligible" and a link to "View Details". A large red arrow points from this student entry to a red-bordered box on the right that contains the text "Scholarship Accepted" with a green checkmark and an information icon.



Step Up For Students



Program at Capacity.

The FES-UA scholarship program has reached its capacity, as defined in statute, for this school year, and a scholarship is not currently available for your student. If you would like your student to be considered for the FES-UA program, please accept the scholarship, and they will be presented for potential funding. You will receive an email if a scholarship becomes available. If you are interested in a different scholarship and applications are available, please decline the FES-UA scholarship. Once your student's scholarship status is updated to "Declined," you may apply for a different scholarship, but your student will no longer be considered for the FES-UA program.

IMPORTANT: There is no guarantee that additional FES-UA scholarships will become available this school year, and funding is not guaranteed.

Scholarship Portal

Application Details

ADD A STUDENT

APPLICATION ID	APPLICATION TYPE	STATUS
200125445	FES-UA New	Complete

Students

Please see the scholarship status of your student(s) below. Once your application has been reviewed, you will receive an email about each student's eligibility. Florida law requires parents and guardians to accept or decline their student's scholarship. You can accept or decline a scholarship as long as applications are still being accepted for the school year and as long as the student is not enrolled in a school within EMA. [See an overview of the scholarship award and funding process.](#)

Arabella Gordon

At Capacity

Scholarship Accepted ⓘ
Accepted on 6/16/2025
[Decline Scholarship](#)

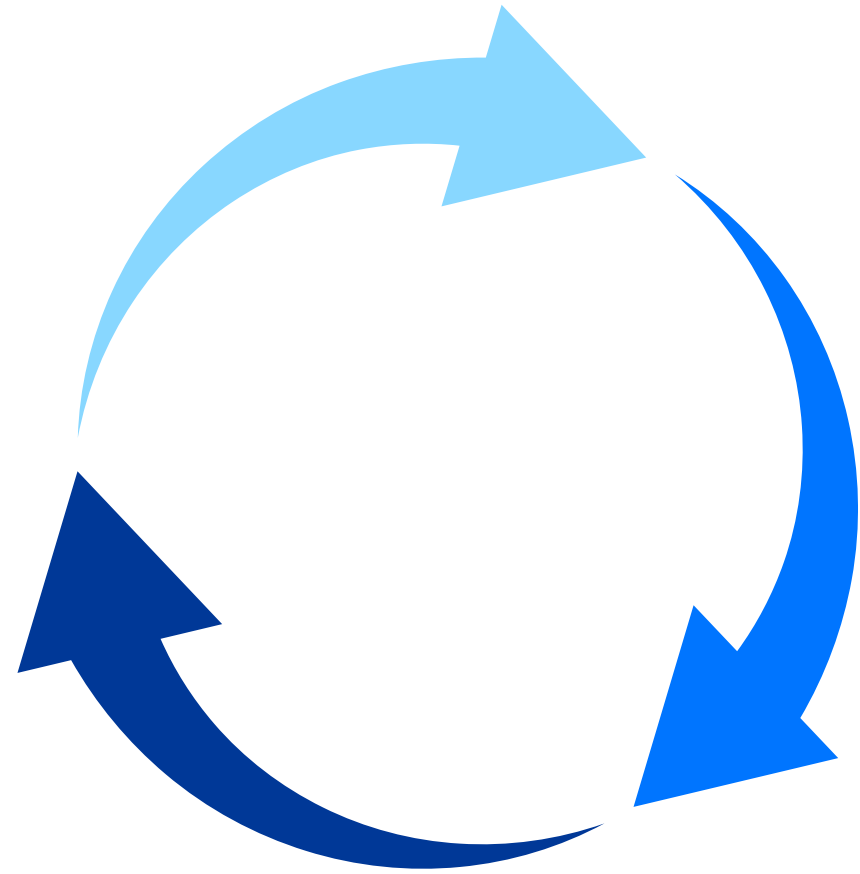
Program at Capacity

The FES-UA scholarship program has reached its capacity, as defined in statute, for this school year, and a scholarship is not currently available for your student. If you would like your student to be considered for the FES-UA program, please accept the scholarship, and they will be presented for potential funding. You will receive an email if a scholarship becomes available. If you are interested in a different scholarship and applications are available, please decline the FES-UA scholarship. Once your student's scholarship status is updated to "Declined," you may apply for a different scholarship, but your student will no longer be considered for the FES-UA program.

IMPORTANT: There is no guarantee that additional FES-UA scholarships will become available this school year, and funding is not guaranteed.



Step Up For Students



Application Statuses

Status	Meaning
Pending	Your student's eligibility status is still under review. Please monitor your EMA account for updates.
Awarded	Your application was approved, and the student has been determined eligible for a scholarship. Please note, your student has not yet been funded for the applying school year.
Funded	Your student's scholarship has been funded to your EMA account. You may now utilize the funds in your account.
At Capacity	This scholarship has reached its capacity, as defined in statute, for this school year, and a scholarship for which you applied is not currently available for your student.



Step Up For Students



After a student is awarded, if you plan to use your student's scholarship at an eligible participating school, you need to contact the school to start the enrollment process.

Enrollment in EMA is optional for FES-UA students and will allow schools to invoice scholarship funds directly from students' accounts quarterly. Payments will be made to schools within seven (7) business days after both the school and the parent or guardian approves the invoice in EMA from the private school.





Step Up For Students

Student ID:

This is your students unique identification number that will be needed for the engagement center to look up your students' application.

A screenshot of the Scholarship Portal interface. The page has a dark blue header with the "EMA Education Market Assistant" logo on the left and a "Scholarship Portal" title. Below the header is a navigation sidebar with links: Dashboard, Reimbursements, My Students (highlighted), Recent Transactions, and Help. The main content area has three buttons at the top: "Apply For Scholarship", "Open Student Learning Plan", and "New Reimbursement". Below these is a "Student Profile" section with an "EDIT" button. The profile fields include: Student ID (20009667), Name (TestKH Test), DOB (6/15/2018), Gender (Male), Ethnicity (Hispanic or Latino), Race (Black or African American), Relationship To You, and Student FLEID number. 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" showing a status of "Funded" with a green dot. The "Award ID: 20001636" is displayed, and a blue arrow points to it from the right. A "VIEW APPLICATION" button is also present. A red arrow points from the "My Students" link in the sidebar to the "Student ID" field in the profile section.

Award ID:

Give this number to an eligible private school of your choice. They will use this number to enroll your student.



Step Up For Students

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



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: 2025-2026

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.



Step Up For Students

EMA
Education Market Assistant

Dashboard

My Students

Expenditure Requests

Marketplace

Reimbursements

Pre-Authorizations

Recent Transactions

Help

Scholarship Portal


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Dashboard

Enrollment Requests NEW

Please review the pending enrollment request(s) for your student(s) below. Enrollment in the EMA platform is required for FTC/FES-EO private school scholarship students. Enrollment in the EMA platform is necessary for direct payment to schools for FES-UA scholarship students.

2024-2025

Braden 

Smith Elementary

Start Date: 8/15/2024

Annual Tuition & Fees: \$5,000.00

Discount: \$1,000.00 ⓘ

Amount Due To School: \$4,000.00 ⓘ

If the Amount Due to School equals your total annual obligation to the school (which includes the scholarship and out-of-pocket payments), please confirm enrollment.
Note: If the Amount Due to School is higher than the student's annual award amount, only the total award amount will be paid to the school through EMA.


If the Amount Due to School (including your obligations beyond the scholarship award) is not correct OR if your student will not attend this school, please decline enrollment.

☐ Confirm Enrollment

☐ Decline Enrollment

SUBMIT

2024-2025

Tiffany 

Alachua Special Education

Start Date: 8/15/2024

Annual Tuition & Fees: \$5,000.00

Discount: \$1,000.00 ⓘ

Amount Due To School: \$4,000.00 ⓘ

If the Amount Due to School equals your total annual obligation to the school (which includes the scholarship and out-of-pocket payments), please confirm enrollment.
Note: If the Amount Due to School is higher than the student's annual award amount, only the total award amount will be paid to the school through EMA.


If the Amount Due to School (including your obligations beyond the scholarship award) is not correct OR if your student will not attend this school, please decline enrollment.

☐ Confirm Enrollment

☐ Decline Enrollment

SUBMIT

2024-2025

Taylor 

Smith Elementary

Start Date: 8/15/2024

Annual Tuition & Fees: \$5,000.00

Discount: \$1,000.00 ⓘ

Amount Due To School: \$4,000.00 ⓘ

If the Amount Due to School equals your total annual obligation to the school (which includes the scholarship and out-of-pocket payments), please confirm enrollment.
Note: If the Amount Due to School is higher than the student's annual award amount, only the total award amount will be paid to the school through EMA.

If the Amount Due to School (including your obligations beyond the scholarship award) is not correct OR if your student will not attend this school, please decline enrollment.

☐ Confirm Enrollment

☐ Decline Enrollment

SUBMIT

If the 'Amount Due to School' equals your total annual obligation to the school (which includes the scholarship and out-of-pocket payments), please confirm enrollment.

If the 'Amount Due to School' (including your obligations beyond the scholarship award) is not correct OR if your student will not attend this school, please decline enrollment.



Step Up For Students

The logo for EMA Education Market Assistant, featuring a stylized owl icon and the text 'EMA Education Market Assistant'.

Scholarship Portal

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testninesix march

Tuition & Fee Invoices NEW

Please approve or deny the following Tuition & Fee invoices.

SCHOOL YEAR	STUDENT NAME	SCHOOL NAME	REQUEST DATE	INVOICE AMOUNT	ACCEPT	DECLINE
2025-2026	[REDACTED]	[REDACTED] ACADEMY F [REDACTED]	07/15/2024	\$3,376.60	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2025-2026	[REDACTED]	[REDACTED] ACADEMY I [REDACTED]	07/15/2024	\$3,695.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2025-2026	[REDACTED]	[REDACTED] ACADEMY [REDACTED]	07/18/2024	\$304.25	<input checked="" type="checkbox"/>	<input type="checkbox"/>

All payments to schools must be verified and approved by the guardian quarterly. You can view, approve or deny these school payments from your dashboard. NOTE: No payments to a school will be made until this action has been taken.



Step Up For Students

Contact Us

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



Chat with us [sufs.org](https://www.sufs.org)



877-735-7837