



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

What is the Student Learning Plan (SLP)?

A **Student Learning Plan (SLP)** is a plan developed by a parent/guardian to guide instruction for their student.

Florida state law requires that a **Student Learning Plan** be completed for a Personalized Education Program (FTCPEP) student annually, but this tool can be used by students in any scholarship program.

Your **SLP** may be used to help identify goods or services that can help address a student's learning priorities.



FTC-PEP Student Learning Plan: Update



Student Learning Plan (SLP)

Parents/Guardians are **required to create and update a student learning plan for their PEP student annually before their student's scholarship can be funded.** This option in EMA can be accessed in multiple ways now.

1. From the Parent/Guardian Dashboard
 - a) View Student
 - b) SLP section
2. From the “My Students” option

Step Up For Students funds FTCPEP students on a quarterly schedule. If an SLP is not received prior to funding distribution, the students will need to wait until the following quarter to receive scholarship funds.

You can either create a new plan or update an existing Student Learning Plan.

Personalized Education Program: Student Learning Plan

The screenshot shows the Scholarship Portal dashboard. The left sidebar contains navigation links: Dashboard, Reimbursements, My Students, Marketplace, Recent Transactions, and Help. The main content area is titled 'Scholarship Portal' and includes a 'Dashboard' section with 'Action Items'. The 'Action Items' list includes: 'Update "On Hold" FES-UA Application', 'Update "On Hold" Reimbursement #2093212 for Tiffany Jones', 'Complete Student Learning Plan (24-25) for Heather Jones', and 'Upload Test Results (24-25) for Heather Jones'. The 'Complete Student Learning Plan (24-25) for Heather Jones' item is highlighted with a red box, and a blue arrow points to its right-pointing chevron. To the right, the 'My Recent Applications' section lists applications for 2024-2025 (FTC) and 2023-2024 (New Worlds: Heather Jones, FTCPEP, New Worlds: Spencer Jones, FES-UA) with status indicators like ON HOLD, SUBMITTED, and COMPLETE. Below this is the 'My Students' section, which displays student profiles for Heather Jones, Tiffany Jones, and Taylor Jones, each with their respective scholarship details and 'VIEW STUDENT' buttons.

To complete your Student Learning Plan, please log in to EMA.

On the dashboard, under the 'Action Items' column, click on the arrow to expand the box and "Complete Student Learning Plan" associated with your FTCPEP student.

Personalized Education Program: Student Learning Plan

The screenshot displays the Scholarship Portal interface for Heather Jones. The top navigation bar includes the EMA logo, the user name 'Heather Jones', and a 'PRINT AWARD ID' button. A yellow banner indicates an 'Action Needed' to complete the Student Learning Plan for the 2024-2025 school year. Below this, three main action buttons are visible: 'Apply For Scholarship', 'Open Student Learning Plan' (highlighted with a red box and a blue arrow), and 'New Reimbursement'. The main content area is divided into three sections: 'Student Profile' with an 'EDIT' button, 'Current Funds Available' showing \$100.00, and 'Applications' with two entries for FTCPEP (24-25) and (23-24), both marked as 'Awarded' and 'Funded' respectively, each with a 'VIEW APPLICATION' button.

Section	Item	Status	Amount	Action
Applications	FTCPEP (24-25)	Awarded	\$4,000.00	VIEW APPLICATION
	FTCPEP (23-24)	Funded	\$4,000.00	VIEW APPLICATION

To start the Student Learning Plan process, click on the button indicated on the slide.

Personalized Education Program: Student Learning Plan

Scholarship Portal

Student Learning Plans

A Student Learning Plan (SLP) is a plan developed by a parent/guardian to guide instruction for their student. Florida state law requires that a Student Learning Plan be completed for a Personal Education Program (FTCPEP) student, but this tool is available to be used by students in any scholarship program. Your SLP may be used to help identify goods or services that can help address a student's learning priorities.

Please note: For FTCPEP students, a Student Learning plan is required to be created and annually updated to receive scholarship funding. There is no other action needed by you after completing a Student Learning Plan.

Step Up For Students funds FTCPEP students on a quarterly schedule. If SLP's are not received prior to the first funding distribution, students will need to wait until the following quarter to receive scholarship funds.

You can either create a new plan or update an existing Student Learning Plan.

School Year: 2024-2025

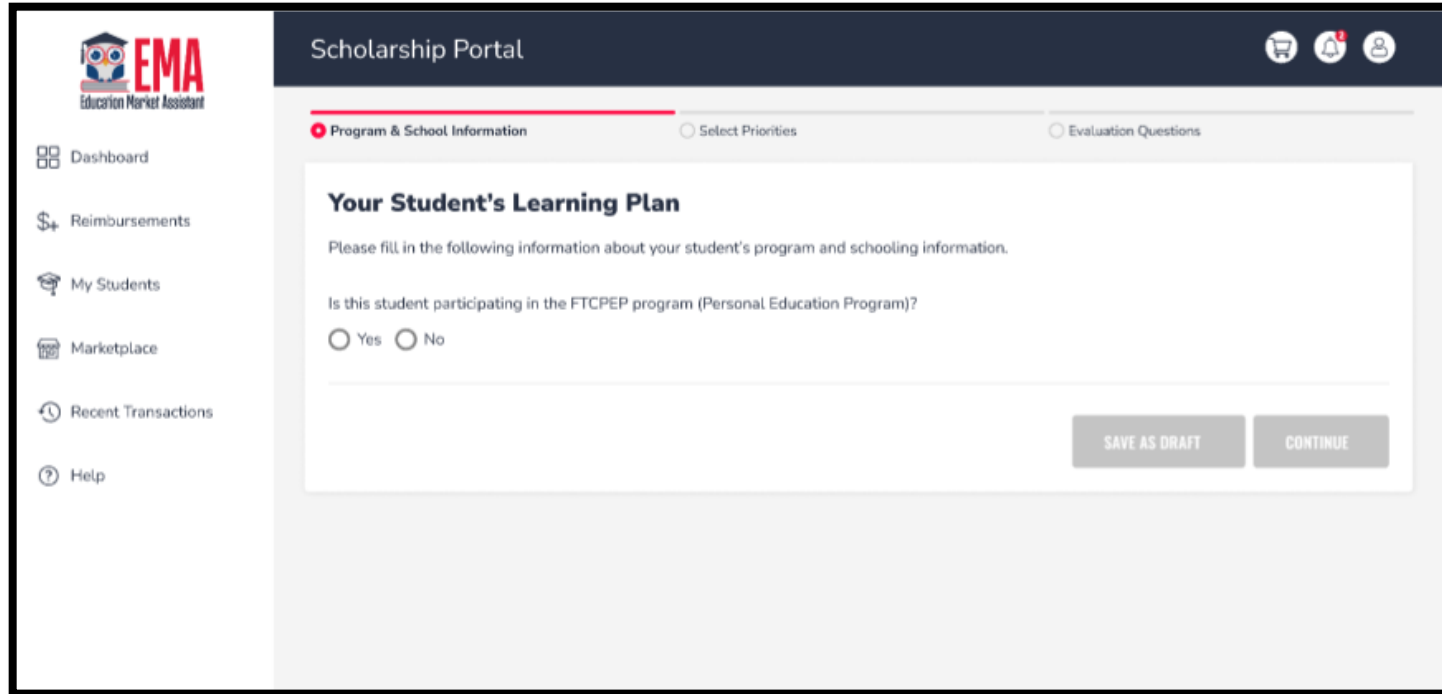
STUDENT ID	STUDENT NAME	2024-2025	STATUS	LAST UPDATED
2002435	Heather Jones	Create	-	-
2016758	Tiffany Jones	OPEN	Draft	03/10/2024

IMPORTANT: Please make sure to select 2024-25 from the drop-down to complete a 2024-25 SLP in EMA.

Click on the 'Create' button to complete a new Student Learning Plan for the selected student.

You may also select the 'Open' tab to complete a draft Student Learning Plan.

Personalized Education Program: Student Learning Plan



The screenshot shows the 'Scholarship Portal' interface. On the left is a navigation menu with items: Dashboard, Reimbursements, My Students, Marketplace, Recent Transactions, and Help. The main content area is titled 'Your Student's Learning Plan' and includes a sub-header 'Program & School Information'. Below this, there is a question: 'Is this student participating in the FTCPEP program (Personal Education Program)?' with radio button options for 'Yes' and 'No'. At the bottom right of the form are two buttons: 'SAVE AS DRAFT' and 'CONTINUE'.

If your student participates in the FTCPEP program, please indicate 'Yes.'

If your student does not participate in FTCPEP, select 'No.'

You may still use the Student Learning Plan for your student's educational goal-setting.

Personalized Education Program: Student Learning Plan

The screenshot shows the 'Scholarship Portal' interface. On the left is a navigation menu with items: Dashboard, Reimbursements, My Students, Marketplace, Recent Transactions, and Help. The main content area is titled 'Your Student's Learning Plan' and includes a progress indicator with three steps: 'Program & School Information' (selected), 'Select Priorities', and 'Evaluation Questions'. Below the title, there is a text prompt: 'Please fill in the following information about your student's program and schooling information.' The main question is 'Is this student participating in the FTCPEP program (Personal Education Program)?' with radio buttons for 'Yes' and 'No'. The 'No' option is selected. At the bottom right of the form are two buttons: 'SAVE AS DRAFT' and 'CONTINUE'.

If you select '**No**', you will proceed to select your student's current learning priorities.

Personalized Education Program: Student Learning Plan

The screenshot shows the 'Scholarship Portal' interface. On the left is a navigation menu with items: Dashboard, Reimbursements, My Students, Marketplace, Recent Transactions, and Help. The main content area is titled 'Your Student's Learning Plan' and includes a sub-header 'Program & School Information'. Below this, there is a text prompt: 'Please fill in the following information about your student's program and schooling information.' Two questions are listed: 'Is this student participating in the FTCPEP program (Personal Education Program)?' with radio buttons for 'Yes' (selected) and 'No'; and 'Does this student intend to have direct contact with teachers at a private school's physical location at least two school days per week?' with radio buttons for 'Yes' and 'No'. A blue information pop-up box is overlaid on the right side of the form, containing the text: 'Please note this does not include non-participating private schools or providers already authorized under s.1002.395 (6)(d) which includes full-time tutoring, home education instructional programs, and more.' At the bottom right of the form are two buttons: 'SAVE AS DRAFT' and 'CONTINUE'.

If your student is participating in the FTCPEP program, please indicate 'Yes'.

Before initiating your next response, consider the message noted here in the blue information pop-up:

“ Please note this does not include non-participating private schools or providers already authorized under s. 1002.395(6)(d), F.S. which includes full-time tutoring, home education instructional programs, and more.”

Personalized Education Program: Student Learning Plan

The screenshot shows the 'Scholarship Portal' interface. The left sidebar contains navigation links: Dashboard, Reimbursements, My Students, Marketplace, Recent Transactions, and Help. The main content area is titled 'Your Student's Learning Plan' and includes the following sections:

- Program & School Information** (selected tab)
- Select Priorities** (unselected tab)
- Evaluation Questions** (unselected tab)
- Your Student's Learning Plan**
 - Instruction: "Please fill in the following information about your student's program and schooling information."
 - Question 1: "Is this student participating in the FTCPEP program (Personal Education Program)?" with radio buttons for Yes and No.
 - Question 2: "Does this student intend to have direct contact with teachers at a private school's physical location at least two school days per week?" with radio buttons for Yes and No.
 - Form fields: "What county is the school in?" (dropdown menu) and "What is the school name?" (text input).
 - Text area: "If this student spends at least two school days per week at a private school's physical location, please describe how the remaining instructional time, outside of the learning taking place at the private school, will be spent." with an example: "For example- the school provides a curriculum to the parent to lead the learning for the remainder of the week, on Tuesday's a private tutor instructs my child, etc." and a prompt: "Enter description of activities. For example, Mondays are for private reading lessons, and Tuesdays are for private math lessons."
 - Checkbox: "I certify that my student has enrolled in a DOE-approved PEP private school for at least two school days per week and the required information on how the remaining instructional hours will be spent in my student's learning plan is fully documented and accurate."
- Buttons: "SAVE AS DRAFT" and "CONTINUE"

For question number two, if you select 'Yes', you will be prompted with an additional question. Please state the county the school is in and the school's name.

If the student attends a private school's physical location at least twice a week, please explain how the remaining instructional time will be spent outside of the private school setting.

For example, the school provides a curriculum to the parent/guardian to lead the learning for the remainder of the week; on Tuesdays, a private tutor instructs my child, etc.

Personalized Education Program: Student Learning Plan

Scholarship Portal

Program & School Information | Select Priorities | Evaluation Questions

Your Student's Learning Plan

Please fill in the following information about your student's program and schooling information.

1 Is this student participating in the FTCPEP program (Personal Education Program)?
 Yes No

2 Does this student intend to have direct contact with teachers at a private school's physical location at least two school days per week? ⓘ
 Yes No

What county is the school in? What is the school name?
Select the county [v] Enter the school name

If this student spends at least two school days per week at a private school's physical location, please describe how the remaining instructional time, outside of the learning taking place at the private school, will be spent.

For example- the school provides a curriculum to the parent to lead the learning for the remainder of the week, on Tuesday's a private tutor instructs my child, etc.

Enter description of activities. For example, Mondays are for private reading lessons, and Tuesdays are for private math lessons.

I certify that my student has enrolled in a DOE-approved PEP private school for at least two school days per week and the required information on how the remaining instructional hours will be spent in my student's learning plan is fully documented and accurate.

SAVE AS DRAFT CONTINUE

Parents/Guardians will need to certify that their student has enrolled in a DOE-approved PEP private school for at least two school days per week, and the required information on how the remaining instructional hours will be spent in their student's learning plan is fully documented and accurate.

Once the parent/guardian acknowledges the certification by checking off the box, they may save the draft and return at a later time or click continue to proceed.

Personalized Education Program: Student Learning Plan

Scholarship Portal

Program & School Information | **Select Priorities** | Evaluation Questions

Your Student's Learning Plan

What are your student's current learning priorities?

The two categories below list the learning priorities families most commonly choose. You may choose up to six priorities from each category. You are not required to choose priorities from both categories. If you would like to learn more about learning priorities and other helpful tips, please click on [More Information](#).

Academic Learning Priorities (Select up to 6)	Personal Learning Priorities (Select up to 6)
<input checked="" type="checkbox"/> Language Arts ⓘ	<input checked="" type="checkbox"/> Character ⓘ
<input checked="" type="checkbox"/> Math ⓘ	<input checked="" type="checkbox"/> Decision-making ⓘ
<input checked="" type="checkbox"/> Science ⓘ	<input type="checkbox"/> Empathy ⓘ
<input checked="" type="checkbox"/> Social Studies ⓘ	<input checked="" type="checkbox"/> Grit & Resiliency ⓘ
<input type="checkbox"/> Citizenship ⓘ	<input type="checkbox"/> Health and Wellness ⓘ
<input type="checkbox"/> Visual Arts ⓘ	<input checked="" type="checkbox"/> Self-Sufficiency ⓘ
<input type="checkbox"/> Performing Arts ⓘ	<input checked="" type="checkbox"/> Social Skills ⓘ
<input type="checkbox"/> Non-English Languages ⓘ	<input checked="" type="checkbox"/> Time Management & Organizational Skills ⓘ
<input type="checkbox"/> Career and Work Ready ⓘ	

[SAVE AS DRAFT](#) [CONTINUE](#)

On the next page you will be asked to indicate learning priorities. Under the two category headings, choose priorities on which your child would like to focus.

You may choose up to a total of six priorities between the two categories. *You are not required choose priorities from both categories.*

For an explanation of each priority, hover your pointer over the ⓘ symbol.

Personalized Education Program: Student Learning Plan

Scholarship Portal

Program & School Information | **Select Priorities** | Evaluation Questions

Please confirm your priority selections

ACADEMIC LEARNING PRIORITIES	
1	Language Arts
2	Math
3	Science
4	Social Studies

PERSONAL LEARNING PRIORITIES	
1	Character
2	Decision-making
3	Grit & Resiliency
4	Self-Sufficiency
5	Social Skills
6	Time Management & Organizational Skills

Non-English Languages ⓘ Career and Work Ready ⓘ Time Management & Organizational Skills

Once you have selected your priorities, you may press the 'Back' button to edit your choices or click 'Confirm' to save the information.

Personalized Education Program: Student Learning Plan

Scholarship Portal

Program & School Information Select Priorities Evaluation Questions

Your Student's Learning Plan

Evaluating your student's progress

Periodically we will ask how your student is progressing and how satisfied you are with this progress. Your feedback is for you only. It will help you track your student's progress over time, decide if your student's learning priorities should be updated, and help you determine how to best spend your student's scholarship funds.

If you would like to learn more about each priority and other helpful tips, please click on [More Information](#).

ACADEMIC LEARNING PRIORITIES EVALUATION QUESTIONS

PERSONAL LEARNING PRIORITIES EVALUATION QUESTIONS

How proficient is your student with the following personal learning priorities?

Priorities	N/A	Not Proficient	Proficient	Very Proficient
1 Character ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 Decision-making ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 Grit & Resiliency ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 Self-Sufficiency ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 Social Skills ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 Time Management & Organizational Skills ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How satisfied are you with your student's progress with the following personal learning priorities?

Priorities	N/A	Very Unsatisfied	Satisfied	Very Satisfied
1 Character ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 Decision-making ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 Grit & Resiliency ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 Self-Sufficiency ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 Social Skills ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 Time Management & Organizational Skills ⓘ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

→ SAVE AS DRAFT FINISH

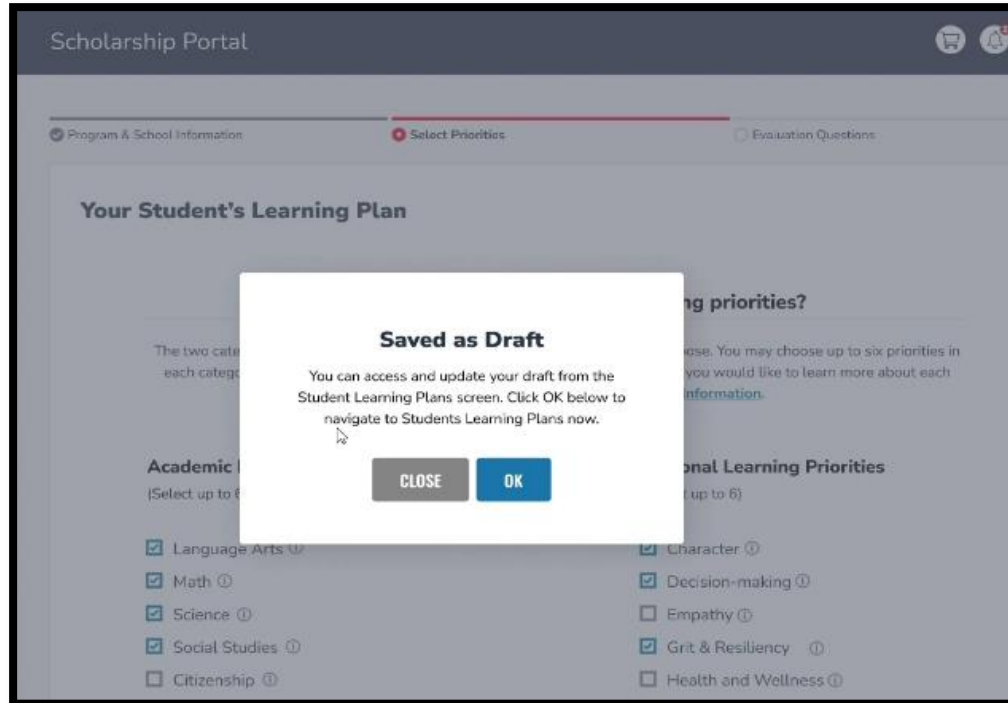
This tool is solely for you to monitor your student's growth and identify areas that may need attention. It will help you determine the best way to use your student's scholarship funds.

For an explanation of each priority, you can hover your pointer over the ⓘ symbol.

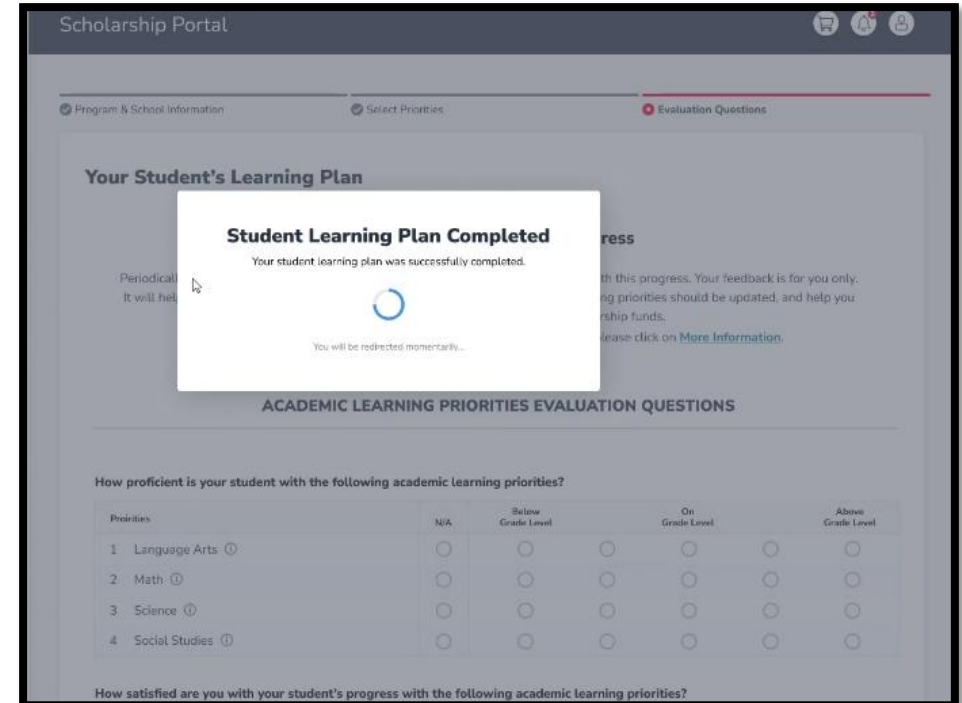
To save your choices and return to complete your SLP later, click 'Save As Draft.'

To submit your completed SLP, click 'Finish'.

Personalized Education Program: Student Learning Plan



Example: Your Student Learning Plan has been **saved** successfully. You can return to complete and submit this plan when completed.



Example: Your Student Learning Plan has been successfully **completed**.

Personalized Education Program: Student Learning Plan

Scholarship Portal

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School Year: 2024-2025

STUDENT ID	STUDENT NAME	2024-2025	STATUS	LAST UPDATED
2002435	Heather Jones	OPEN	Completed	04/14/2024
2016758	Tiffany Jones	OPEN	Draft	03/10/2024
2016758	Taylor Jones	Create	-	-

Once you have submitted your Student Learning Plan (SLP), you will be brought back to the SLP homepage where you can view the status of your student's SLP and the last update received.

Statuses

Draft: the SLP has been started but has not yet been completed or submitted.

Completed: the SLP has been completed and submitted.

***No status** indicates that the SLP has not been created yet.*



CONTACT US

Step Up For Students



877.735.7837

Monday – Friday
8:00 AM – 5:00 PM EST