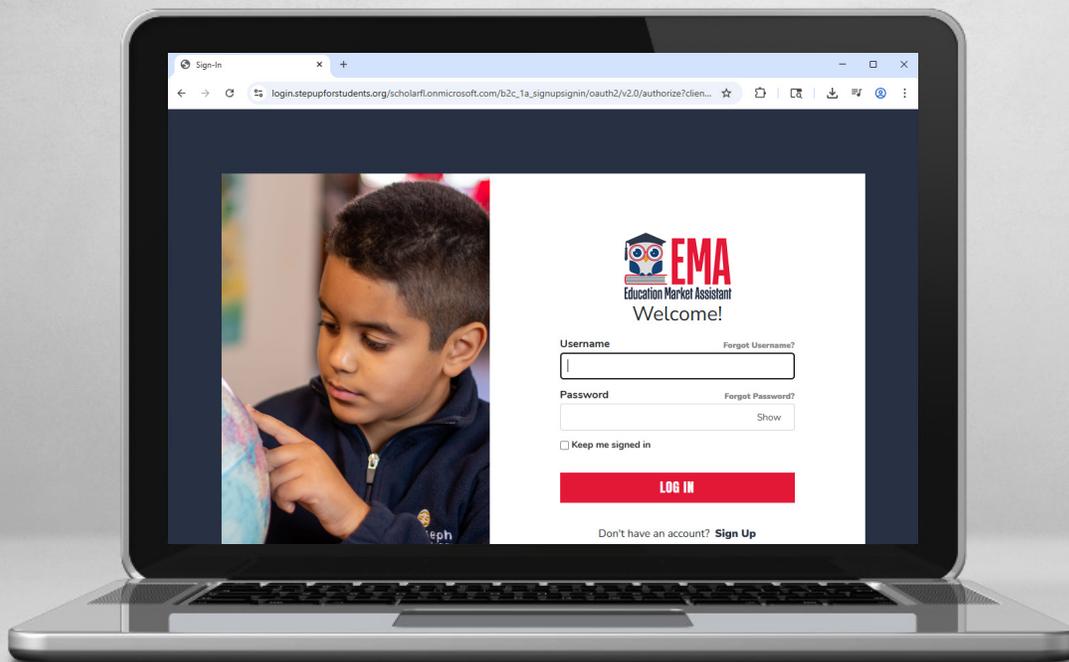


HOW TO APPLY IN EMA:

PRIVATE SCHOOL, PEP AND UNIQUE ABILITIES (FES-UA) SCHOLARSHIPS

(NEW AND RENEWAL STUDENTS)



For both New and Renewal students, the application process for the upcoming school year should be simpler than ever. Below is a look at the important dates and deadlines for the 2026-27 application season.

- **Renewal applicants:** Application period is Feb. 1 to April 30, 2026.
- **New applications:** Application period is Feb. 1 to Nov. 15, 2026.

Note: For PEP, the application deadline is April 30, 2026.

BEFORE YOU BEGIN

Here are a few things to do to help ensure your application is successful for your student(s).

For first-time families: To apply for the scholarship, you must first create an account in EMA (Education Market Assistant). EMA is Step Up For Students' secure online platform that allows parents and guardians to manage every aspect of their student's scholarship. Through EMA, families can apply for the scholarship program, upload required documents, track scholarship funds, make purchases, and submit reimbursement requests. To create an EMA account, please follow this [video](#) tutorial and this step-by-step [guide](#).

What you'll need to do in EMA:

1. Log in to your EMA account
2. Fill out the application form
3. Upload required documentation (proof of age, Florida residency, etc.)
4. Review and sign the Sworn Compliance Statement and Terms & Conditions
5. Submit your application

Resources you'll need:

- New & Renewal Application Checklist: [English version](#) and [Spanish version](#).

GETTING STARTED

Follow These Steps

1. Go to stepupforstudents.org to apply for Private School, Unique Abilities, and PEP Scholarships.
2. Select the **Apply/Login** button at the top of the page.



3. If you already have an EMA account, enter your Username and Password and proceed to the **Renewal Applications** further down in this guide.
 - * **Password recovery process:** To recover a forgotten username, select **Forgot Username**; for a lost password, select **Forgot Password**.

<p>Forgot Username?</p> <input type="text"/>	<p>Forgot Password?</p> <input type="text"/> <input type="button" value="Show"/>
--	--

Note: If you are a first-time applicant, please head to **New Applications** directly below.

NEW APPLICATIONS

1. Enter your email address, then select **SEND CODE**.

Welcome to EMA

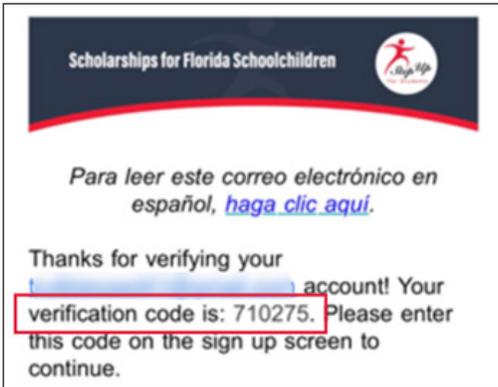
For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code.

Email Address

Email Address

SEND CODE

2. Step Up For Students will send you an email with a verification code.



- Enter that code on the signup screen and select **CONFIRM** to continue

Welcome to EMA

For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code. Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

[redacted]@sufs.org

Verification Code

514362

CONFIRM

Resend verification code

3. Once your email is verified, select **CONTINUE**.

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

Email Address

[redacted]@gmail.com

CONTINUE

4. From the **Create an Account** screen, complete the fields:

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

Select Account Type ▼

Username

Legal First Name

Legal Last Name

Create Password

Show

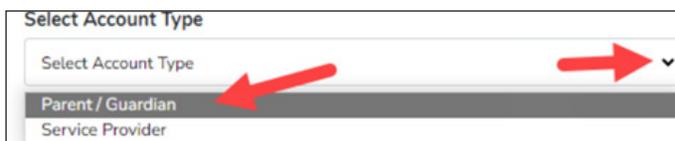
Confirm Password

Show

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

CONTINUE

- Select **Account Type** (use drop-down menu to choose **Parent/Guardian**, if necessary)



Select Account Type

Select Account Type ▼

Parent / Guardian

Service Provider

- Username
- Legal First Name
- Legal Last Name
- Create Password
- Confirm Password

5. When all fields are completed, select **CONTINUE**.

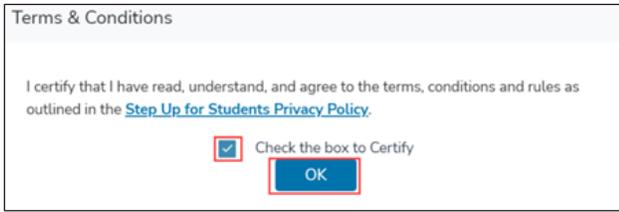
6. The security questions screen displays. Set up your three security questions and answers and then select **CONTINUE**.

The screenshot shows a form titled "Set up your security questions". It contains three identical sections. Each section has a "Security Question" dropdown menu with "Security Question" selected, and an "Answer" text input field. At the bottom of the form is a red button with the text "CONTINUE".

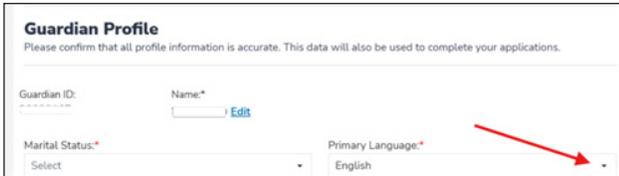
7. You will now complete the two-step verification process. The primary phone number you enter must be able to receive verification codes. We recommend using a cell phone or any phone number that answers with a live person, not a recording.

The screenshot shows a "Two-Step Verification" screen. At the top is the EMA logo (Education Market Assistant). Below it is the title "Two-Step Verification" and the text "For added security, we will send a One-Time Password (OTP) to your phone." There are two radio buttons: "Text me" (selected) and "Call me". Below these are a "Country Code" dropdown menu (set to "United States (+1)") and a "Phone Number" text input field. A blue "Send Code" button is at the bottom. At the very bottom, there is contact information: "If you have any issues, please contact us at 1-877-735-7837. Standard messaging and data rates may apply. Return to [Log In](#)".

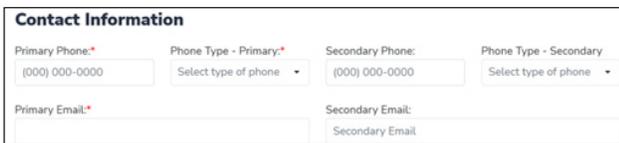
8. Next, the **Terms & Conditions** screen displays. Check the box to certify you have read the [Step Up for Students Privacy Policy](#) and agree to the **Terms & Conditions**, and then select **OK**.



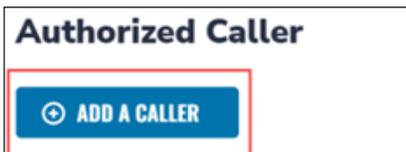
9. From the My Profile screen, complete your **Guardian Profile**. Use this section to update your personal information, like your address. To see everything in Spanish, use the drop-down menu to change your Primary Language to Spanish.



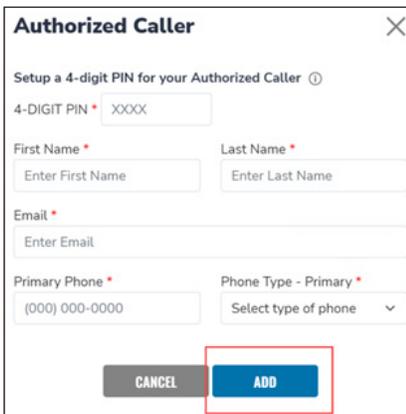
10. Complete the **Contact Information** fields.



11. Next, select **ADD A CALLER** to add an Authorized Caller, which allows anyone other than yourself to call on your behalf.



12. For adding an **Authorized Caller**, complete the fields per the steps below.



- o For the authorized caller, set up a 4-digit PIN, and make sure your authorized caller knows the PIN.
- o Enter their contact information:
- o First Name
- o Last Name
- o Email
- o Primary Phone
- o Phone Type for Primary Phone

Note: All fields are mandatory.

13. Once completed, select **ADD**.

14. Next, the **Manage Consent** screen displays. This gives Step Up For Students permission to contact you. Please read and select **Yes** or **No** for each topic.

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

15. Complete **Contact Preferences**.

Note: Some options are pre-selected because they are required.

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

16. Please read the Data Collection and Usage statement and select the checkbox.

Data Collection and Usage

In accordance with Application Security Verification Standard (ASVS), please know that by completing this application you have provided opt-in consent for the collection and use of personal information on behalf of Step Up For Students. We use the collected personal information solely for the purpose of enhancing user experience and ensuring the safety and security of our platform. Please know that your privacy and data protection are our utmost priorities, and we are dedicated to maintaining the security and confidentiality of your personal information.

By checking this box, I am confirming that I have read and understand the Data Collection and Usage statement.

17. Select **SAVE**.

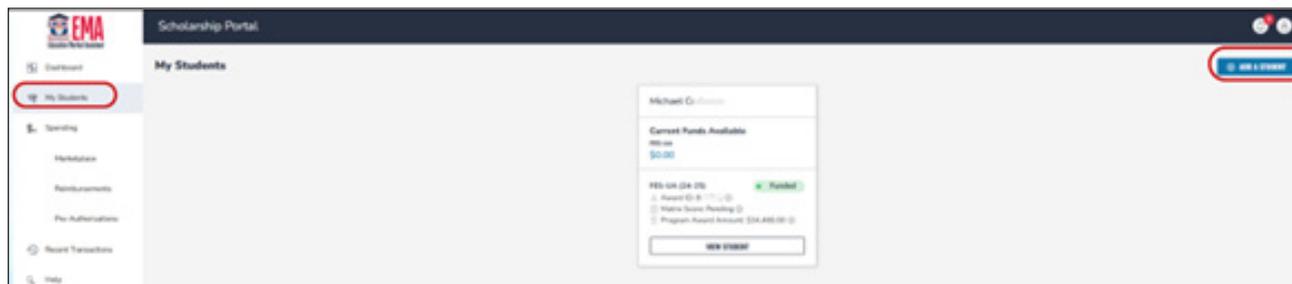
Note: You will receive an email notification every time an update is made to your profile.

18. Congratulations! Your EMA guardian profile is complete.

STUDENT OPTIONS

See Your Renewal Students and the 'Add a Student' Feature for New Students

After you select **SAVE** to create your EMA guardian profile, you're taken straight to your **My Students** section. There, you'll see any renewal students (if you have them) and the option to **Add a Student**.



APPLYING FOR A NEW STUDENT

Important Reminders

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

Step 1 - Student Selection

1. For a new student, select **ADD A STUDENT**.

Note: For an existing student applying for a scholarship, go directly to step 10 below.



2. The **New Student** screen displays. Complete the **Student Profile** fields in this section.

A screenshot of the "New Student" form. The form is titled "New Student" and has a "Student Profile" section. Below the title, it says "Match your student's name, date of birth, and gender to their birth certificate." The form contains several input fields: "Student's Legal First Name*", "Student's Legal Middle Name", "Student's Legal Last Name*", "Student's Suffix" (a dropdown menu), "Student's Date of Birth*" (with a calendar icon), "Confirm Student's Date of Birth*" (with a calendar icon), "Student's Gender*" (a dropdown menu), "Student is My:" (a dropdown menu), "Student's FLEID Number" (with a help icon and the text "Optional: Enter if available"), and "Student's Ethnicity*" (a dropdown menu). Below these fields 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 checkbox for "Does the following apply to your student?" with the text "Has a Hope Scholarship Notification Form resulting from a bullying incident in public school, including charter schools." At the bottom right of the form are "CANCEL" and "SAVE" buttons.

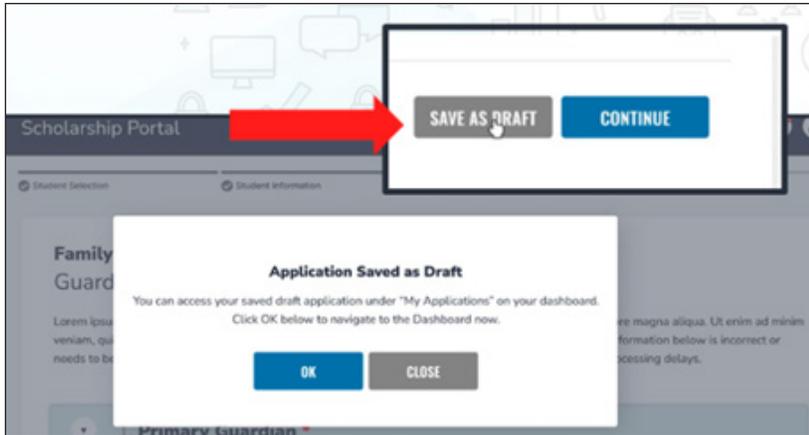
These are the fields:

- Student's Legal First Name*
- Student's Legal Middle Name
- Student's Legal Last Name*
- Student's Date of Birth* (mm/dd/yyyy)
- Confirm Student's Date of Birth*
- Student's Gender*
- Student is My* (use drop-down menu)
- Student's FLEID Number (if available)
- Student's Ethnicity*
- Student's Race(s) – (check which apply)
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White
- Does the following apply to your student?
 - Has a Hope Scholarship Notification Form resulting from a bullying incident in public school, including charter schools.

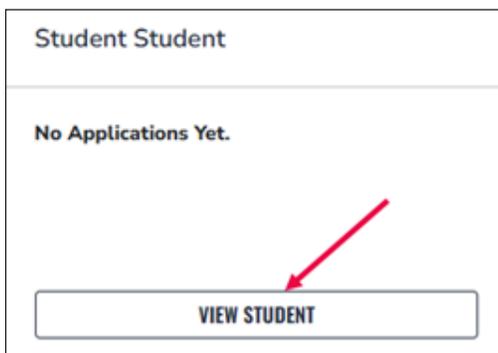
***means required**

3. When complete, select **SAVE**.

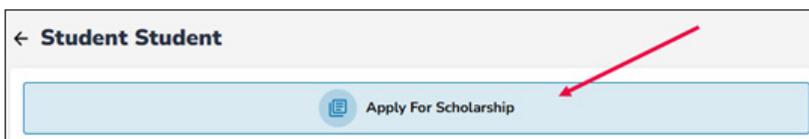
Note: You can also save your application as a draft. When you select **SAVE AS DRAFT**, a confirmation message appears, indicating your progress has been saved for later.



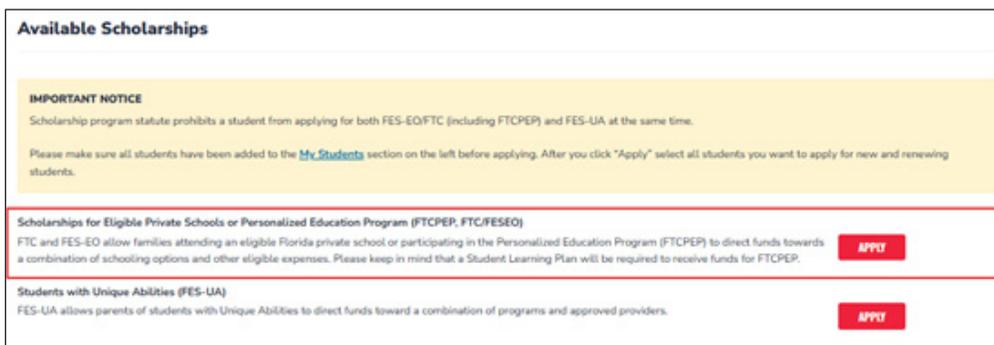
4. If you saved your application, your student populates in the **My Students** section. Select **VIEW STUDENT** to continue.



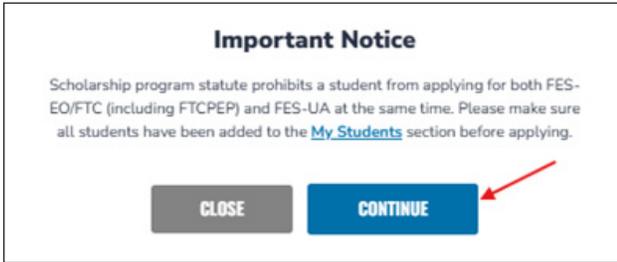
5. Select **Apply for Scholarship**.



6. Now that your New Student has been added to your EMA profile, go to **Available Scholarships** and select **APPLY** next to the scholarship you want to apply for.



7. You will be prompted to ensure that you have added all students you wish to apply for before proceeding, as well as given notice that you can **ONLY SUBMIT ONE** application per program, per student. Once you have read the **Important Notice**, select **CONTINUE**.



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

8. The application screen (for the scholarship you have chosen) displays.

APPLY?	STUDENT NAME	RENEWAL STATUS	ACTIVE APPLICATIONS
<input checked="" type="checkbox"/>	Sally May	New	FES-UA (Draft)

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

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

- Toggle the APPLY button to the right, so that it turns blue.
- Verify the status is New.
- Verify the correct checkbox for Yes or No is selected to indicate whether your student has graduated from the 12th grade.
- Verify the correct checkbox for Yes or No is selected to indicate whether your student has completed a high school equivalency (GED or similar).

Note: Private School applicants will need to state Yes or No to the question shown below.

9. Select **CONTINUE**.

RENEWAL STUDENT APPLICATION BEGINS HERE

10. Confirm your student(s) for the scholarship application by selecting **CONTINUE**.

The following student(s) will be on your 2026-2027 FES-UA application:

- Sally May

Please confirm these are all the students you would like to include on this application before continuing. Once you submit the application, you will not be able to add additional students until your application has been processed.

BACK **CONTINUE**

Note: If you toggle the apply button back to grayed out to remove a student from your application, the screen below displays. When you select **REMOVE STUDENT**, your application will save, and the student will be removed.

Remove student?

Are you sure you want to remove **Cloudy** from the **FTC** Application? You can always add the student back to the application.

CANCEL **REMOVE STUDENT**

Step 2 - Student Information

1. The **Student Information** screen displays. Select **>View Details** under your student's name and then review the information supplied for the student you want to apply for.

2026-2027 FES-UA Application

Student Information

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

ADD A STUDENT

1. Sally May
[> View Details](#)

Note: Before you submit your application, you can add an existing student anytime. Just select **ADD A STUDENT**, and it will take you back to the **Student Selection** screen, as shown above in Step 8.

2. Review and complete the fields as necessary:

The screenshot shows a form titled "ADD A STUDENT" with a sub-header "1. Sally May" and a "Hide Details" link. The form contains the following fields:

First Name	Middle Name	Last Name	Suffix
Sally	Enter Middle Name	May	Select
Date of Birth	Gender	Ethnicity	Race
05/24/2010	Female	Non-Hispanic or Latino	Black or African American
Student is My:	Student's SSN/ITIN*	Confirm Student's SSN/ITIN*	
Daughter	000-00-0000	000-00-0000	

These fields are pre-filled:

- First Name
- Middle Name
- Last Name
- Date of Birth (mm/dd/yyyy)
- Gender
- Ethnicity
- Race
- Student is My* (use drop-down menu)

Note: If you select **Other Student or Child** from the **Student is My** drop-down menu, you must upload a valid court order or a legal document reflecting responsibility for the student to proceed. Make sure that your uploaded files are not password-protected.

This section is titled "Confirm your relationship to your student" and is highlighted with a red border. It contains the following text and fields:

Your student's profile lists your relationship as "Other Student or Child." To help confirm your role, please upload a document that shows you have custody or legal responsibility for the student, such as a court order, notarized affidavit, or other similar paperwork.

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.
- File types accepted: .jpeg, .jpg, .png, .PDF

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

Enter Document Name

- Complete these fields:
 - Student's SSN/ITIN*
 - Confirm Student's SSN/ITIN*

*means required

- To continue, you must upload a valid birth certificate or a passport that has not expired. This is required. If your child is entering Kindergarten, they must be five years old on or before September 1 of the school year you are applying for. Students applying for the first time who are five or six years old on September 1 of the application year must upload a valid birth certificate or a non expired passport to confirm their age.

Valid Birth certificate (or a Non-Expired Passport) Required ⓘ

New students between the ages of 3-6 years old during the school year that you are applying for must upload a valid birth certificate or Non-Expired Passport.

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

UPLOAD

- Use the document upload tool to submit a birth certificate or Non-Expired Password for your student.
 - Review the file upload requirements below and then drag and drop your file into the box or browse your computer to select files.
 - File Upload Requirements**
 - Please ensure that any files you are uploading are not password protected.
 - If you are uploading more than one file, you can upload up to five files max.
 - Each file cannot exceed 5MB.
 - File types accepted: jpeg, jpg, png, PDF
 - Enter your document name and select **UPLOAD**.
- Enrolled School Information. (School Year is prefilled.)
 - Type of School* (use drop-down menu)
 - County* (use drop-down menu)
 - School Name*

Enrolled School Information

School Year: 2025-2026

Type of School*: Select...

County*: Select Current County

School Name: N/A

- Florida Public School
- Florida Private School
- Florida Home School
- Florida Charter School
- Florida Virtual School
- Out of State
- PEP Hybrid Private School

- Non-Sole
- Sole
- Bus
- Bus/Child
- Board
- Board
- Child

- Expected School Information. (School Year is prefilled.)
 - Type of School* (use drop-down menu)
 - Grade Level* (use drop-down menu)

Expected School Information

Notes for children younger than kindergarten age: If your child is 3 years old, please select "3 Years Old" as the grade level. If your child is 4 years old, please select "4 Years Old" as the grade level. This does not mean your child is enrolled in a grade level at school yet. It is only used to confirm your child's age for scholarship eligibility.

School Year: 2026-2027

Type of School*: Select...

Grade Level*: Select...

- Florida Home School
- Florida Private School
- PEP Hybrid Private School

- Kindergarten
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12

Note: If you are applying for a Private School Scholarship, you must select **No** for this question.

Expected School Information

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

School Year: 2026-2027

Type of School*: PEP Hybrid Private School

Grade Level*: 08

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

Yes No

Please Note: You have selected Florida Home School or PEP Hybrid Private School as your expected Type of School and indicated "No" to applying for an FTCPEP Scholarship. The FTCPEP scholarship program will not be processed. Please visit your Expected School Type OR your confirmation of FTCPEP to proceed.

6. Diagnosis (for FES-UA applications only):

- Select at least one:

Diagnosis *

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

⚠ Students age 6 or over must have another eligible diagnosis in addition to High-Risk Child

You must make at least one selection:

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

Additional Diagnosis Details

Please tell us more about the selected diagnoses below.

A Specific Learning Disability*

Enter specific diagnosis

7. Diagnosis Related Documentation (for FES-UA only):

- Enter the document name and select **UPLOAD**.

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 Diagnosis

Individual Education Plan (IEP)

Select type of document

Individual Education Plan (IEP)

Diagnosis from Licensed Medical or Mental Health Provider

8. Check any boxes that apply for the **Do any of these apply to your student?** section.

- **Private School**

Do any of these apply to your student?

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

Adopted

In foster care within the last two (calendar) years

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 [\[See More\]](#)

- **Unique Abilities**

Do any of these apply to your student?

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

Is this student adopted?

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

9. If you checked any of the boxes above, you are required to upload supporting documentation to avoid processing delays, using the **UPLOAD** tool the same as above.

File Upload Requirements

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

Supporting documentation required

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

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

Enter Document Name

UPLOAD

Note: If you checked the box next to any of these questions above and a green box appears, it means we already have that information on file, and you do not need to upload anything else.

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

Your supporting documentation for adoption is already on file.

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 [\[See More\]](#)

SAVE AS DRAFT **CONTINUE**

10. To complete the student(s) information section, select **CONTINUE**. (If not complete, select SAVE AS DRAFT.)

Step 3 - Guardian Information

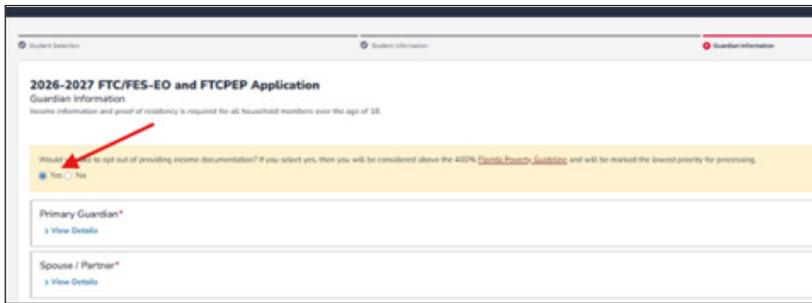
1. Select **>View Details** under **Primary Guardian*** to review the details submitted for the Primary Guardian in the **Guardian Information** tab.

2026-2027 FES-UA Application
Guardian Information

Primary Guardian*

[> View Details](#)

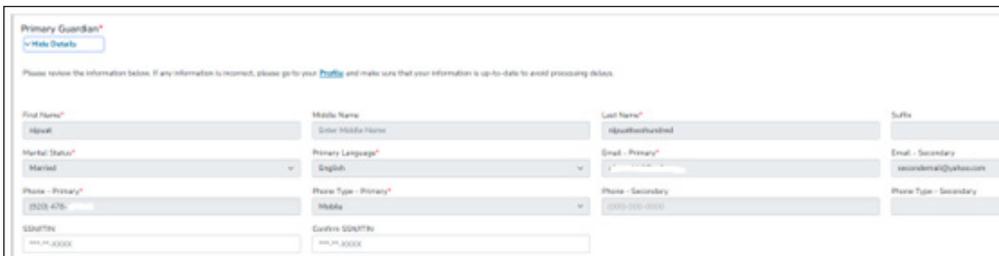
Note: For Private School (FTC/FES EO) and FTCPEP applications, use the yellow box to select **Yes** (opt out) or **No** (opt in) for providing income documents. Selecting Yes means you won't need to submit income documentation.



- If you choose **No**, you'll be prompted to complete the **Employment Information** section. Please fill out all fields marked with a red asterisk*.



2. Review the pre-filled fields (grayed out) and enter your **Social Security** number, then confirm it. (It is not required that you provide a Social Security number.)

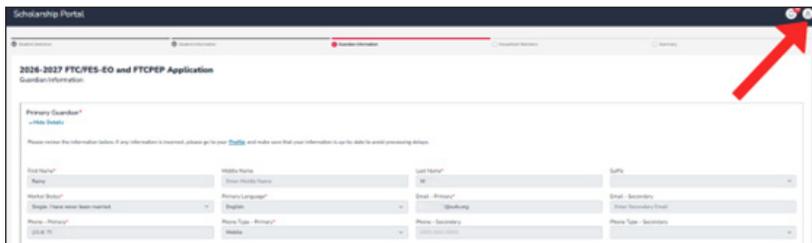


* means required

3. Review the pre-filled (grayed out) **Physical Address** fields.



Note: To update any grayed out fields, click your profile icon in the top right corner. If you don't update any incorrect information, your processing may be delayed.



4. Proof of Residency must be established with two different document types (see below for the list of document types) and provided by the primary or secondary guardian. Additionally:
- All documents must be current and valid.
 - Recurring bills or statements must be dated within two months of the application submission date.
 - Documents submitted must match the primary or secondary guardian's full name and the current physical street address provided on the application.
 - Both Proof of Residency documents must be from the same guardian.

Important! You will not be able to continue with the application unless the two 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 (PCS) orders? [See more information](#) on required documents.

Document Guidelines Table	
Both Proof of Residency documents must be from the same guardian	
Automobile insurance statement	Florida driver's license or state-issued ID
Health insurance statement	Homeless Verification or Certificate
Homeowners or renters insurance policy	Homestead or Property tax statement/assessment
Leave and Earnings Statement (LES) *Not for in-state military (See More)	Migrant Address Verification Letter
Mortgage acceptance letter	Mortgage statement or residential lease agreement
Paystub	Permanent change of station (PCS) orders *Not for in-state military (See More)
Proof of current government benefits: Social Security, Veterans Affairs...	Property deed
Residential internet bill	Utility bill (electric, gas, water)

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

- 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 (PCS) orders? [See more information](#) on required documents.

Proof of Residency For Active-Duty Military Families

Students who are dependent children of active-duty members of the United States Armed Forces with Permanent Change of Station (PCS) orders to move into Florida can apply for an FTC or FES-EO Scholarship.

If a new student is moving to Florida, but has not yet established residency, the parent or guardian must:

- Upload the Leave and Earnings Statement and PCS orders in the Proof of Residency section of the scholarship application
- Be sure the physical address in their guardian profile matches the newly assigned unit address on the PCS orders they submit
- Once residency in Florida is established, call Step Up For Students at (877) 735-7837 to provide an updated Proof of Residency

Students will not receive funds until an updated Proof of Residency is received, and the physical address is updated in the guardian profile in EMA.

5. Once you select the type of document(s) you are submitting, submit it with the **UPLOAD** tool:

File Upload Requirements

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

Proof of Documentation Type

Select type of document

UPLOAD

*Recurring bills must not be more than two months old.
Documents must include full name and current physical address.*

- Use the drop-down to select the document type.
- Select **UPLOAD**.

Note: Documents must not be more than two months old and must include full name and current physical address.

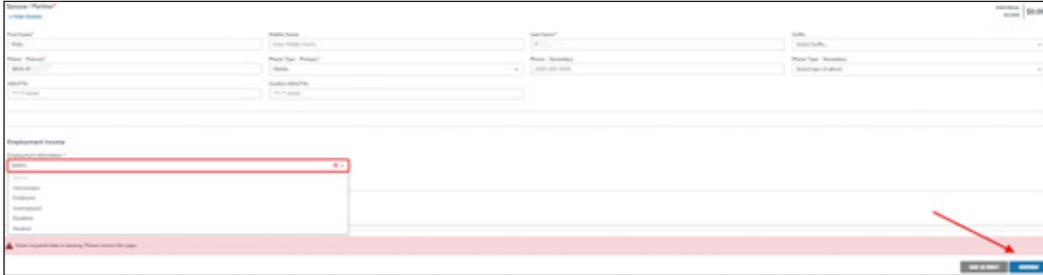


6. If applicable, select **>View Details** and complete the fields for Spouse/Partner.



The screenshot shows a form titled "Spouse/Partner" with a sub-link ">View Details". Below the title are four input fields: "First Name*", "Middle Name", "Last Name*", and "Suffix". Each field has a placeholder text: "Enter First Name", "Enter Middle Name", "Enter Last Name", and "Select Suffix..." respectively.

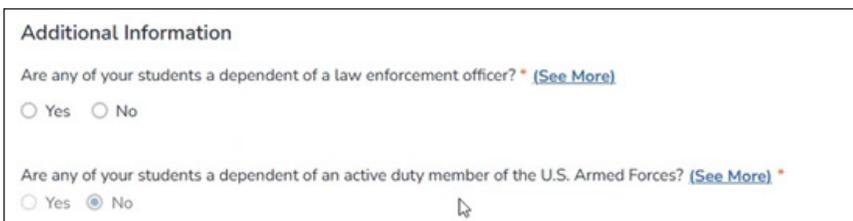
Note: If you have selected **Married**, you'll be asked to enter your spouse or partner's information. You'll also need to complete the **Employment Income** field.



This screenshot shows the same "Spouse/Partner" form as above, but with the "Employment Income" field highlighted in red. A red arrow points to the "CONTINUE" button at the bottom right of the form.

7. When completed, select **CONTINUE**. (If not completed, select **SAVE AS DRAFT**.)

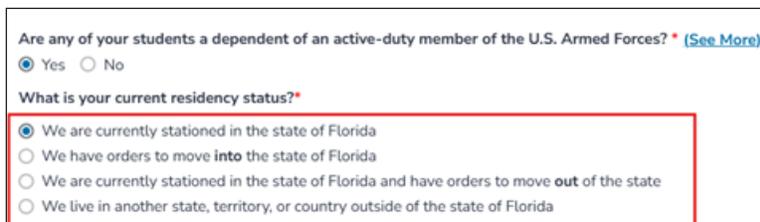
8. **New in the Guardian Profile section:** Scholarships for military families and dependents of law enforcement officers: if your student falls into either category, select the checkbox shown below.



The screenshot shows the "Additional Information" section. It contains two questions with radio button options:

- Are any of your students a dependent of a law enforcement officer? * [\(See More\)](#)
 Yes No
- Are any of your students a dependent of an active duty member of the U.S. Armed Forces? [\(See More\)](#) *
 Yes No

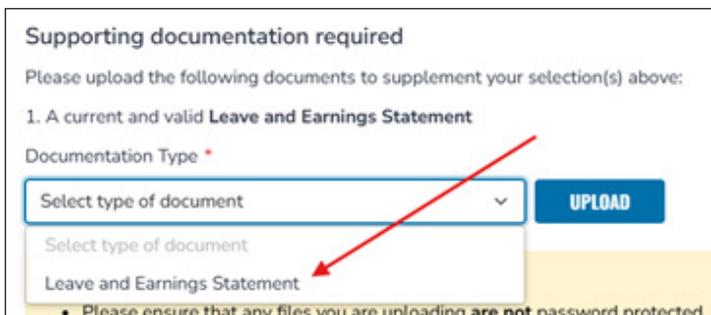
- Military Scholarship application process
 - If you answered **Yes** in **Additional Information** to your student being a dependent of an active member of the U.S. Armed Forces, you must provide your residency status.



This screenshot shows the question "What is your current residency status?*" with four radio button options. The first option is highlighted with a red box:

- We are currently stationed in the state of Florida
- We have orders to move **into** the state of Florida
- We are currently stationed in the state of Florida and have orders to move **out** of the state
- We live in another state, territory, or country outside of the state of Florida

- Currently stationed in Florida: Upload your **Leave and Earnings Statement**.



The screenshot shows the "Supporting documentation required" section. It instructs the user to upload documents and lists "1. A current and valid Leave and Earnings Statement". Below this is a "Documentation Type *" dropdown menu with "Leave and Earnings Statement" selected. A red arrow points to this selection. An "UPLOAD" button is to the right. A note at the bottom states: "Please ensure that any files you are uploading are not password protected."

- Have orders to move into Florida:
 - o **Upload Permanent Change of Station (PCS)** that indicates Florida as the unit to which assigned.
AND
 - o **Upload a Leave and Earnings Statement.**

Note: How to fill in your address

HOW TO FILL IN YOUR ADDRESS

If you have orders to move into Florida but do not yet have a physical address in Florida, you can enter the **address of your military base** for your Mailing and Physical Address. Once you've obtained a residential Florida address, please return to your Guardian Profile to update your address to your Florida address and your residency status to "Currently Stationed in Florida".

If you already have a residential address in Florida, you may select "Currently Stationed in Florida", even if you haven't fully moved in yet.

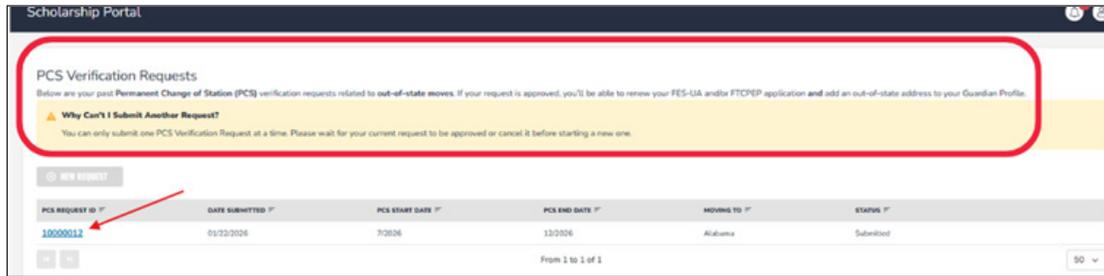
- Currently stationed in Florida with orders to move out of the state:
 - o Upload approved [PCS Orders Verification Request](#).
 - o Upload a **Leave and Earnings Statement**.
Note: Only renewal FES-UA or FTCPEP students are eligible to move or live out of state.
- You live in another state, territory, or country outside of Florida.
 - o Upload approved [PCS Orders Verification Request](#).
 - o Upload a **Leave and Earnings Statement**.
Note: Only renewal students are eligible for this option.

▪ PCS Verification Request.

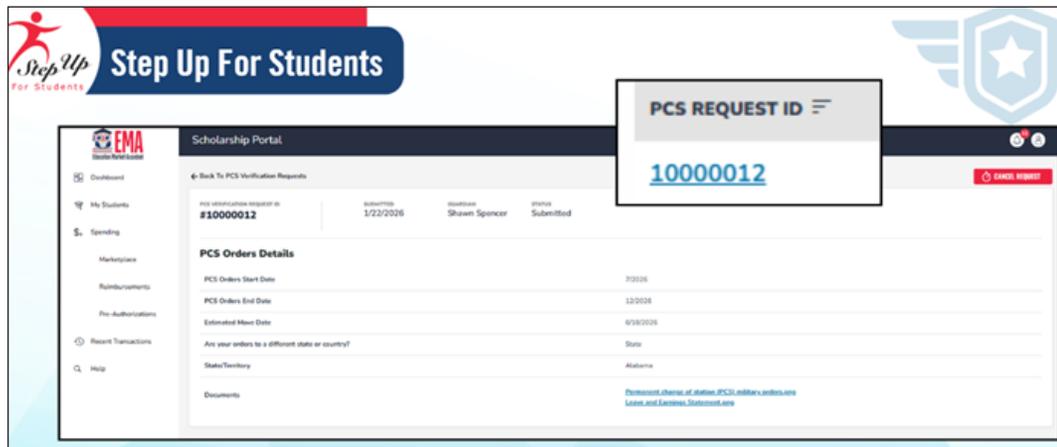
- If your military family has **Permanent Change of Station (PCS)** orders to move out of Florida, please submit a **PCS Verification Request** using the link at the bottom of your **Dashboard**.

- Selecting **VIEW PAST REQUESTS** lets you view any requests already on file or add a new request.

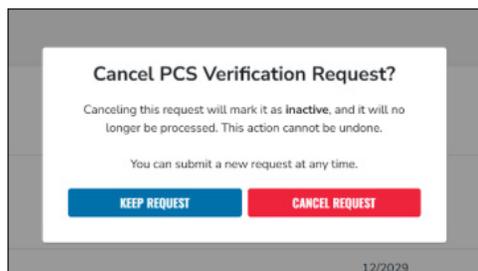
Note: Submitting this keeps your scholarship active and updates your address. If you're moving to Florida and applying for a scholarship, these documents will be used in your application.



- This section shows your previous PCS verification requests for out-of-state moves. If your request is approved, you'll be able to renew your FES-UA or FTCPEP application and update your Guardian Profile with an out-of-state address.
 - o When you select the hyperlink for the **PCS REQUEST ID**, you'll go to a page where you can review the PCS start and end dates, the estimated move date, the state or territory you're moving to, and the PCS orders and LES documents on file.



- o To cancel a previously uploaded PCS request, select **CANCEL REQUEST** in the upper right corner. You'll then be asked whether you want to keep the request or continue with the cancellation.



- When you have uploaded your document(s), select **CONTINUE** and move to step 9 below.

- **Dependent of a Law Enforcement Officer application process**

- If you answered **Yes** in **Additional Information** to your student being a dependent of a law enforcement officer, you must upload a photocopy of the law enforcement officer’s badge.

Supporting documentation required

Please upload the following document to supplement your selection(s) above:
Documentation Name * (You may upload up to 5 files.)

UPLOAD

- When you have uploaded your document, select **CONTINUE** and move to step 9 below.

9. As you continue with your application, you will be reminded to add, or acknowledge that you’ve added, all household members on this application.

2026-2027 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.

10. When completed, select **CONTINUE**. (If not completed, select **SAVE AS DRAFT**.)

Step 4 - Application Summary

1. Verify that no information is missing from the guardian, spouse, or student information in the **Application Summary**.

2026-2027 FES-UA 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.
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.

STUDENTS	AGE (AS OF DEC 31)	GRADE	DIAGNOSIS	DOCUMENTATION
1. Sally May	18	Kindergarten	A Specific Learning Disability	Individual Education Plan (IEP).doc

GUARDIANS	TYPE	DOCUMENTATION
Robert H. Quarterhundred	Primary	Automobile insurance statement.doc Homeowners or renters insurance policy.doc
Spouse/Partner	Spouse/Partner	

2. Check the boxes for the **Parent/Guardian Terms & Conditions**.

Parent/Guardian Terms & Conditions
By submitting this scholarship application, under the penalty of perjury, I certify the following:

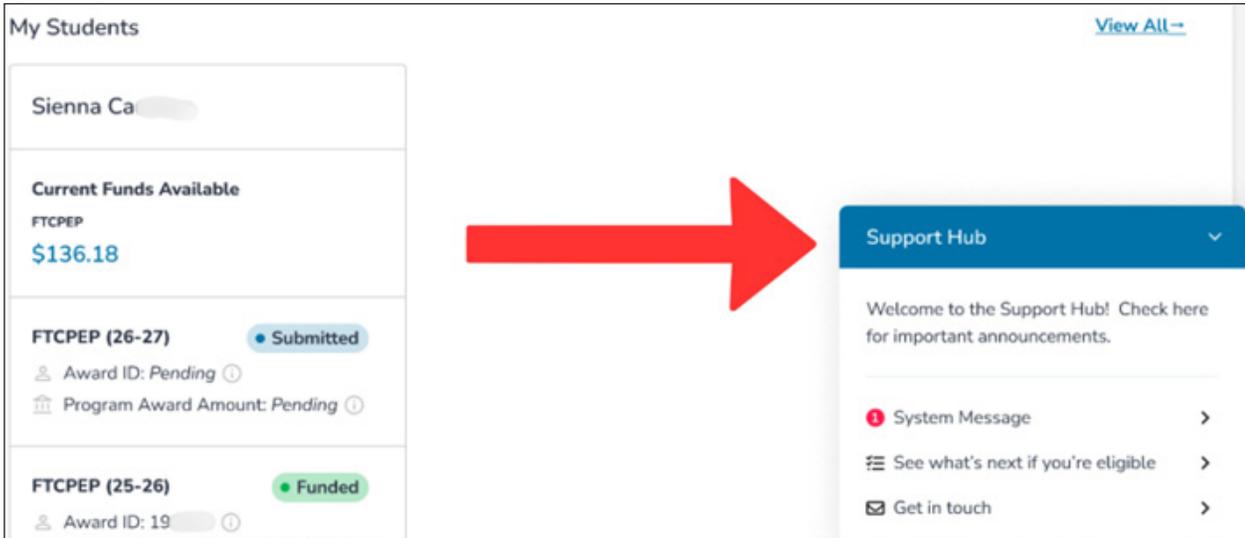
I and any applying student, meet the residency requirements for the scholarship programs described in [Florida Statutes, Chapter 1002](#) and State of Florida while my student is participating in a scholarship program.

The information I am providing in the course of the scholarship application and management process is true and accurate. I understand that scholarship award.

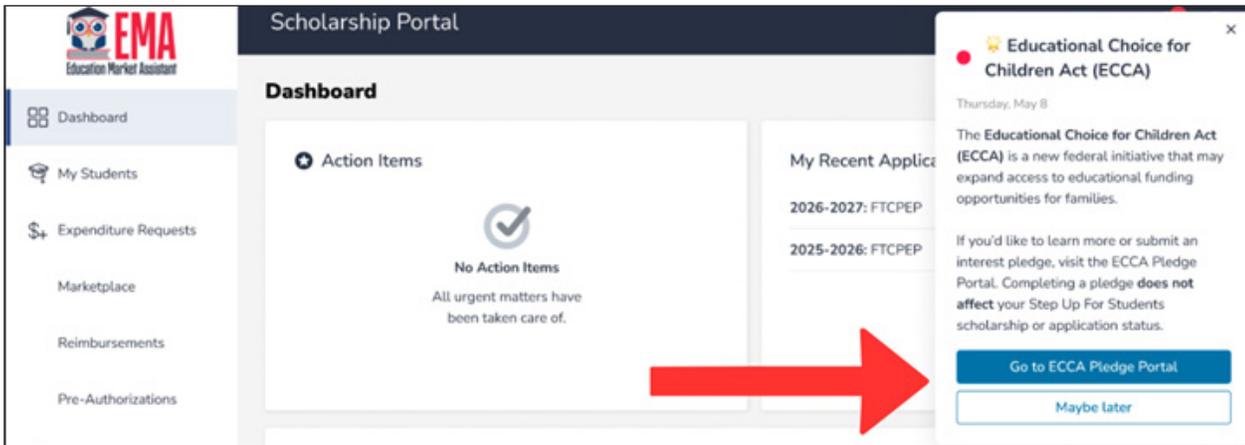
I understand additional information and/or documentation related to my application may be requested at any time post-award for auditing purposes.

I have read, understood, and agreed to the policies outlined in the Step Up For Students parent/guardian materials, including the [Family Handbook](#) materials without notifying me of any such updates. I understand that I am bound by the terms of these materials.

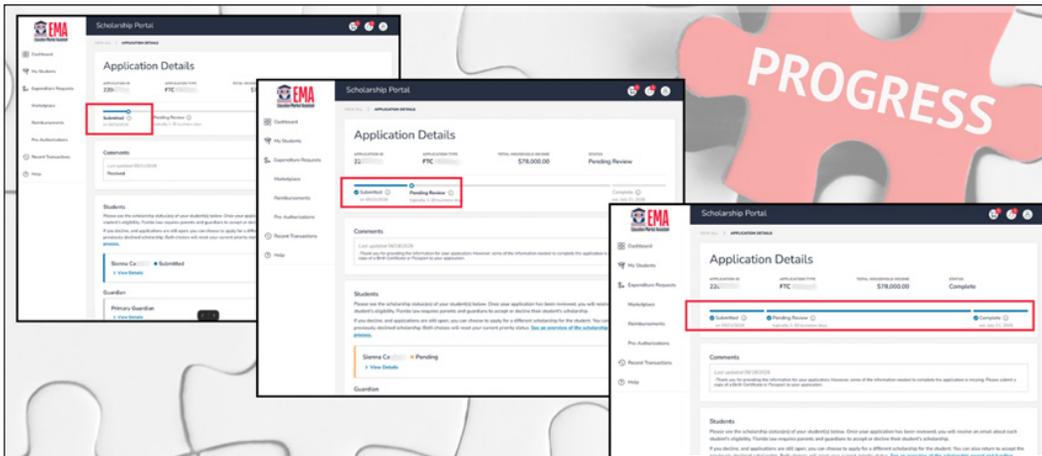
2. The **Support Hub** is a new feature that highlights important announcements.



3. If you're not familiar with the **Federal Tax Credit Scholarship**, select the **blue question mark**  to learn more.



4. The **Application Details** section shows your application status and progress.



5. For an overview of the scholarship award and funding process, select the link shown above in the **Students** section of **Application Details**.

The screenshot shows the 'Application Details' page for a student named Sienna Ca. The application status is 'Pending Review' with an estimated completion date of July 21, 2026. A red arrow points to the 'Students' section, which contains a link to 'View Details'. To the right, a 'Step-by-Step Guide to Your Scholarship' provides an overview of the process:

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 FTC/PEP, you must nominate a Student	6. Students Funded Step Up will distribute funds on a quarterly basis.

6. If any information is missing from your application, you will see **On Hold**.

The screenshot shows the 'Application Details' page for a student named Sienna Ca. The application status is 'On Hold' with an estimated completion date of July 21, 2026. A red box highlights the 'On Hold' status and the 'Comments' section. The comments section contains the following text:

Last updated 06/18/2026
-Thank you for providing the information for your application; However, some of the information needed to complete the application is missing. Please submit a copy of a Birth Certificate or Passport to your application.

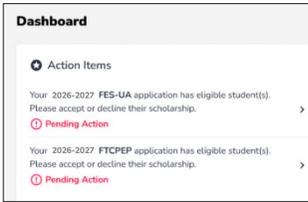
- The **Comments** section will tell you what needs to be completed.

7. To see the progression of your scholarship, select **View Scholarship Journey**.

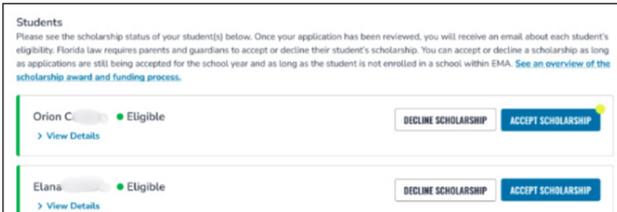
The screenshot shows the 'Students' section of the application details page. It lists the student's status as 'Eligible' and 'Pending'. A red box highlights the 'View Scholarship Journey' link for the 'Pending' status.

8. Pending Action:

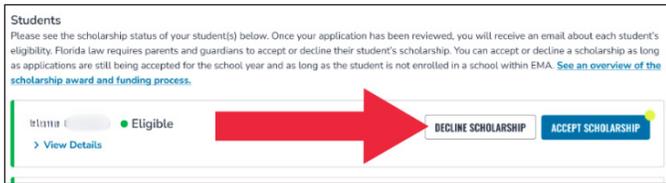
- Select the arrow to the right of the application that is in Pending status, as shown below.



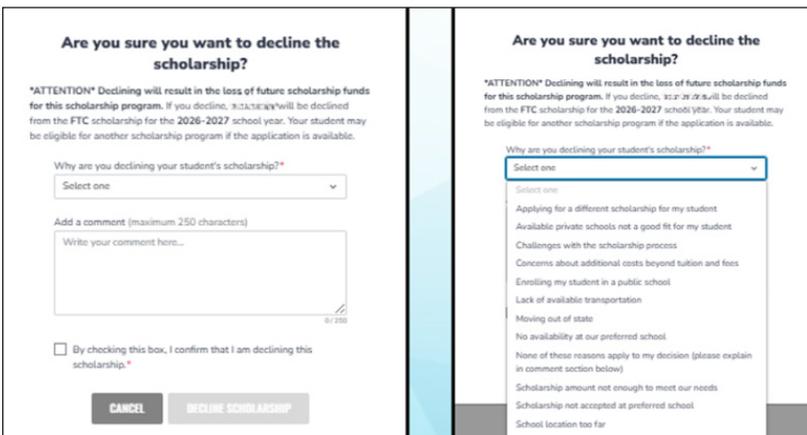
- The window will expand, and you'll see each student's eligibility for that application on the screen.



9. On this screen, you can select **ACCEPT SCHOLARSHIP** or **DECLINE SCHOLARSHIP**. You may accept or decline if applications for the school year are still open.



- If you decline the scholarship, your student will be removed from the program. You may apply for another scholarship if an application is available. Be sure to follow the steps provided before applying again.



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



Things To Remember

1. APPLICATION STATUSES that you'll see:

Status	Meaning
Draft	Your application is not yet complete. Please complete your application, upload the required documentation, and submit
Submitted	Application has been submitted but has not yet been reviewed. Please check back later.
Pending Approval	Application has been submitted and is under review. Please check back later.
On Hold	Additional information or documentation is required.

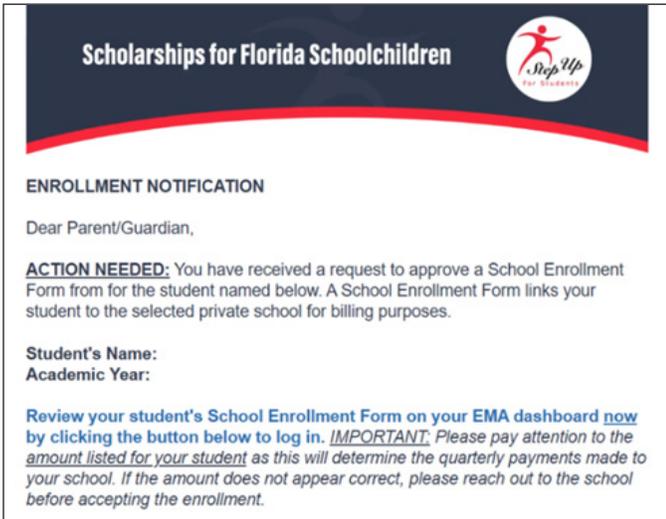
2. SCHOLARSHIP STATUSES that you'll see:

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 for eligible purchases.
Pending Review	A New student was determined eligible, but at this time the scholarship may not be awarded for this school year because priority is given to Renewal students and space may not be available.

Status	Meaning
Declined	You have indicated to Step Up For Students that you do not intend to utilize the scholarship for this school year. If you decide to apply for the following school year, you will be considered a "new" applicant.
Withdrawn	You have received scholarship funding but have opted to not continue in your program for this school year or your student has lost eligibility for the scholarship you applied for post-funding and their funds will be withdrawn.
Denied	Your student has not been deemed "eligible" for the scholarship you applied for at this time. If you feel that this is not correct, please contact us to ensure all qualifying information has been received.

3. AWARD ID: Once you are awarded a scholarship, contact your eligible participating school with your **Award ID** to start enrollment.

4. **ENROLLMENT:** You will receive an email notification once an eligible private school enrolls your student in their system, prompting you to log in and review the enrollment request.



- If the **Amount Due To School** matches your total annual obligation (scholarship + out-of-pocket), select **Confirm Enrollment**. If it is incorrect or your student won't attend, select **Decline Enrollment**.

Enrollment Requests NEW

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

2024-2025	2024-2025	2024-2025
Braden Sm Elementary Start Date: 8/15/2024 Annual Tuition & Fees: \$5,000.00 Discount: \$1,000.00 Amount Due To School: \$4,000.00	Tiffany Alachua Education Start Date: 8/15/2024 Annual Tuition & Fees: \$5,000.00 Discount: \$1,000.00 Amount Due To School: \$4,000.00	Taylor Sm Elementary Start Date: 8/15/2024 Annual Tuition & Fees: \$5,000.00 Discount: \$1,000.00 Amount Due To School: \$4,000.00
<p>If the Amount Due to School equals your total annual obligation to the school (which includes the scholarship and out-of-pocket payments), please confirm enrollment. Note: If the Amount Due to School is higher than the student's annual award amount, only the total award amount will be paid to the school through EMA.</p> <p>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.</p> <p><input type="radio"/> Confirm Enrollment <input type="radio"/> Decline Enrollment</p> <p>SUBMIT</p>	<p>If the Amount Due to School equals your total annual obligation to the school (which includes the scholarship and out-of-pocket payments), please confirm enrollment. Note: If the Amount Due to School is higher than the student's annual award amount, only the total award amount will be paid to the school through EMA.</p> <p>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.</p> <p><input type="radio"/> Confirm Enrollment <input type="radio"/> Decline Enrollment</p> <p>SUBMIT</p>	<p>If the Amount Due to School equals your total annual obligation to the school (which includes the scholarship and out-of-pocket payments), please confirm enrollment. Note: If the Amount Due to School is higher than the student's annual award amount, only the total award amount will be paid to the school through EMA.</p> <p>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.</p> <p><input type="radio"/> Confirm Enrollment <input type="radio"/> Decline Enrollment</p> <p>SUBMIT</p>

5. **APPROVE SCHOOL PAYMENTS:** You must review and approve your school's payments each quarter. You can view, approve, or deny payments from your dashboard. No payments will be issued until you complete this step.

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
		ACADEMY P		\$3,376.60	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		ACADEMY I		\$3,695.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		ACADEMY		\$304.25	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. APPLICATION DEADLINES

Application Deadlines

For students renewing their Private School Scholarship for the 2026-2027 school year:

- By April 30, 2026: renewal students must have submitted their scholarship renewal application.
- By May 31, 2026: parents and guardians of renewal students must have accepted or declined the scholarship.

For students applying for a scholarship for the first time (i.e. new students) for the 2026-2027 school year:

- By November 15, 2026: new students must submit their initial scholarship application.
- By December 15, 2026: parents and guardians of new students must accept or decline the scholarship.

Any applications submitted after the renewal application deadline will have the same priority as new applications.