



Step Up For Students

New Application Process 2025-2026

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





Step Up For Students

Key Tips Before Starting Your FTC, FES-EO, or PEP Application

- 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 or phone number that does not answer as a recording.
- You will receive updates via email when your application review is complete.



Step Up For Students



New Student Application Checklist

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



2025-26 NEW STUDENT APPLICATION CHECKLIST

Completing an application 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.

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.

Proof of child's age

A birth certificate or non-expired passport is required for:

- Unique Abilities Scholarship (FES-UA) students three to six years old
- Private School or PEP Scholarship (FTC/FES-EO/ PEP) students who are rising kindergarten and first-grade students (five to six years old on or before September 1, 2025)

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).

Unique Abilities Scholarship Application

Diagnosis documentation is needed for all new applications. [Click here](#) to access the list of accepted diagnosis documentation in the FES-UA Parent Handbook, Appendix A.

Note: Please remove password protection from all files. Document size is limited to 5 MB (only 5 documents per upload field). If your diagnosis documentation is too large, upload the pages that include the student's name, diagnosis, physician, psychologist or an autonomous APRN's information.

Private School and PEP Scholarship Applications (FTC/FES-EO and PEP)

Proof of income is only necessary for families seeking income priority. Income documentation must be submitted for all members of the household 18 years and up

- Pay stubs from the 30 consecutive days closest to when you submit your application
- Any other sources of income, such as unemployment, social security and/or child support benefits

Note: If you do not input income and/or choose not to upload verification documents, you will enter the non-priority status. Step Up For Students is obligated to award scholarships to students from income-priority households first.



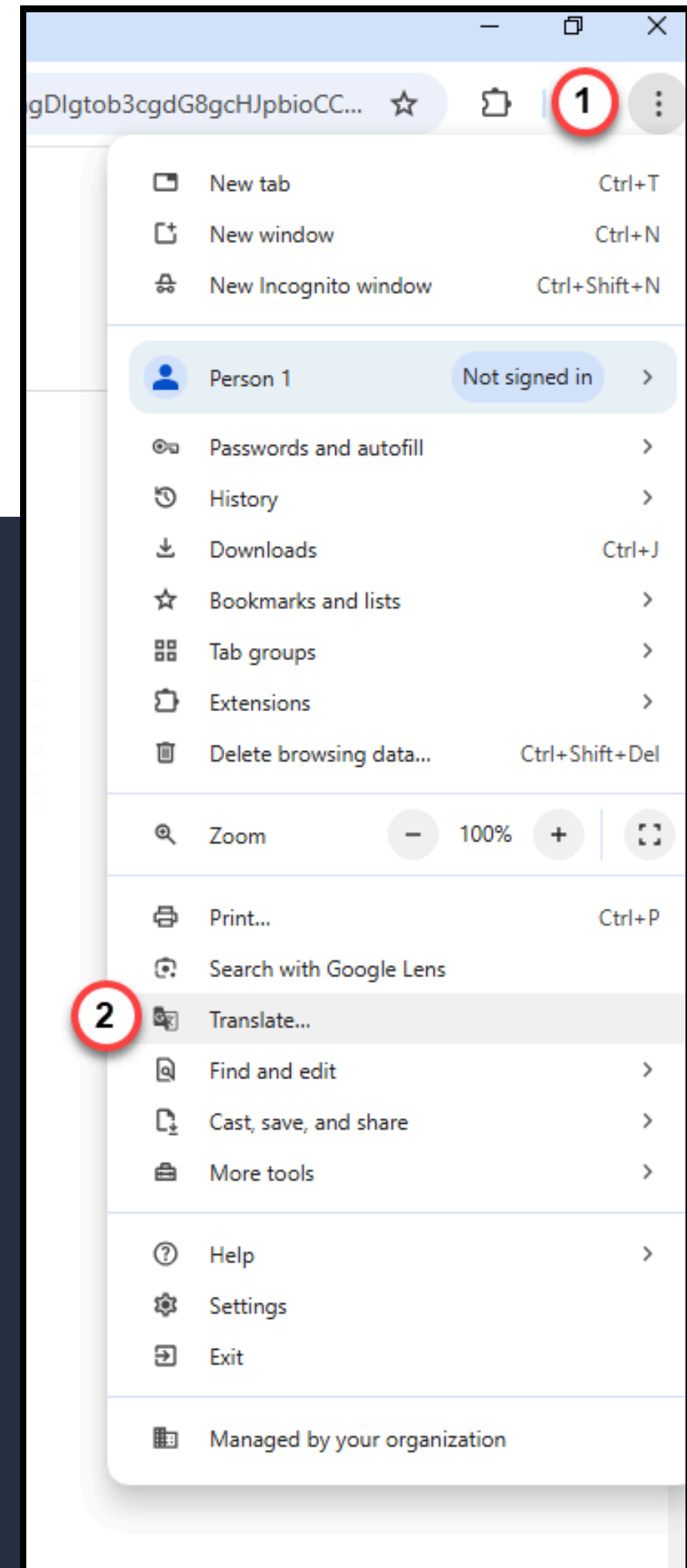
Step Up For Students

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

Visit stepupforstudents.org to apply for the Florida Tax Credit Scholarship, Family Empowerment Scholarship for Educational Options, and the Personalized Education Program.



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

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

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



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

New Users

Please provide your email address and then click on the **“Send Code”** button.



Welcome to EMA

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

Email Address

SEND CODE

[Back to Sign In](#)


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




Step Up For Students

You will receive an email containing a code that you need to enter on the signup screen to proceed.



Scholarships for Florida Schoolchildren 


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

Thanks for verifying your  account! Your verification code is: 710275. Please enter this code on the sign up screen to continue.

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

Thank you,

Step Up For Students





Step Up For Students

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



Welcome to EMA

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

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

Email Address

Verification Code

←

CONFIRM

↻ Resend verification code

[Back to Sign In](#)

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



Step Up For Students

Click **Continue.**



Welcome to EMA

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

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

Email Address

CONTINUE

[Back to Sign In](#)

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



Step Up For Students

Please fill out all open boxes.

- **Account Type**: is Parent/Guardian.
- **Username**: will be your login username. (Email address is preferred)
- **Legal First Name and Legal Last Name**: is the Parent/Guardian Name.
- **Password**: please create a secure password that adheres to the outlined parameters listed.

A screenshot of the "Create an Account" form. The form is titled "Create an Account" and includes a blue informational box at the top. Below this, there are several input fields: "Email", "Select Account Type" (a dropdown menu), "Username", "Legal First Name", "Legal Last Name", "Create Password", and "Confirm Password". Each of these fields is highlighted with a colored border: Email (grey), Select Account Type (blue), Username (red), Legal First Name (green), Legal Last Name (green), Create Password (yellow), and Confirm Password (yellow). At the bottom of the form, there is a red "CONTINUE" button and a small disclaimer: "By signing up, you agree to EMA [Privacy Policy](#)".

Create an Account

All of the following details are required to complete your account sign up.

GUARDIANS: Please enter Your Legal First and Legal Last Name as it should appear on the account profile and scholarship applications (not your student's name). The names provided must match your Proof of Residency documentation. You cannot manually change this information once you click **Continue**.

ACCOUNT TYPES:

Parent/Guardian: The person designated to administer or manage a scholarship student's account.

Service Provider: A person or organization authorized to provide services to scholarship students.

Please select the appropriate account type below.

Email

Select Account Type

Username

Legal First Name

Legal Last Name

Create Password

Confirm Password

• Lowercase characters
• Uppercase characters
• Numbers (0-9)
• Symbols

CONTINUE

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



Step Up For Students

Please select 3 security questions and corresponding answers.

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

Set up your security questions

Security Question

Answer

Security Question

Answer

Security Question

Answer

CONTINUE



Step Up For Students

Now you will be prompted to complete the 2-step verification process.

The Primary Phone Number listed must be multifactor authentication compatible.

We recommend you use a cell phone or phone number that does not answer as a recording.

A screenshot of the Education Market Assistant (EMA) Two-Step Verification interface. At the top is the EMA logo, which includes a stylized owl wearing a graduation cap. Below the logo, the text "Education Market Assistant" and "Two-Step Verification" are displayed. A message states: "For added security, we will send a One-Time Password (OTP) to your phone." There are two radio button options: "Text me" (selected) and "Call me". Below these are two input fields: "Country Code" with a dropdown menu showing "United States (+1)" and a downward arrow, and "Phone Number" with a text input field containing the placeholder "Phone number". A prominent blue button labeled "Send Code" is positioned below the input fields. At the bottom, there is a note: "If you have any issues, please contact us at 1-877-735-7837. Standard messaging and data rates may apply." and a link that says "Return to [Log In](#)".



Step Up For Students

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

A screenshot of a web application interface. At the top left is the EMA Education Market Assistant logo. The main header is "Scholarship Portal". A modal window titled "Terms & Conditions" is open, displaying the text: "I certify that I have read, understand, and agree to the terms, conditions and rules as outlined in the [Step Up for Students Privacy Policy](#)." Below this text is a red arrow pointing to a checked checkbox labeled "Check the box to Certify". To the right of the checkbox is a blue "OK" button. Below the modal is a "Guardian Profile" section with the instruction: "Please confirm that all profile information is accurate. This data will also be used to complete your applications." The form fields include "Guardian ID:" and "Name:" with sub-fields for "Primary Parent First Name Primary" and "Parent Last Name Edit".



Step Up For Students

The next step is to complete your **Guardian Profile**, a one-time step. This is where you will come if information like your address needs to be updated.

If you want everything to be in Spanish, please select Primary Language as Spanish.

A screenshot of the Scholarship Portal's Guardian Profile form. The page title is "Scholarship Portal" and the user is logged in as "EMA Education Market Assistant". The form is titled "Guardian Profile" and includes a note: "Please confirm that all profile information is accurate. This data will also be used to complete your applications." The form is divided into several sections: "Guardian Profile" (with fields for Guardian ID, Name, Marital Status, and Primary Language), "Mailing Address" (with fields for Street Address, City, County, State, Zip Code, and Address Line 2), "Physical Address" (with similar fields to Mailing Address), and "Contact Information" (with fields for Primary and Secondary Phone and Email). The form is currently filled with example data for Miami, Florida, and English as the primary language.



Step Up For Students

IMPORTANT

If the proof of residency document is in a different parent's name, they should be listed as the primary parent.

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

Authorized Caller ⓘ

Setup a 4-digit PIN for your Authorized Caller ⓘ

4-DIGIT PIN * XXXX

First Name * Last Name *

Email *

Primary Phone * Phone Type - Primary *

Contact Information

Primary Phone: * Phone Type - Primary: *

Secondary Phone: Phone Type - Secondary:

Primary Email: *

Secondary Email:

Authorized Caller ⓘ



Step Up For Students

•The next section of your profile set up is **“Manage Consents”**.

•This gives Step Up For Students permission to contact you.

•Please read and select **“Yes”** or **“No”** for each section

Manage Consents

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

Messages

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

- Yes
 No

Marketing Purposes

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

- Yes
 No

Parental Empowerment

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

- Yes
 No

Share Contact Information

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

- Yes
 No

Text/SMS Information

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

- Yes
 No



Step Up For Students

This section gives you the opportunity to select additional ways for us to communicate with you by adding your contact preferences.

For example, if you want us to text you, then please select the box next to **“TEXT”**. Once completed click **“SAVE”**.

Manage Contact Preferences

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

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

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

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

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

- Email
- Text
- Pre-recorded phone message

SAVE



Step Up For Students

You will receive an email notification every time an update is made to your profile.

Scholarships for Florida Schoolchildren

Greetings,

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

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

The screenshot shows the "Scholarship Portal" interface. On the left is a navigation menu with "EMA Education Market Assistant" logo, "Dashboard", "Reimbursements", and "My Students". The main content area is titled "Guardian User" and includes a "My Applications" section with a "View All" link and a table with columns for PROGRAM, Selected, Student, and Status. A table entry shows "AVAILABLE \$522.45". In the top right corner, there is a user profile icon circled in red, and a dropdown menu with "Sign out - Guardian user" and a red "EDIT PROFILE" button also circled in red.

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

Thank you,

Step Up For Students

EMA Education Market Assistant



Step Up For Students

Once you click “SAVE,” you will be automatically taken to your “My Students” Section; here, you can find your renewal students, if applicable, and/or **‘Add A Student’**.

A screenshot of the Scholarship Portal's "My Students" section. The page has a dark blue header with the "EMA Education Market Assistant" logo on the left and "Scholarship Portal" on the right. A navigation sidebar on the left includes "Dashboard", "My Students" (highlighted), "Recent Transactions", and "Help". The main content area is titled "My Students" and contains two student cards. The first card is for "Mary Poppins" and the second for "Elvis Presley"; both show "No Applications Yet." and a "VIEW STUDENT" button. In the top right corner, there are two buttons: "FIND STUDENTS" (with a magnifying glass icon) and "ADD A STUDENT" (with a plus icon). A large red arrow points upwards towards the "ADD A STUDENT" button. Below the student cards is a section for "Inactive Students" with a text block explaining that users can reactivate students and that each student is limited to one EMA account. At the bottom of this section is a table header with columns for "STUDENT NAME", "STUDENT ID", and "DATE OF BIRTH".



Step Up For Students

FES-EO 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 FTC or FTCPEP.

A screenshot of the Step Up For Students application form. The form is titled "2024-2025 FTC/FES-EO and FTCPEP Application" and is currently on the "Student Information" step. The progress bar at the top shows "Student Selection" as completed, "Student Information" as the current step, and "Guardian Information", "Household Members", and "Summary" as upcoming steps. A red arrow points down to a yellow warning box that reads: "IMPORTANT! If you do not provide social security numbers for anyone on the application, you may not qualify for the FES-EO scholarship." Below the warning box is a blue button labeled "ADD A STUDENT". Underneath, there is a list of students, with the first one being "1. Debbie" and a trash icon to its right. At the bottom right of the form, there are two buttons: "SAVE AS DRAFT" and "CONTINUE".



Step Up For Students

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

Please refrain from using nicknames when completing this section.

A screenshot of the Scholarship Portal's Student Profile form. The page has a dark blue header with the "EMA Education Market Assistant" logo and "Scholarship Portal" text. A sidebar on the left contains navigation links: Dashboard, My Students (highlighted), Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations, Recent Transactions, and Help. The main content area is titled "Student Profile" and includes the instruction: "Match your student's name, date of birth, and gender to their birth certificate." The form fields are: Student's Legal First Name* (text input), Student's Legal Middle Name (text input), Student's Legal Last Name* (text input), Student's Suffix (dropdown menu with "Select" option), Student's Date of Birth* (calendar input), Confirm Student's Date of Birth* (calendar input), Student's Gender* (dropdown menu with "Select" option), Student is My: (dropdown menu with "Select" option), Student's FLEID Number ⓘ (text input with "Optional: Enter if available" placeholder), and Student's Ethnicity* (dropdown menu with "Select" option). Below these is a section for "Student's Race(s)" with checkboxes for American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. At the bottom, there is a question "Does the following apply to your student?" with a checkbox for "Has a Hope Scholarship Notification Form resulting from a bullying incident in public school, including charter schools." At the bottom right, there are "CANCEL" and "SAVE" buttons.



Step Up For Students

Once you have added all your students, you will see a tile for each student. Next, return to the Dashboard tab on the left panel.

Scroll down to the **‘Available Scholarships’** section and click the red **‘Apply’** button for the scholarship you wish to apply for.

Available Scholarships

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.

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:

The scholarship program regulations state that a student cannot apply for both FES-EO/FTC (including FTCPEP) and FES-UA simultaneously.

Please ensure that all students have been added to the My Students section prior to submitting an application.

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.

CLOSE

CONTINUE



Step Up For Students

Scholarship Portal

EMA Education Market Assistant

- Dashboard
- My Students
- Expenditure Requests
- Marketplace
- Reimbursements
- Pre-Authorizations
- Recent Transactions
- Help

Student Selection | Student Information | Guardian Information | Household Members | Summary

2025-2026 FTC/FES-EO and FTCPEP Application

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

Step Up For Students offers two scholarships that are available to all Florida residents eligible to enroll in a K-12 Florida public school. The Family Empowerment Scholarship for Educational Options (FES-EO) allows awarded students to receive an Educational Savings Account while attending an eligible Florida Private School. The Florida Tax Credit Scholarship (FTC) program provides Education Savings Accounts options for students attending an eligible Florida Private School as well as students who wish to participate in parent-directed learning through the Florida Tax Credit Scholarship Personalized Education Program (FTCPEP).

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.

Are you or anyone in your household an owner, president, officer, or director of an eligible nonprofit Scholarship-Funding Organization OR a person with equivalent decision-making authority over an eligible nonprofit Scholarship-Funding Organization?

Yes No

PLEASE NOTE: By answering "Yes" to this question, you are **REQUIRED** to provide Social Security Numbers for all people on your application.

Please specify if anyone in your household holds decision-making authority in a qualified nonprofit Scholarship Funding Organization (SFO) that provides scholarships.



Step Up For Students

Who are you applying for?

APPLY?	STUDENT NAME	RENEWAL STATUS	ACTIVE APPLICATIONS ⓘ
<input checked="" type="checkbox"/>	Holly <input type="checkbox"/>	New	FTC (Draft)
<input checked="" type="checkbox"/>	Allan <input type="checkbox"/>	New	FTC (Draft)
<input checked="" type="checkbox"/>	Testing <input type="checkbox"/>	New	FTC (Draft)

SAVE AS DRAFT

CONTINUE

Select the student or students for whom you wish to apply for FTC/FES-EO or FTCPEP. Ensure all students for whom you seek an FTC/FES-EO/FTCPEP scholarship are included in a single application. You can remove a student by toggling the 'Apply' option to 'off'.

Students cannot apply for multiple scholarships at the same time.



Step Up For Students

Once you have selected students by sliding the radio button to the right, click “**Continue**” in the bottom right corner.

Who are you applying for?

APPLY?	STUDENT NAME	RENEWAL STATUS	ACTIVE APPLICATIONS ⓘ
<input checked="" type="checkbox"/>	Holly <input type="checkbox"/>	New	FTC (Draft)
<input checked="" type="checkbox"/>	Allan <input type="checkbox"/>	New	FTC (Draft)
<input checked="" type="checkbox"/>	Testing <input type="checkbox"/>	New	FTC (Draft)





Step Up For Students

At any point before submitting your application, you can add or delete an existing student via the “**Add A Student**” blue button.

2025-2026 FTC/FES-EO and FTCPEP Application

Student Information

IMPORTANT! If you do not provide social security numbers for anyone on the application, you may not qualify for the FES-EO scholarship.

[+ ADD A STUDENT](#)

1. Go Fish

[> View Details](#)

SAVE AS DRAFT

CONTINUE



Step Up For Students

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

- Student's SSN/ITIN
- Confirm Student's SSN/ITIN



You will be required to submit a government-issued birth certificate for an incoming Kindergarten and first-grade student (5-6 years old on or before September 1, 2025) during the school year you are applying for. If submitting a passport, it must be a valid government-issued passport that is active as of the date of application for the scholarship program.

A screenshot of the Education Market Assistant (EMA) web application. The interface shows a sidebar with navigation options: Dashboard, My Students, Recent Transactions, and Help. The main content area displays the profile for a student named Orion Cardano. The form includes fields for First Name (Orion), Middle Name (Enter Middle Name), Last Name (Cardano), and Suffix (Select). It also has fields for Date of Birth (05/06/2020), Gender (Male), Ethnicity (Hispanic or Latino), and Race. Below these are fields for "Student is My:" (Son) and two SSN/ITIN fields, both containing "000-00-0000". A red circle highlights these two SSN/ITIN fields. A red-bordered box encloses the "Valid Birth certificate (or a Non-Expired Passport) Required" section, which includes a note about age requirements and a "File Upload Requirements" box with instructions on file types and sizes. An "UPLOAD" button is located below the requirements. At the bottom, there is a section for "Enrolled School Information" with fields for School Year, Type of School, County, and School Name.



Step Up For Students

Please note: If you would like to make changes to grayed-out fields, you must navigate to the “My Students” page, select that student, and make the necessary changes. This includes race and ethnicity.

First Name Go	Middle Name Enter Middle Name	Last Name Fish	Suffix Select
Date of Birth 10/10	Gender Female	Ethnicity Non-Hispanic or Latino	Race Native Hawaiian or Ot...+1
Student is My: Daughter	Student's SSN/ITIN 000-00-0000	Confirm Student's SSN/ITIN 000-00-0000	

Enrolled School Information

School Year 2024-2025	Type of School * Select...	County * Select Current County	School Name* Enter School Name
--------------------------	-------------------------------	-----------------------------------	-----------------------------------

Expected School Information

Note: If you are applying for the Florida Tax Credit Scholarship Personalized Education Program (FTCPEP) then please select "Florida Home School" from the dropdown below.

School Year 2025-2026	Type of School * Select...	Grade Level * Select...
--------------------------	-------------------------------	----------------------------



Step Up For Students

Enrolled School Information

Indicate the type of school your student(s) is attending for the 24-25 SY and the county the school is in.

Enrolled School Information

School Year: 2024-2025

Type of School *: Select...

County *: Select Current County

School Name*: Enter School Name

Expected School Information

Note: If you are applying for the Florida Tax Credit Scholarship Personalized Education Program (FTCPEP) then please select "Florida Home School" from the dropdown below.

School Year: 2025-2026

Type of School *: Select...

Grade Level *: Select...

Expected School Information

Indicate the type of school your student(s) plans to attend for the 25-26 SY and the grade level. **For FTCPEP** – Please select "Florida Homeschool" from the dropdown to get the FTCPEP question.



Step Up For Students

Do you intend to use this scholarship for FTCPEP (Personalized Education Program)?

If you select your expected school as “Florida Home School”, you will be required to answer the FTCPEP question.

Enrolled School Information

School Year: 2024-2025 | Type of School: Florida Private | County: Bay | School Name: ABC

Expected School Information

Note: If you are applying for the Florida Tax Credit Scholarship Personalized Education Program (FTCPEP) then please select "Florida Home School" from the dropdown below.

School Year: 2025-2026 | Type of School: Florida Home School | Grade Level: 03

Do you intend to use this scholarship for FTC PEP (Personalized Education Program)?*

Yes No

The FTCPEP scholarship program is for children in parent-directed education. If you answer “No,” please adjust your Expected School Type or confirm your intended use of the FTCPEP application to continue.

Enrolled School Information

School Year: 2024-2025 | Type of School: Florida Private | County: Bay | School Name: ABC

Expected School Information

Note: If you are applying for the Florida Tax Credit Scholarship Personalized Education Program (FTCPEP) then please select "Florida Home School" from the dropdown below.

School Year: 2025-2026 | Type of School: Florida Home School | Grade Level: 03

Do you intend to use this scholarship for FTC PEP (Personalized Education Program)?*

Yes No

Please NOTE: you have selected FTCPEP as your Expected School Type and Indicated "No" to applying for an FTCPEP Scholarship. The FTCPEP scholarship program is for children who will be participating in parent-directed education only. Please edit your Expected School Type Proceed.



Step Up For Students

Does the student you are applying for have a sibling participating in the FES-UA (formerly Gardiner) who resides in the same household? If YES, please provide the FES-UA ID. *

Yes No

FES-UA ID

If you have another student in your household that receives the FES-UA scholarship you are required to select “Yes or No”. If you select Yes you will be required to indicate their FES-UA Student ID # here.



Step Up For Students

*****  Please ensure that any files you are uploading are not password-protected!**

If you respond “Yes” to any of the following questions, you'll need to upload supporting documents.

After completing all sections, click "[Continue](#)" to proceed or "[Save As Draft](#)" to return later.

Do any of these apply to your student?
This helps ensure your student gets all eligible benefits. Some options need documentation.


- Dependent of an active duty member of the U.S. Armed Forces [\(See More\)](#)
- Dependent of a law enforcement officer [\(See More\)](#)
- Adopted
- In foster care within the last two (calendar) years
- In out-of-home care within the last two (calendar) years
- Has a Hope Scholarship Notification Form resulting from a bullying incident in public school, including charter schools [\(See More\)](#)


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

Documentation Type* (You may upload up to 6 files.)

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 6 files max.
- Each file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

 Please review and correct [Expected School Information](#) and scholarship for FTCPEP for New Student.





Step Up For Students

When you select '**Continue**' or '**Save as Draft**', a confirmation modal will pop up. This confirmation message is designed to appear only if the application has previously been saved as a draft.

Upon clicking '**Remove Student**', the application will be saved, and the student will be successfully removed.

A screenshot of the Scholarship Portal interface. The page title is "Scholarship Portal" and the breadcrumb trail shows "Student Selection" as the active step. A modal dialog titled "Remove student?" is displayed in the center, asking for confirmation to remove a student named "Washington" from the application. The modal has two buttons: "CANCEL" and "REMOVE STUDENT". The background interface shows a sidebar with navigation options like "Dashboard", "My Students", "Expenditure Requests", etc., and a main content area with a table of students and application details. The table has columns for "APPLY?", "STUDENT NAME", "RENEWAL STATUS", and "ACTIVE APPLICATIONS".

APPLY?	STUDENT NAME	RENEWAL STATUS	ACTIVE APPLICATIONS
<input type="checkbox"/>	Carter V...	New	No Active Applications
<input type="checkbox"/>	Hunter...	New	No Active Applications
<input checked="" type="checkbox"/>	Shelli...	Renewal	FTC/FES-EO and FTCPEP (Draft)
<input type="checkbox"/>	Jaxon...	New	NWSA (Submitted) Transportation Stipend (Eligible)



Step Up For Students

If the parent/guardian selects "No" to automatically being considered over the 400% Florida Poverty Guideline, income documentation must be submitted for all members of the household 18 years and up.





Step Up For Students

You must enter your accurate household income with verification documents to be considered for income priority. If you do not input income and/or choose not to upload verification documents, your application will NOT receive income priority. Step Up For Students is obligated to award scholarships to students from income-priority households first.



Step Up For Students

You are required to examine the information provided here to verify its accuracy.

If you need to make any adjustments, just click on the Profile icon located in the upper right corner of the page to implement the necessary changes. Neglecting to do so could lead to processing delays.

Additionally, you will need to enter your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) and supply proof of residency.

Scholarship Portal

2025-2026 FTC/FES-EO and FTCPEP Application
Guardian Information
Income information and proof of residency is required for all household members over the age of 18.

Would you like to opt out of providing income documentation? If you select yes, then you will be considered above the 400% [Florida Poverty Guideline](#) and will be marked the lowest priority for processing.
 Yes No

Primary Guardian* INDIVIDUAL INCOME | \$0.00
▼ 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*	Middle Name	Last Name*	Suffix
dealers	Enter Middle Name	choice	
Marital Status*	Primary Language*	Email - Primary*	Email - Secondary
Single. I have never been married.	English	nlpuat329@sufs.org	Enter Secondary Email
Phone - Primary*	Phone Type - Primary*	Phone - Secondary	Phone Type - Secondary
(904) 555-8765	Work	(000) 000-0000	
SSN/ITIN	Confirm SSN/ITIN		
***-**-XXXX	***-**-XXXX		

Physical Address

Street Address:*	Address Line 2:		
CO RD 578	Suite/Apartment (Optional)		
City:*	County:*	State:*	Zip Code:*
WILLUSTON	LEVY	FL	32696

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



Step Up For Students

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 or secondary 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 ONE DOCUMENT)	COLUMN B (UPLOAD TWO DIFFERENT 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

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

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




Step Up For Students

COLUMN A (UPLOAD ONE DOCUMENT)	COLUMN B (UPLOAD TWO DIFFERENT 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*
 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*

*All secondary documents 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.

 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 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.

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. The Proof of Residency (POR) documents from Column B must both be in the same guardian's name.



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

Complete the “Employment Income” section next. You will need to provide information about your employer and the income received.

Employment Income

Employment Information *
Employed

Employer Company Name *
abc

Employment Role *
 Employed Self-Employed

Are you paid by check or direct deposit? *
 Yes No

Payment amount (gross) *
\$212.00

Paid how often? *
Once a month

Are any of these wages paid in cash? *
 Yes No

Payment amount (gross) *
\$0.00

Paid how often? *
Select...

If you are paid in cash please complete Form 1055 and upload below. Download [FORM 1055](#).

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

Income Verification Documents *
Select type of document

[Delete](#) [Check Stubs.jpg](#)

Please upload income verification documents. Examples of approved documentation can be found in the new application checklist [here](#).

Pay stubs must be from the 30 consecutive days closest to when you submit the application.
Include Additional Income Sources, such as unemployment, social security and/or child support benefits.



Step Up For Students

Additional Income: Click on the arrow to access the drop-down menu to include any additional income, such as Child Support, Alimony, etc.

Additional Income Category: Click on the arrow to access the drop-down menu.

Other Income Amount (Monthly): Use the up and down arrows to list the monthly income amount.

Income Verification Documents: Follow the requirements listed to upload supporting documents.

Additional Income Sources

[+ Add Additional Income Source](#)

Additional Income Sources

Additional Income 01

Additional Income *	Additional Income Category *	Other Income Amount (Monthly) *
Family (Child Support, Alimony, and R... ▾	Child Support ▾	\$500.00 ▾

Annual: Cash withdrawal; pension; retirement, or VA; Rental income; Roomate rent income; Annuities or net royalties; Dividend Income

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

Income Verification Documents *

Select type of document ▾	UPLOAD
---------------------------	--------

[Delete](#) [Bank Statement.png](#)

[- Delete Income Source](#)

[+ Add Additional Income Source](#)



Step Up For Students

Additional Information

Does anyone in the household receive Food Stamps (SNAP), TANF, or FDPIR? *

Yes No

I have a *

Proof of document *

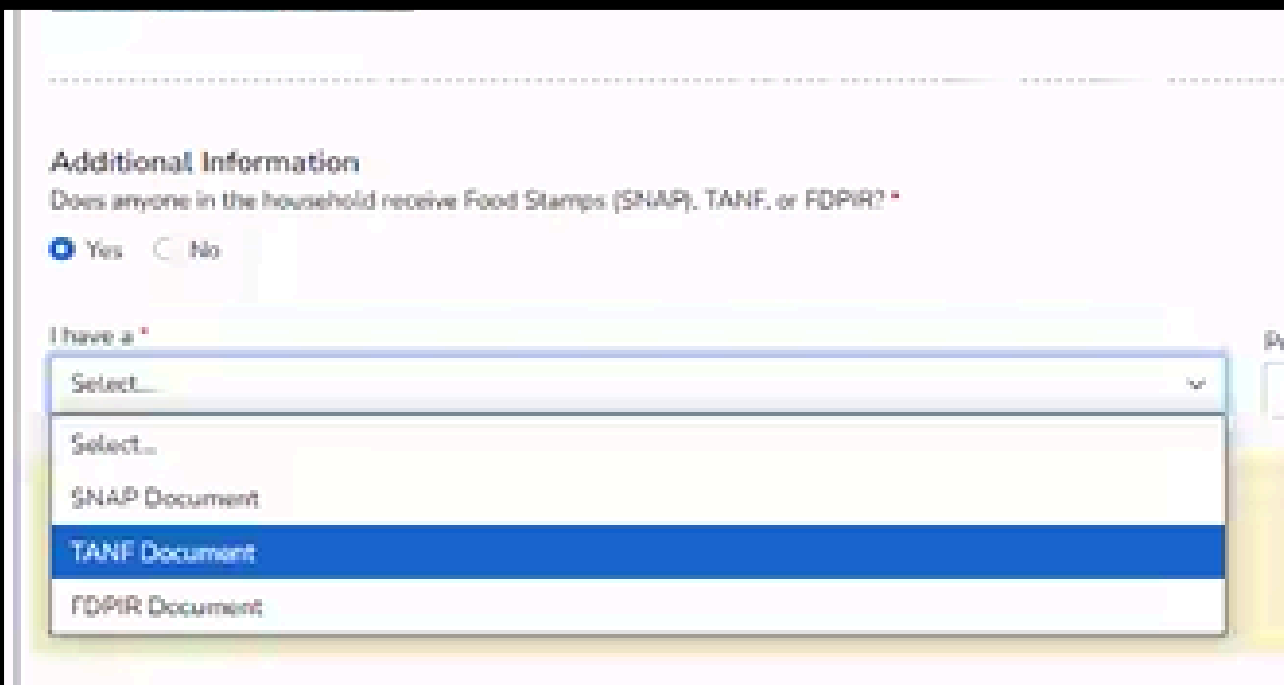
UPLOAD

File Upload Requirements

- Please ensure that any files you are uploading are **not** password protected.
- The file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

SAVE AS DRAFT

CONTINUE



Additional Information:

Does anyone in the household receive Food Stamps (SNAP), TANF, or FDPIR?

If your answer is “Yes”, choose the appropriate drop down category and upload proof of document.



Step Up For Students

If you are one of the following:

- Homemaker
- Unemployed
- Student

you may need to provide proof of living expenses.

Please download the **Form 1055** if you receive payment in cash. You will need to then attach this form to your application.

Employment Income

Employment Information *
Employed
Select...
Homemaker
Employed
Unemployed
Disabled
Student

Employer Company Name *
ON

Employment Role *
 Employed Self-Employed

Payment amount (gross) *
\$0.00

Payment amount (gross) *
\$0.00

Paid how often? *
Select...

Paid how often? *
Select...

If you are paid in cash please complete Form 1055 and upload below. Download [FORM 1055](#).

Employment Income

Employment Information *
Employed

Employer Company Name *
ABC Company

Employment Role *
 Employed Self-Employed

Are you paid by check or direct deposit? *
 Yes No

Payment Amount (gross) *
\$1,000.00

Paid how often? *
Every other week

Are any of these wages paid in cash? *
 Yes No

Payment Amount (gross) *
\$1,000.00

Paid how often? *
Every other week

If you are paid in cash, please download a copy of [Form-XXXX](#) and upload below.



Step Up For Students

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

Additional Income Sources

[Add Additional Income Source](#)

Additional Information

Does anyone in the household receive Food Stamps (SNAP), TANF, or FDPIR? *

Yes No

SAVE AS DRAFT CONTINUE



Step Up For Students

Student Selection Student Information Guardian Information **Household Members** Summary

2025-2026 FTC/FES-EO and FTCPEP Application

Additional Household Members

You **MUST** add all household members on this application by using the Add Member button below.

A household member is any **non-scholarship person** residing at the same address.

If the household member is under the age of 18, they must be your dependent to be included on the application.

If the household member is over the age of 18, employment information must be provided for this person if they share expenses or income with you.

By checking this box, I am confirming that I have read and understand the definition of a household member.

[ADD MEMBER](#)

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

Now you will be prompted to complete the “Additional Household Members” section. It is mandatory that you add ALL members of the household on this application. ALL members are inclusive of any non-scholarship persons residing at the same address.

Once you have reviewed the definition of Additional Household Members, you must check the box to proceed.



Step Up For Students

Student Selection Student Information Guardian Information **Household Members** Summary

2025-2026 FTC/FES-EO and FTCPEP Application

Additional Household Members

You **MUST** add all household members on this application by using the Add Member button below.
A household member is any **non-scholarship person** residing at the same address.
If the household member is under the age of 18, they must be your dependent to be included on the application.
If the household member is over the age of 18, employment information must be provided for this person if they share expenses or income with you.

By checking this box, I am confirming that I have read and understand the definition of a household member.

ADD MEMBER

[View Details](#)

INDIVIDUAL INCOME | \$0.00

SAVE AS DRAFT CONTINUE



To add members to the application, use the **ADD MEMBER** tab and add as many members as needed. Click “View Details” to add information about each household member.

You will automatically be prompted to input employment type if the additional household member is 18 years and older.

Hide Details

INDIVIDUAL INCOME | \$0.00

First Name *	Middle Name	Last Name *	Suffix
<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Middle Name"/>	<input type="text" value="Enter Last Name"/>	<input type="text" value="Select"/>
SSN/ITIN	Confirm SSN/ITIN	Date of Birth *	Relationship to You *
<input type="text" value="***-**-XXXX"/>	<input type="text" value="***-**-XXXX"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Select"/>

SAVE AS DRAFT CONTINUE



Step Up For Students

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

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

Navigation: Student Selection Student Information Guardian Information Household Members Summary

2025-2026 FTC/FES-EO and FTCPEP Application

Application Summary

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

IMPORTANT NOTICE

Scholarship program statute prohibits a student from applying for both FES-EO/FTC (including FTCPEP) and FES-UA at the same time. Once these students apply for the FES-EO/FTC (including FTCPEP) scholarship, they will not be able to apply for other scholarships this year unless they later withdraw, deny or decline the FES-EO/FTC (including FTCPEP) scholarship.

STUDENTS	ADOPTED	FOSTER CARE	OUT OF HOME CARE	MILITARY	BULLYING INCIDENT	AGE	GRADE
1. Orion Cardano	No	No	No	Yes	No	4	Kindergarten

HOUSEHOLD MEMBERS	TYPE	AGE	INCOME
1. Adalyn Cardano	Primary Guardian		\$56,000.00
2. Elana Cardano	Daughter	14	\$0.00

TOTAL HOUSEHOLD INCOME
\$56,000.00



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 the **KEEP** button if you wish to keep your signature.

If you want to change your signature, you can click the **CLEAR** button and sign again.

A screenshot of a web form for signing. At the top, it says "Please Sign Here" and "Signature Of *". Below this is a text input field containing "Your full name". Underneath the name field is a large signature box containing the handwritten text "Parent Guardian". At the bottom of the signature box are two buttons: "KEEP" (highlighted in blue) and "CLEAR" (grey). At the bottom right of the form are two buttons: "SAVE AS DRAFT" and "SUBMIT".

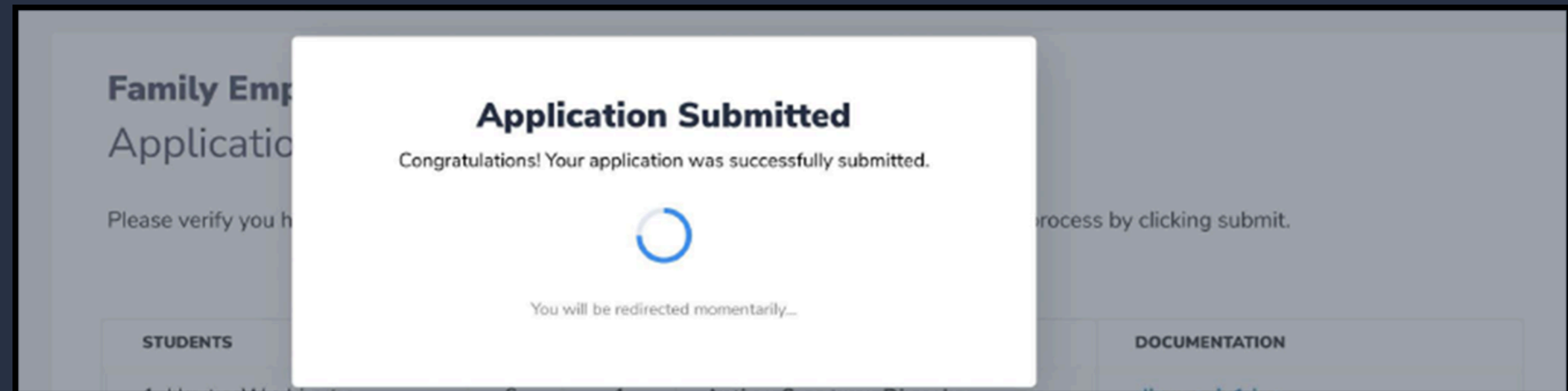


Step Up For Students

SUBMIT



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





Step Up For Students



Path Number

This is the route to follow if the Guardian selects "YES" and will NOT be supplying income information.



Step Up For Students

Choose “YES” if you will NOT be providing income documentation.

A screenshot of the Scholarship Portal interface. The page title is 'Scholarship Portal'. The navigation menu on the left includes: Dashboard, My Students, Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations, Recent Transactions, and Help. The main content area shows a progress bar with five steps: Student Selection (checked), Student Information (checked), Guardian Information (active), Household Members, and Summary. The current step is 'Guardian Information' for the '2025-2026 FTC/FES-EO and FTCPEP Application'. A yellow callout box asks: 'Would you like to opt out of providing income documentation? If you select yes, then you will be considered above the 400% Florida Poverty Guideline and will be marked the lowest priority for processing.' The 'Yes' radio button is selected. Below this, the 'Primary Guardian*' section shows 'INDIVIDUAL INCOME | \$0.00' and a '> View Details' link. At the bottom right, there are two buttons: 'SAVE AS DRAFT' and 'CONTINUE'. A notification bell icon with '13' and a user profile icon are in the top right corner.



Step Up For Students

2025-2026
Scholarship Portal



2025-2026 FTC/FES-EO and FTCPEP Application

Guardian Information

Income information and proof of residency is required for all household members over the age of 18.

Would you like to opt out of providing income documentation? If you select yes, then you will be considered above the 400% [Florida Poverty Guideline](#) and will be marked the lowest priority for processing.

Yes No

Primary Guardian*

[Hide Details](#)

INDIVIDUAL INCOME | \$0.00

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

First Name*	Middle Name	Last Name*	Suffix
Arthur	Enter Middle Name	Doyle	
Marital Status*	Primary Language*	Email - Primary*	Email - Secondary
Widowed. I live alone.	English	nlpuat52@sufs.org	Enter Secondary Email
Phone - Primary*	Phone Type - Primary*	Phone - Secondary	Phone Type - Secondary
(706) 414-2323	Mobile	(000) 000-0000	
SSN/ITIN	Confirm SSN/ITIN		
***-**-XXXX	***-**-XXXX		



Physical Address

Street Address*	Address Line 2:		
213 N MAIN ST	Suite/Apartment (Optional)		
City*	County*	State*	Zip Code*
JACKSONVILLE	DUVAL	FL	32202

Proof of Residency*

Step Up For Students requires detailed Proof of Residency provided by the primary parent/guardian. All documents must be current (less than two months old, if a recurring bill/statement), valid and match the primary parent's/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 must review the information listed here to ensure its accuracy.

If you need to make any changes, simply 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.



Step Up For Students

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 or secondary 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 ONE DOCUMENT)	COLUMN B (UPLOAD TWO DIFFERENT 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

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

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



Step Up For Students

COLUMN A (UPLOAD ONE DOCUMENT)	COLUMN B (UPLOAD TWO DIFFERENT 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

Reminder: The documents must match the primary or secondary guardian's full name, and the current physical street address provided on the application.

⚠ 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 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.

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.



Step Up For Students

Additional Information

Does anyone in the household receive Food Stamps (SNAP), TANF, or FDPIR? *

Yes No

I have a *

Proof of document *

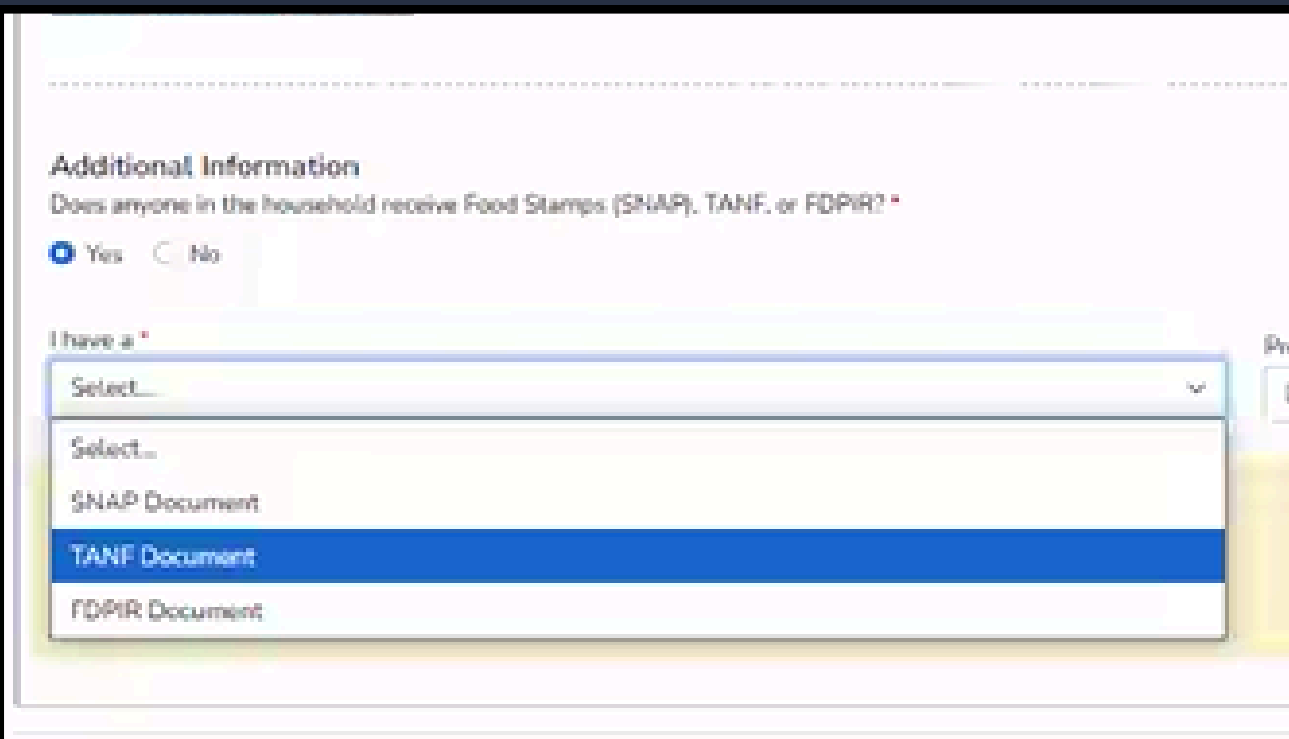
UPLOAD

File Upload Requirements

- Please ensure that any files you are uploading are **not** password protected.
- The file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

SAVE AS DRAFT

CONTINUE



Additional Information:

Does anyone in the household receive Food Stamps (SNAP), TANF, or FDPIR?

If your answer is “Yes”, choose the appropriate drop down category and upload proof of document.



Step Up For Students

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

Additional Income Sources

[+ Add Additional Income Source](#)

Additional Information

Does anyone in the household receive Food Stamps (SNAP), TANF, or FDPIR? *

Yes No

SAVE AS DRAFT

CONTINUE



Step Up For Students

Student Selection Student Information Guardian Information **Household Members** Summary

2025-2026 FTC/FES-EO and FTCPEP Application

Additional Household Members

You **MUST** add all household members on this application by using the Add Member button below.

A household member is any **non-scholarship person** residing at the same address.

If the household member is under the age of 18, they must be your dependent to be included on the application.

If the household member is over the age of 18, employment information must be provided for this person if they share expenses or income with you.

By checking this box, I am confirming that I have read and understand the definition of a household member.

[ADD MEMBER](#)

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

Now you will be prompted to complete the “Additional Household Members” section. It is mandatory that you add ALL members of the household on this application. ALL members are inclusive of any non-scholarship persons residing at the same address. Once you have reviewed the definition of “Additional Household Members”, you must check the box to proceed.



Step Up For Students

Student Selection Student Information Guardian Information **Household Members** Summary

2025-2026 FTC/FES-EO and FTCPEP Application

Additional Household Members

You **MUST** add all household members on this application by using the Add Member button below.
A household member is any **non-scholarship person** residing at the same address.
If the household member is under the age of 18, they must be your dependent to be included on the application.
If the household member is over the age of 18, employment information must be provided for this person if they share expenses or income with you.

By checking this box, I am confirming that I have read and understand the definition of a household member.

ADD MEMBER

[View Details](#)

INDIVIDUAL INCOME | \$0.00

SAVE AS DRAFT CONTINUE

To add members to the application, use the **ADD MEMBER** tab and add as many members as needed. Click “View Details” to add information about each household member.

You will automatically be prompted to input employment type if the additional household member is 18 years and older.

Hide Details

INDIVIDUAL INCOME | \$0.00

First Name *	Middle Name	Last Name *	Suffix
<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Middle Name"/>	<input type="text" value="Enter Last Name"/>	<input type="text" value="Select"/>
SSN/ITIN	Confirm SSN/ITIN	Date of Birth *	Relationship to You *
<input type="text" value="***-**-XXXX"/>	<input type="text" value="***-**-XXXX"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Select"/>

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 completed sections.

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

Navigation: Student Selection Student Information Guardian Information Household Members Summary

2025-2026 FTC/FES-EO and FTCPEP Application

Application Summary

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

IMPORTANT NOTICE

Scholarship program statute prohibits a student from applying for both FES-EO/FTC (including FTCPEP) and FES-UA at the same time. Once these students apply for the FES-EO/FTC (including FTCPEP) scholarship, they will not be able to apply for other scholarships this year unless they later withdraw, deny or decline the FES-EO/FTC (including FTCPEP) scholarship.

STUDENTS	ADOPTED	FOSTER CARE	OUT OF HOME CARE	MILITARY	BULLYING INCIDENT	AGE	GRADE
1. Orion (blurred)	No	No	No	Yes	No	4	Kindergarten

HOUSEHOLD MEMBERS	TYPE	AGE	INCOME
1. Adalyn (blurred)	Primary Guardian		\$56,000.00
2. Elana (blurred)	Daughter	14	\$0.00

TOTAL HOUSEHOLD INCOME
\$56,000.00



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 the **KEEP** button if you wish to keep your signature.

If you want to change your signature, you can click the **CLEAR** button and sign again.

A screenshot of the Step Up For Students signature interface. The interface is white with a dark blue header. It features a text input field labeled "Your full name" and a signature box containing the handwritten text "Parent Guardian". A black pen icon is positioned to the right of the signature box, with a line extending from its tip to the end of the signature. Below the signature box are two buttons: "KEEP" (highlighted in blue) and "CLEAR" (grey). At the bottom right of the interface are two more buttons: "SAVE AS DRAFT" and "SUBMIT".

Please Sign Here
Signature Of *

Your full name

Parent Guardian

KEEP CLEAR

SAVE AS DRAFT SUBMIT

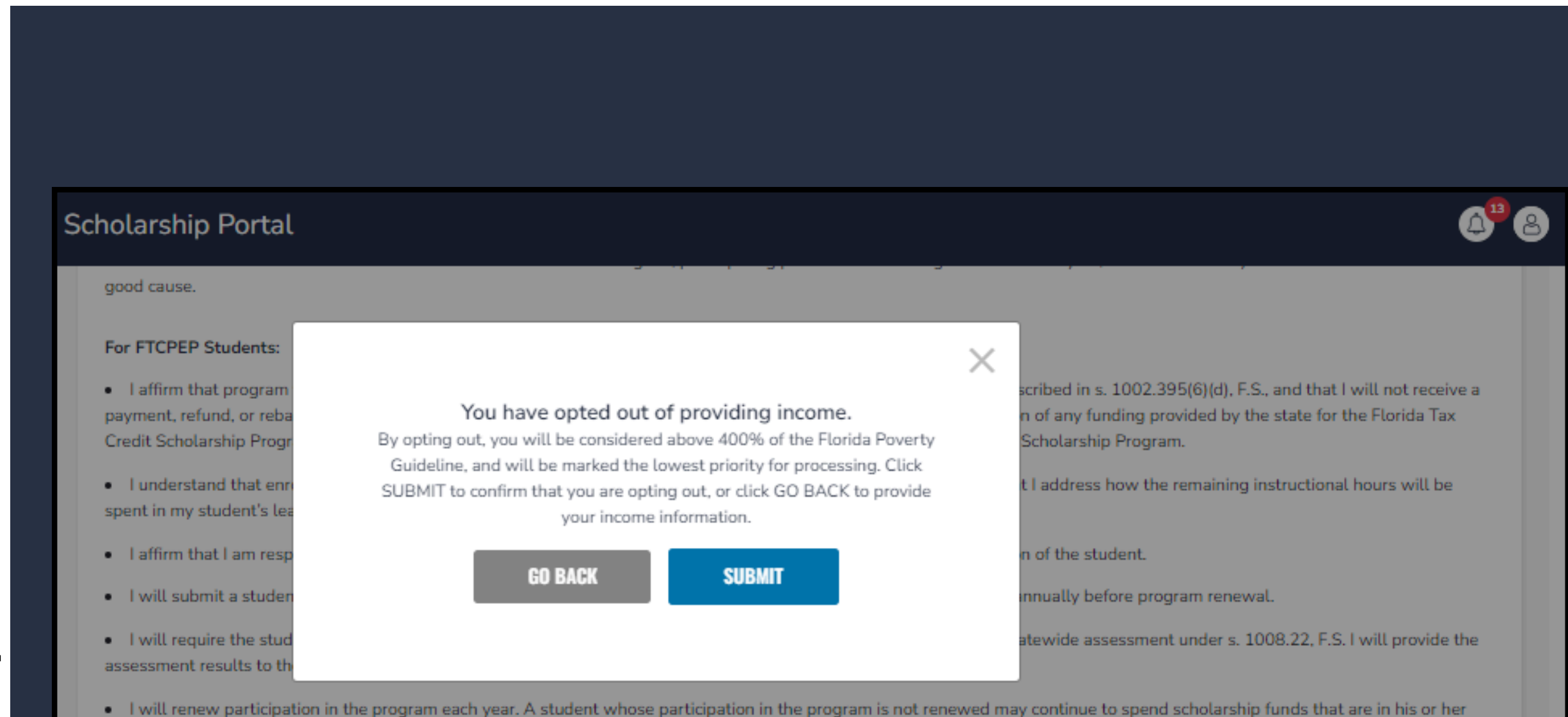


Step Up For Students

Once you have finished the “Parent/Guardian Terms & Conditions” and the “Sworn Compliance Statement,” a reminder will appear stating, “You have opted out of providing income.”

Choosing to opt out indicates that you are considered to be above 400% of the Florida Poverty Guideline, resulting in your application being marked as the lowest priority for processing.

To confirm your opt-out, click “**Submit**,” or if you wish to provide your income information, click “Go Back.”

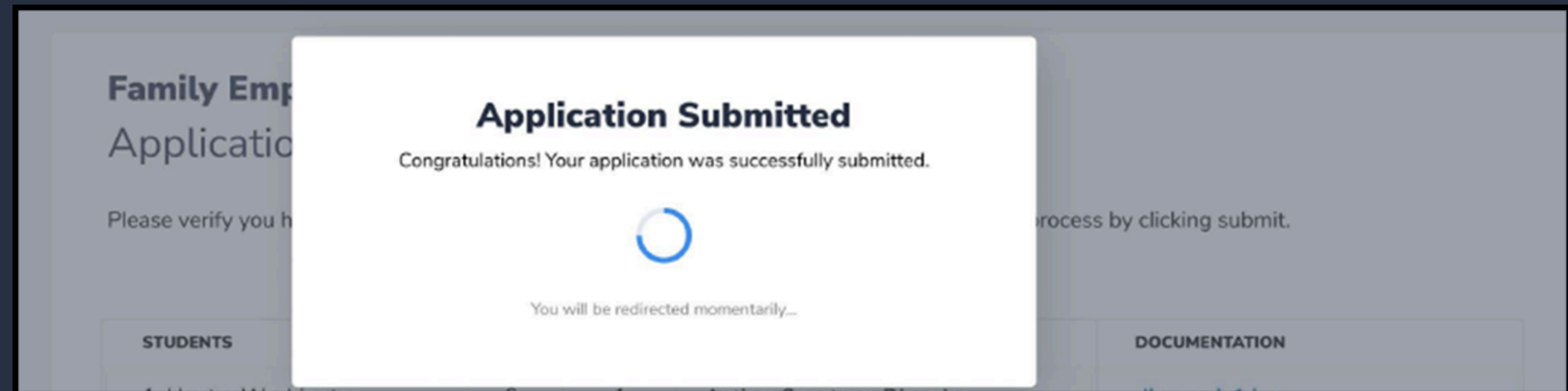




Step Up For Students



By clicking the “SUBMIT” button, 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



The screenshot shows the 'LMA Education Market Assistant' dashboard. At the top, a blue notification bar reads: 'You have student(s) who have been determined eligible! Please accept or decline their scholarship on the Application's Details page.' The left sidebar contains navigation options: 'Dashboard' (highlighted with a red box), 'My Students', 'Expenditure Requests', 'Marketplace', 'Reimbursements', 'Pre-Authorizations', 'Recent Transactions', and 'Help'. The main content area is titled 'Dashboard' and includes:

- Action Items:** Two entries for 2025-2026 applications (FES-UA and FTCPEP) with 'Pending Action' status and right-pointing arrows.
- My Recent Applications:** A list showing '2025-2026: FES-UA' and '2025-2026: FTCPEP', both marked as 'COMPLETE' with a green dot and a right-pointing arrow.
- My Students:** A section with a 'View All' link and three student cards: Orion, Elana, and Arabella. Each card shows 'Eligible' status and 'Award ID: Pending' and 'Program Award Amount: Pending' details. A 'VIEW STUDENT' button is at the bottom of each card. This section is highlighted with a red box.

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 includes the EMA logo (Education Market Assistant) and the title 'Scholarship Portal'. A sidebar on the left lists menu items: Dashboard, My Students, Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations, Recent Transactions, and Help. The main content area is titled 'Application Details' and shows a table with columns for Application ID, Application Type, Total Household Income, and Status. Below the table is a 'Comments' section with a note: 'Last updated 09/15/2025 Received'. A 'Students' section follows, with a paragraph explaining the process and a link to an overview. Two student entries are shown: 'Orion C' and 'Elan', both marked as 'Eligible'. Each entry has a 'View Details' link and buttons for '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	APPLICATION TYPE	TOTAL HOUSEHOLD INCOME	STATUS
200003746	FTC New	\$56,000.00	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.](#)

Orion Cardano ● Eligible

DECLINE SCHOLARSHIP

ACCEPT SCHOLARSHIP

[View Details](#)

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.

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

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
<p>1. Submit Application</p> <p>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.</p>	<p>2. Eligibility Determination</p> <p>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.</p>	<p>3. Accept or Decline Scholarship</p> <p>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.</p>	<p>4. Awarded or At Capacity</p> <p>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.</p>	<p>5. Next Steps in EMA</p> <p>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.</p>	<p>6. Students Funded</p> <p>Step Up will distribute funds on a quarterly basis.</p>



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

Scholarship Portal

VIEW ALL > APPLICATION DETAILS

Application Details

[+ ADD A STUDENT](#)

APPLICATION ID	APPLICATION TYPE	TOTAL HOUSEHOLD INCOME	STATUS
200003746	FTC New	\$56,000.00	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.](#)

Orion Cardano ● Eligible

[DECLINE SCHOLARSHIP](#) [ACCEPT SCHOLARSHIP](#)

[> View Details](#)

Scholarship Portal

VIEW ALL > APPLICATION DETAILS

Application Details

[+ ADD A STUDENT](#)

APPLICATION ID	APPLICATION TYPE	STATUS
200003746	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 Cardano ● Eligible

[DECLINE SCHOLARSHIP](#) [ACCEPT SCHOLARSHIP](#)

[Hide Details](#)

First Name	Arabella
Middle Name	
Last Name	Cardano
Suffix	
Date of Birth	06/20/2010
Gender	Female
Ethnicity	Hispanic or Latino
Race	
Relationship to Guardian	Daughter
Student's SSN/ITIN	
Current School Year	2024-2025
Current Type of School	Florida Private
Current School Name	Oak Hill High

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



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!

The screenshot shows the 'Scholarship Portal' interface. On the left is a navigation menu with items: Dashboard, My Students, Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations, Recent Transactions, and Help. The main content area is titled 'Scholarship Portal' and 'APPLICATION DETAILS'. It displays application information for two students: Orion and Elana. Both are marked as 'Eligible'. For Orion, a red arrow points from the 'Eligible' status to the 'ACCEPT SCHOLARSHIP' button. The application details table shows: APPLICATION ID 200, APPLICATION TYPE FTC New, TOTAL HOUSEHOLD INCOME \$0.00, and STATUS Complete. A comment indicates the application was last updated on 09/15/2025 and received. Below the students list, there are 'DECLINE SCHOLARSHIP' and 'ACCEPT SCHOLARSHIP' buttons for each student.

APPLICATION ID	APPLICATION TYPE	TOTAL HOUSEHOLD INCOME	STATUS
200	FTC New	\$0.00	Complete

Comments
Last updated 09/15/2025
Received

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 Buttons
Orion	Eligible	DECLINE SCHOLARSHIP ACCEPT SCHOLARSHIP
Elana	Eligible	DECLINE SCHOLARSHIP ACCEPT 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.

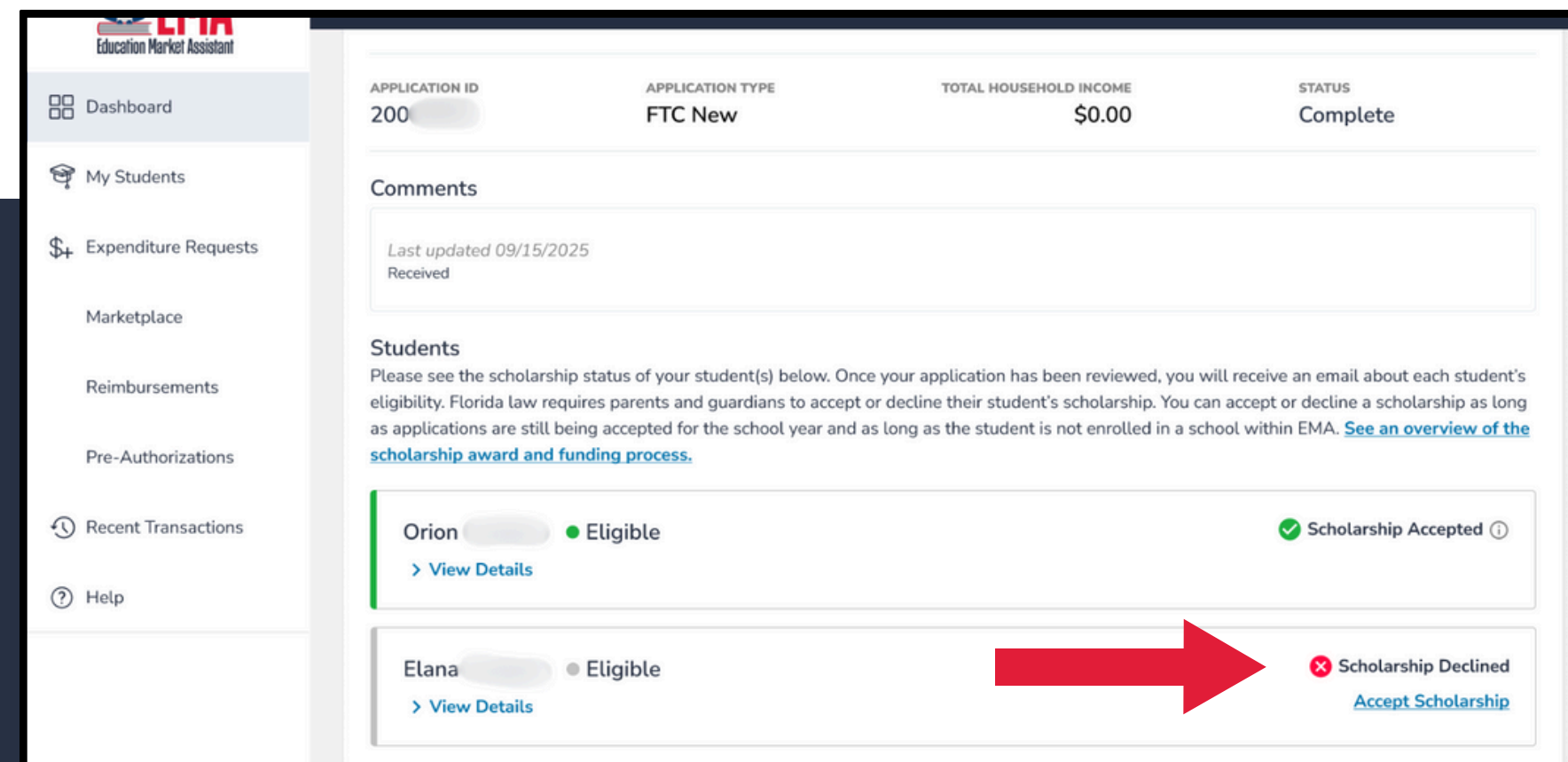
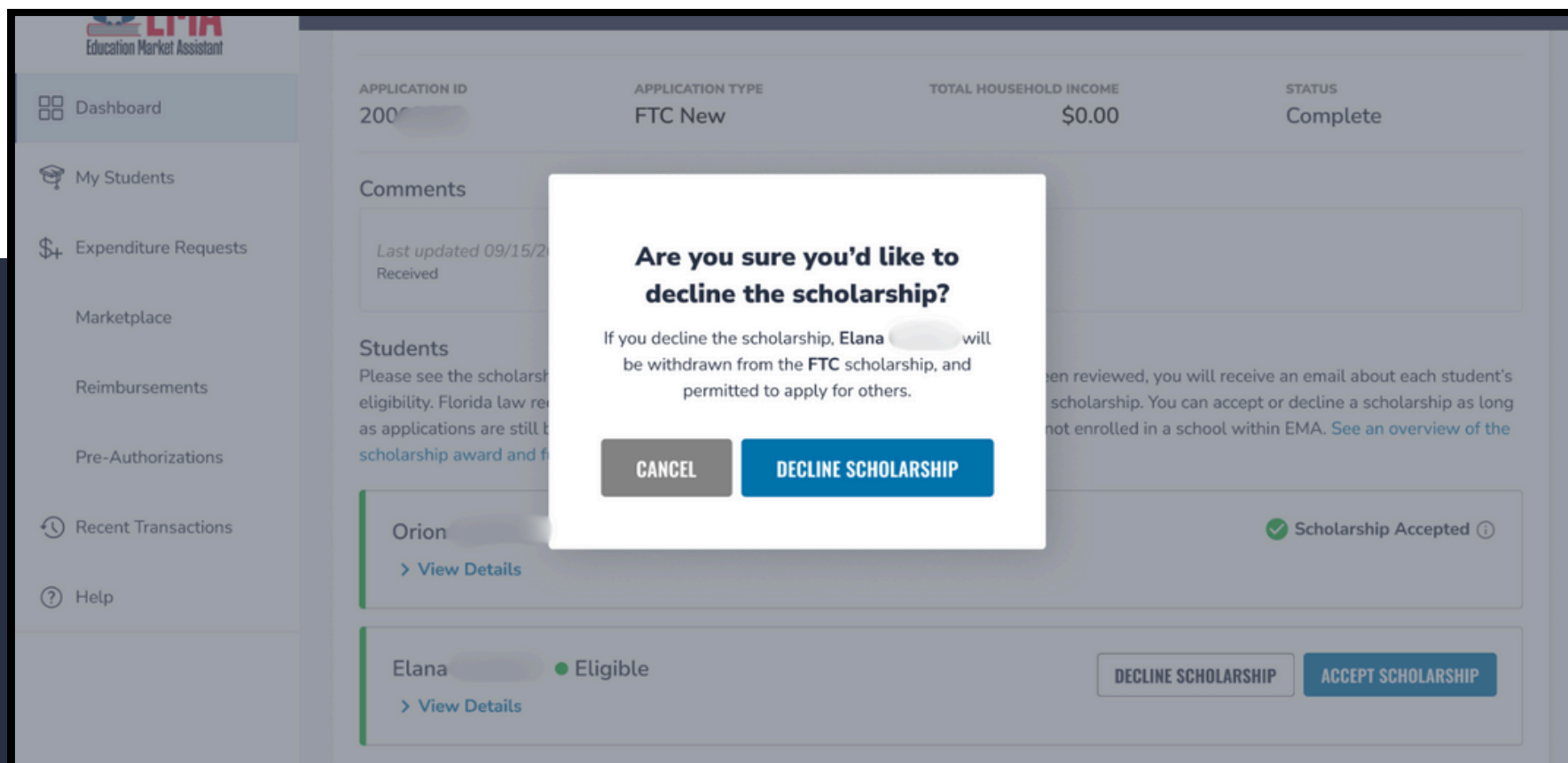
Once you accept the scholarship, you will notice 'Scholarship Accepted' displayed next to the student's name.



Step Up For Students



Please note: If you want to switch from a Private School Scholarship (FTC/FESE0) to a Personalized Education Program (FTCPEP), or vice-versa, do not decline your scholarship and call us at 1-877-735-7837 to request this switch.



If you choose to decline the scholarship, the student will be removed from the FTC/FES-E0/PEP 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 outline illustration of a hand holding a rectangular sign. The sign contains the word "HELP" in bold, black, uppercase letters. The background of the entire image is a light blue color with a repeating pattern of question marks in a slightly darker shade of blue.

HELP

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



Step Up For Students

Scholarship Portal

Brian Test

Action Items

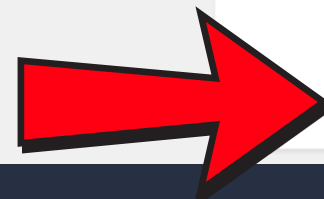
No Action Items
All urgent matters have been taken care of.

My Recent Applications [View All →](#)

- 2025-2026: FES-UA COMPLETE >
- 2025-2026: FTC COMPLETE >

My Students [VIEW ALL →](#)

Stephanie Lopez	Justine Lopez	Ricardo Lopez
FES-EO (25-26) Declined Award ID: Pending ⓘ Program Award Amount: Pending ⓘ	FES-UA (25-26) Awarded Award ID: 840111 ⓘ Matrix Score: Pending ⓘ Program Award Amount: \$34,466.00 ⓘ	No Applications Yet.
VIEW STUDENT	VIEW STUDENT	VIEW STUDENT



To reinstate a scholarship for a student, just click the [VIEW STUDENT](#) button on the dashboard corresponding to that particular student.





Step Up For Students

Next, click on the  button.

The screenshot shows the Scholarship Portal interface. On the left is a sidebar with navigation options: Dashboard, My Students, Recent Transactions, and Help. The main content area is titled "Scholarship Portal" and "Child Seven". At the top right of the main area are a notification bell with a red "1" and a user profile icon. Below the title bar are two buttons: "Apply For Scholarship" (blue) and "Open Student Learning Plan" (pink). A blue "PRINT AWARD ID" button is also visible. The "Student Profile" section includes fields for Student ID, Name (Child), DOB, Gender (Male), Ethnicity (Hispanic or Latino), Race (N/A), Relationship To You (Son), and Student FLEID number. An "EDIT" button is next to the profile title. The "Current Funds Available" section shows "FES-EO \$0.00". The "Applications" section shows "FES-EO (25-26) Declined" with a red dot, and "Award ID: Pending" and "Program Award Amount: Pending". A red arrow points from the "Declined" status to a "VIEW APPLICATION" button, which is circled in red.



Step Up For Students

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

The screenshot shows the Scholarship Portal interface. On the left is a navigation menu with options: Dashboard, My Students, Recent Transactions, and Help. The main content area is titled "Scholarship Portal" and "Application Details". It displays application information: Application ID 20356265, Application Type FTC New, Total Household Income \$0.00, and Status Complete. There is a "Comments" section with a note: "Last updated 01/06/2025 Received". Below that is a "Students" section with a note: "Child Seven • Eligible" and a link to "View Details". In the bottom right corner, there is a red "Scholarship Declined" notification and a blue "Accept Scholarship" button, which is highlighted with a red circle and a red arrow pointing to it from the left.



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.

A screenshot of the Scholarship Portal interface. The page title is "Scholarship Portal". On the left is a navigation menu with "EMA Education Market Assistant" logo and links for "Dashboard", "My Students", "Recent Transactions", and "Help". The main content area shows "Application Details" for "APPLICATION ID 203!". A progress bar indicates the status: "Application Submitted" (checked), "Student Determined Eligible" (checked), "Scholarship Accepted" (checked), and "Awarded or At Capacity" (unchecked). A pop-up dialog box is centered on the screen with the title "Ready to accept the FTC scholarship?". It contains the text: "Once you accept the scholarship, you will receive either confirmation of the award OR a notice that the program has reached capacity. This notification will be sent by email. You can also return here anytime to check your status." Below the text is a progress bar and two buttons: "CANCEL" and "ACCEPT SCHOLARSHIP". The "ACCEPT SCHOLARSHIP" button is highlighted with a red rounded rectangle. In the background, a table shows "HOUSEHOLD INCOME \$0.00" and "STATUS Complete". At the bottom, there is a section for "Students" with a list item "Child Seven" marked as "Eligible" and a "View Details" link. A red error message "Scholarship Declined" is visible in the bottom right corner with a link to "Accept Scholarship".



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.

The screenshot shows the 'Scholarship Portal' interface. On the left is a navigation menu with 'EMA Education Market Assistant' logo and links for 'Dashboard', 'My Students', 'Recent Transactions', and 'Help'. The main content area is titled 'Application Details' and includes a table with the following information:

APPLICATION ID	APPLICATION TYPE	TOTAL HOUSEHOLD INCOME	STATUS
2035	FTC New	\$0.00	Complete

Below the table is a 'Comments' section with the text: 'Last updated 01/06/2025 Received'. Underneath is a 'Students' section with a paragraph of instructions and a link: 'See an overview of the scholarship award and funding process.' At the bottom, a student entry shows 'Child' with a green dot and the text 'Eligible'. A red arrow points from this entry to a 'Scholarship Accepted' notification badge in the bottom right corner of the page.



Step Up For Students

Program At Capacity

Please note: If you want to switch from a Private School Scholarship (FTC/FESEO) to a Personalized Education Program (FTCPEP), or vice-versa, do not decline your scholarship and call us at 1-877-735-7837 to request this switch.

VIEW ALL > APPLICATION DETAILS

Application Details ⊕ ADD A STUDENT

APPLICATION ID	APPLICATION TYPE	TOTAL HOUSEHOLD INCOME	STATUS
200003746	FTC New	\$56,000.00	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.](#)

Orion Cardano ● At Capacity ✔ Scholarship Accepted ⓘ
Accepted on 6/16/2025
[Decline Scholarship](#)

[> View Details](#)

⚠ Program at Capacity
The FTC 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 FTC 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 FTC 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 FTC program.

IMPORTANT: There is no guarantee that additional FTC 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 with your **Award ID** to start the enrollment process.





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 "EMA Education Market Assistant", "Scholarship Portal", and user icons. Below the navigation are three main buttons: "Apply For Scholarship", "Open Student Learning Plan", and "New Reimbursement". The main content area is divided into two columns. The left column is titled "Student Profile" and contains fields for Student ID (20009), Name (TestKH Test), DOB (6/15/2018), Gender (Male), Ethnicity (Hispanic or Latino), Race (Black or African American), and Relationship To You. An "EDIT" button is next to the Student ID field. A red arrow points from the "My Students" menu item to the Student ID field. The right column is titled "Current Funds Available" and shows "New Worlds Scholarship Accounts" with a balance of "\$0.00". Below this is an "Applications" section for "New Worlds Scholarship Accounts" with a status of "Funded" and a "VIEW APPLICATION" button. A blue arrow points from the "VIEW APPLICATION" button to the "Award ID: 20001" field.

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.

Scholarships for Florida Schoolchildren



ENROLLMENT NOTIFICATION

Dear Parent/Guardian,

ACTION NEEDED: You have received a request to approve a School Enrollment Form from for the student named below. A School Enrollment Form links your student to the selected private school for billing purposes.

Student's Name:

Academic Year:

Review your student's School Enrollment Form on your EMA dashboard [now](#) by clicking the button below to log in. *IMPORTANT: Please pay attention to the amount listed for your student as this will determine the quarterly payments made to your school. If the amount does not appear correct, please reach out to the school before accepting the enrollment.*



Step Up For Students

The screenshot shows the EMA Scholarship Portal dashboard. The left sidebar contains navigation options: Dashboard, My Students, Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations, Recent Transactions, and Help. The main content area is titled 'Scholarship Portal' and 'Dashboard'. Under 'Enrollment Requests', there are three cards for students: Braden Smith Elementary, Tiffany Alachua Special Education, and Taylor Smith Elementary. Each card displays the 2024-2025 school year, start date (8/15/2024), annual tuition & fees (\$5,000.00), discount (\$1,000.00), and amount due to school (\$4,000.00). Below each card is a note explaining the enrollment process and a 'SUBMIT' button.

Student Name	School	Start Date	Annual Tuition & Fees	Discount	Amount Due To School
Braden	Smith Elementary	8/15/2024	\$5,000.00	\$1,000.00	\$4,000.00
Tiffany	Alachua Special Education	8/15/2024	\$5,000.00	\$1,000.00	\$4,000.00
Taylor	Smith Elementary	8/15/2024	\$5,000.00	\$1,000.00	\$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.

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

EMA
Education Market Assistant

Scholarship Portal

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