




# I'm unique. So is my education.

We empower Florida students with personalized  
PreK3-12 education scholarships.



## A few tips before your get started on your new FES-UA application . . .

- Click here to review the [required application documents](#).
  - The EMA system allows for families to apply for multiple scholarships (FES UA & FES-EO/FTC) for each student.
  - Each time you log onto the EMA platform, you will need to complete a multi-factor authentication. We recommend you use a cell phone or phone number that does not answer as a recording.
  - It can take 3 – 6 weeks for applications to be processed. You will receive updates via email when your application review is complete.
- 

## Additional information:

Schools do not need a copy of a student's award letter to complete their enrollment! All you need is the student's "Award ID" to enroll them through EMA.

To view student scholarship status ...

1. Click on the "My Students" tab within their EMA account
2. Click on their student's name
3. Visit the "Scholarship Status" section

**Tip:** Families may take a screenshot of their student's "Award ID" number and award status. To print the screen on a desktop or laptop computer, they may use "Ctrl + P" (for Windows) or "Command + P" (for Apple).

***Important:*** Please note that the scholarship amount currently listed is incorrect as award amounts will be updated over the summer.





# Agenda

**1** Creating an account

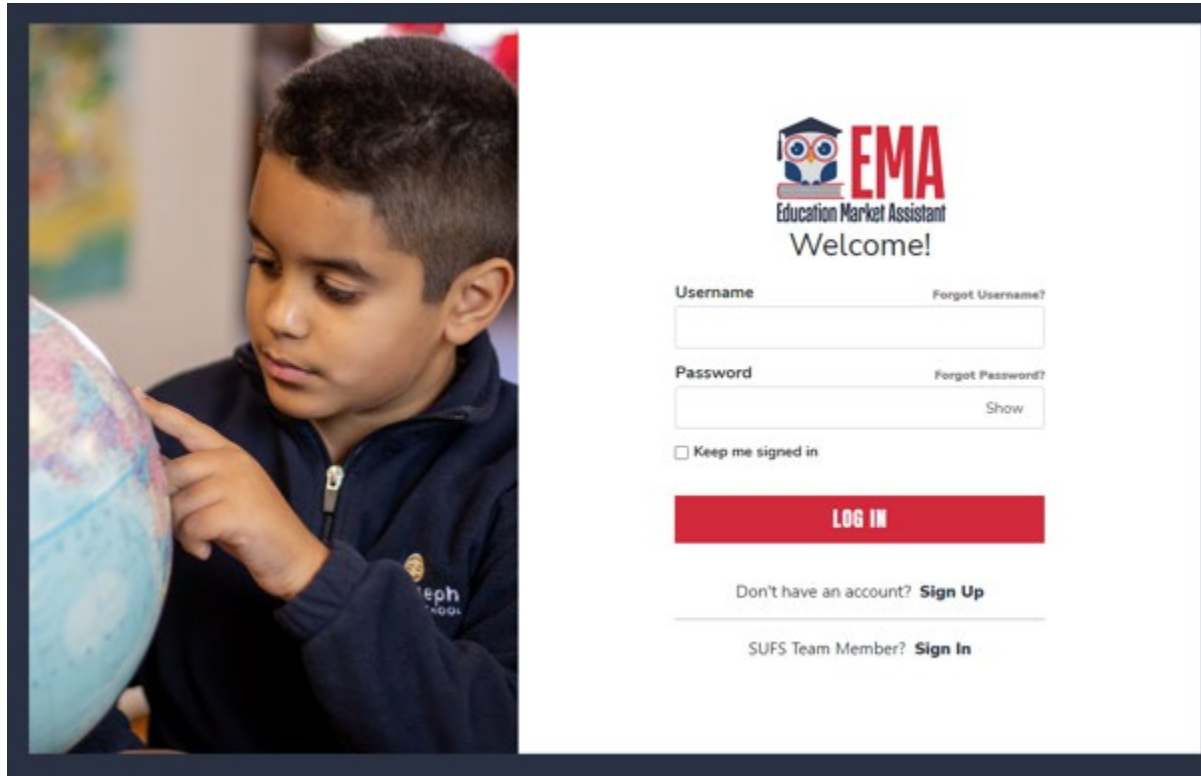
**2** Applying for the scholarship





# New Family


Completing an FES-UA Application for  
New Students.




Please go to [stepupforstudents.org](https://stepupforstudents.org) to apply for the Family Empowerment Scholarship for Unique Abilities (FES-UA).

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

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



  
Education Market Assistant  
Welcome!

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](#)





## 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](#).

## New Users

Please enter your  
email address and  
click “Send Code.”



## Scholarships for Florida Schoolchildren



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

Thanks for verifying your | account! Your verification code is:  
514362. 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



*Stay Connected:*



Step Up For Students, P.O. Box 54429, Jacksonville, FL 32245-4367, USA, 1-877-735-7837

You will receive an email with a code to enter on the  
signup screen 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

Verification Code



**CONFIRM**

🔄 Resend verification code

[Back to Sign In](#)

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

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.

**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](#)

Click “Continue.”



- Please fill out all open boxes.
- Account type is Parent/Guardian.
- Username will be your login username. However, the email address is preferred.
- First name and last name is your name, the Parent/Guardian name.
- Password: This along with username will be how you access the system.



## Welcome to EMA

Email

Account Type  
Parent / Guardian ▼

Username

First Name

Last Name

Create Password  
..... Show

Confirm Password  
..... Show

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

**CONTINUE**

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



Set up your security questions

Security Question

Security Question ▼

Answer

Answer

Security Question

Security Question ▼

Answer

Answer

Security Question

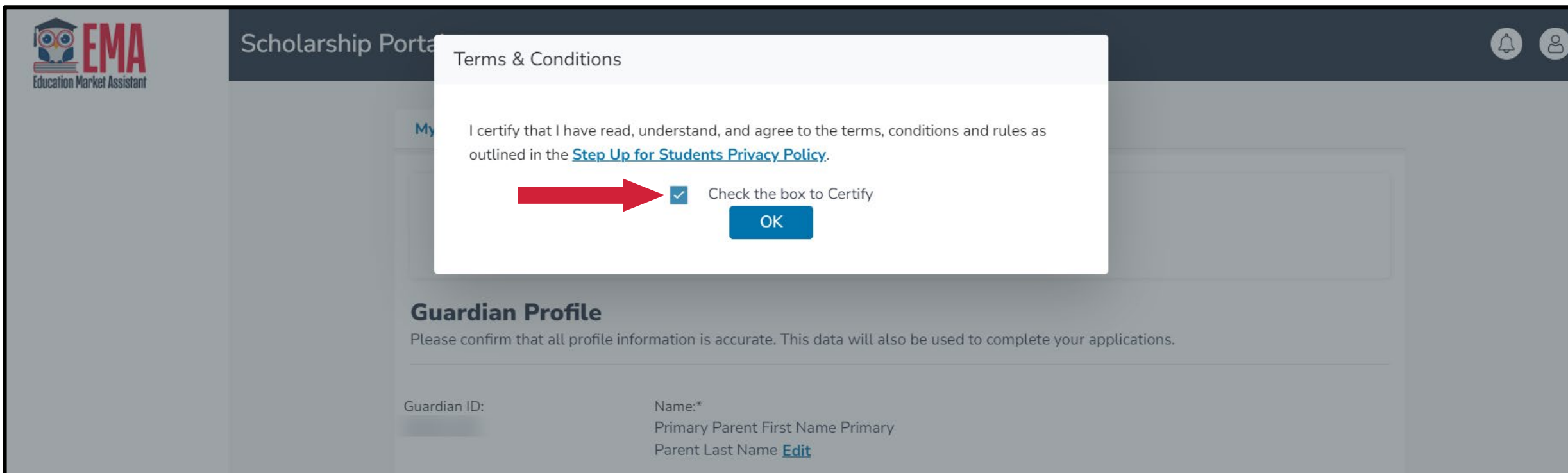
Security Question ▼

Answer

Answer

CONTINUE

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.



The screenshot shows a web application interface for a 'Scholarship Portal'. In the top left corner is the 'EMA Education Market Assistant' logo. The top right corner contains a notification bell icon and a user profile icon. A modal dialog box titled 'Terms & Conditions' is centered on the screen. The dialog contains 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. To the right of the checkbox is the text 'Check the box to Certify'. At the bottom right of the dialog is a blue 'OK' button. The background of the portal is dimmed, showing a 'Guardian Profile' section with a heading, a confirmation message, and input fields for 'Guardian ID', 'Name\*', 'Primary Parent First Name Primary', and 'Parent Last Name' with an 'Edit' link.

EMA  
Education Market Assistant

Scholarship Portal

My

Terms & Conditions

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](#).

Check the box to Certify

OK

**Guardian Profile**

Please confirm that all profile information is accurate. This data will also be used to complete your applications.

Guardian ID:

Name:\*  
Primary Parent First Name Primary  
Parent Last Name [Edit](#)

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.”



My Profile

NOTE: It appears that you have not yet completed your profile information. Please review and update the information below, and then click "SAVE".

**Guardian Profile**

Please confirm that all profile information is accurate. This data will also be used to complete your applications.

Guardian ID: -----	Name:* -----st <a href="#">Edit</a>
Marital Status:* Select	Primary Language:* English

**Mailing Address**

Street Address:* Start Typing		Address Line 2: Suite/Apartment (Optional)	
City:* Enter City	County:* Enter County	State:* Select	Zip Code:* Enter Zip

☐ Check to use same address for both Physical and Mailing addresses.

**Physical Address**

Street Address:* Start Typing		Address Line 2: Suite/Apartment (Optional)	
City:* Enter City	County:* Enter County	State:* Select	Zip Code:* Enter Zip

The next step is to complete your Guardian Profile, a one-time step. This is where you will come if information, such as your address, needs to be updated. If you want everything to be in Spanish, please select Primary Language as Spanish.

**Contact Information**

Primary Phone:\*  Phone Type - Primary:\*

Secondary Phone:  Phone Type - Secondary

Primary Email:\*

Secondary Email:

**Authorized Caller**

[+ ADD A CALLER](#)

**Authorized Caller** ✕

Setup a 4-digit PIN for your Authorized Caller ⓘ

4-DIGIT PIN \*

First Name \*  Last Name \*

Email \*

Primary Phone \*  Phone Type - Primary \*

[CANCEL](#) [ADD](#)

- 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.”



- 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” to 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

### 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

This section allows you to increase how we communicate to 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.”


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.



Dashboard

Reimbursements

My Students

Scholarship Portal

Guardian User

My Applications

View All

STUDENT

AVAILABLE \$8372.45

Sign out - Guardian user

EDIT PROFILE



You will receive this email every time an update is made on your profile.

**EMA**  
Education Market Assistant

Scholarship Portal

MY STUDENTS

**FIND STUDENTS** **ADD A STUDENT**

**My Students**

⚠ If you have a **RENEWAL** student (child currently receiving scholarship funding), please use the 'FIND STUDENTS' button to connect your renewal student to your EMA account. Renewal students should not be added as a new student. Adding currently funded students as new students will delay your funding.  
If you have a **NEW** student, please click the 'ADD A STUDENT' button.

No students were found, please add a student by clicking on the add students button.

**Active Students**

STUDENT ID	STUDENT NAME	DATE OF BIRTH	
------------	--------------	---------------	--

Below, you will find a list of your inactive students. If you need to add one of these students to your applications you will need to click on the green plus button, to make them an active student. Each student is only allowed on one EMA account. If you are not applying for a student or they do not reside with you, you do not need to do anything, please leave them as inactive.

**Inactive Students**

STUDENT ID	STUDENT NAME	DATE OF BIRTH	
------------	--------------	---------------	--

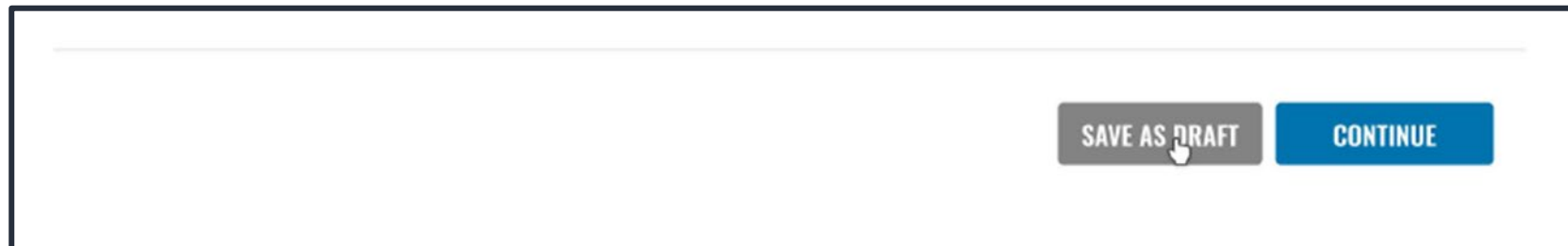
Once you click “SAVE,” you will be automatically taken to your “My Students” Section, here you can find your renewal students if applicable and add new students.



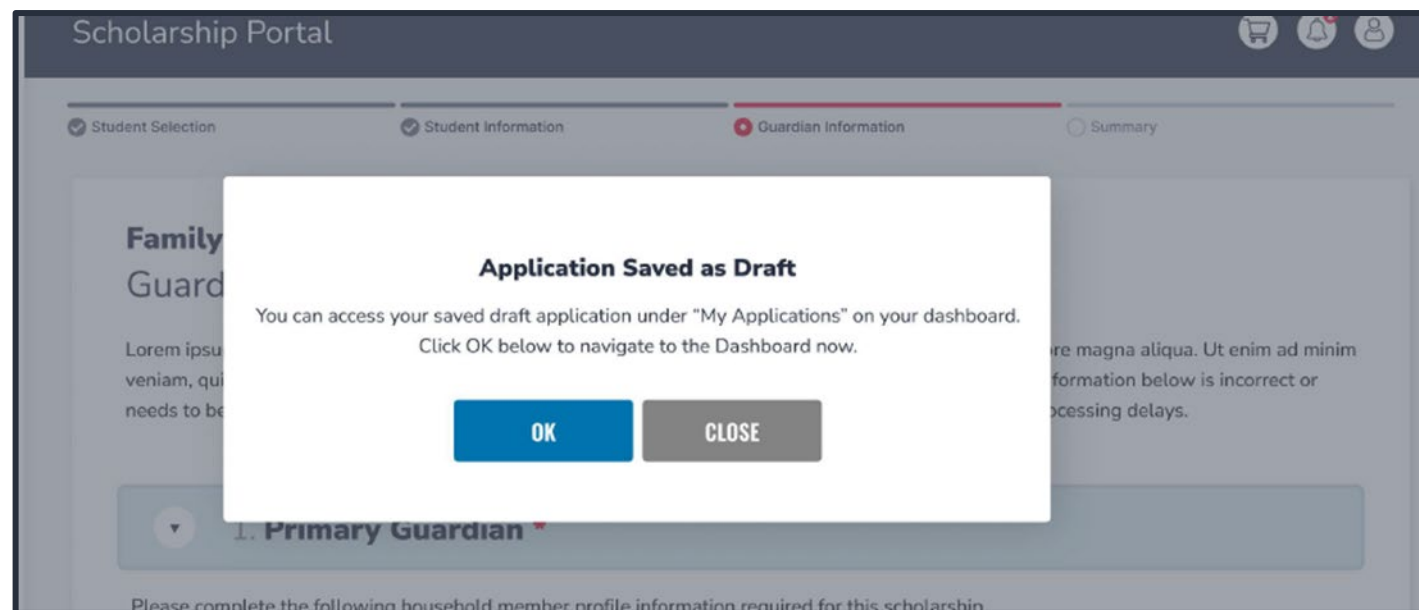
# New FES-UA Application

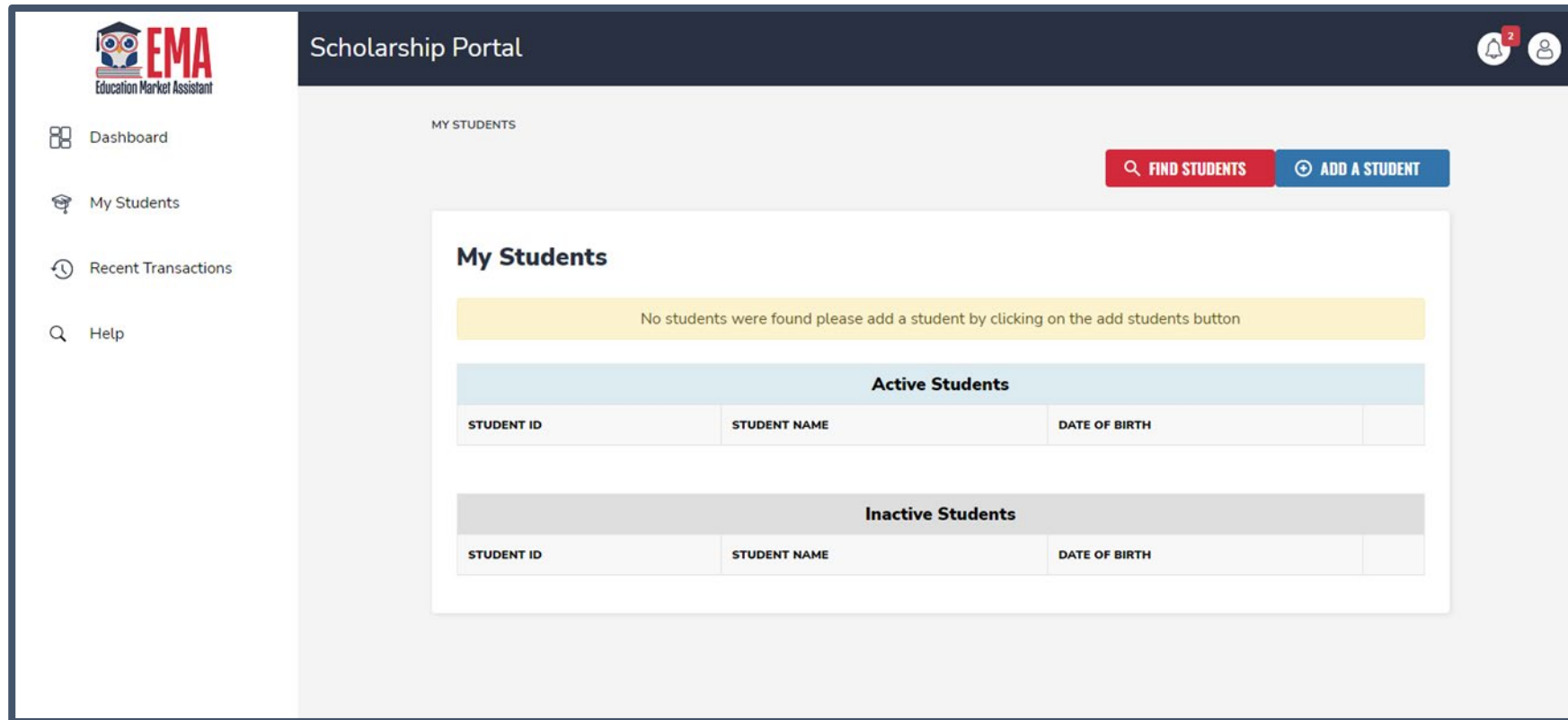


Please note:




At any time, you may select “Save as a Draft” to save your progress and come back later. You can find all your saved drafts on your dashboard, and you can select the saved drafts to continue the process.







Click the blue box, “Add A Student,” in the top right corner.  
To get started.



# Scholarship Portal



Dashboard

My Students

Recent Transactions

Help

MY STUDENTS > STUDENT DETAILS

## Student Details

CANCELSAVE

Student ID:

First Name\*

Middle Name

Last Name\*

Suffix

Enter First Name

Enter Middle Name

Enter Last Name

Select

OPTIONAL: Student FLEID number ⓘ

Date of Birth\*

Gender\*

Ethnicity\*

FL...

mm/dd/yyyy

Select

Select

Student's Relationship to You

Select

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



APPLY FOR SCHOLARSHIPS

←

FIND STUDENTS

ADD A STUDENT

### My Students

⚠

If you have a **RENEWAL** student (child currently receiving scholarship funding), please use the 'FIND STUDENTS' button to connect your renewal student to your EMA account. Renewal students should not be added as a new student. Adding currently funded students as new students will delay your funding.

If you have a **NEW** student, please click the 'ADD A STUDENT' button.

Below, you will find a list of your active students. Please make sure that the information for each student is accurate and up-to-date. Keeping this information current will help streamline the process when applying for scholarships. Only active students can be added to an application and considered for funding.

Active Students			
STUDENT ID	STUDENT NAME	DATE OF BIRTH	
		6/19/2016	<a href="#">View</a>
		12/8/2013	<a href="#">View</a>

Below, you will find a list of your inactive students. If you need to add one of these students to your applications you will need to click on the green plus button, to make them an active student. Each student is only allowed on one EMA account. If you are not applying for a student or they do not reside with you, you do not need to do anything, please leave them as inactive.

Inactive Students			
STUDENT ID	STUDENT NAME	DATE OF BIRTH	
		11/23/2016	<a href="#">+</a>

Once you add all your students both Renewal and New, you can click on “Apply for scholarships” to start the application process.

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

The screenshot displays the Scholarship Portal interface. On the left is a sidebar with the EMA logo and navigation links: Dashboard, My Students, Recent Transactions, and Help. The main header is 'Scholarship Portal' with notification and user icons. The central content area is titled 'Available Scholarships' and features an 'IMPORTANT NOTICE' box. Below this, three scholarship programs are listed, each with an 'APPLY' button. A large red arrow points to the 'APPLY' button for the 'Scholarship for Private Schools and Transportation' program. At the bottom, a 'Find Your Students' section provides instructions on importing student data and includes a 'GET STARTED' button.

**EMA**  
Education Market Assistant

Scholarship Portal

**Available Scholarships**

**IMPORTANT NOTICE**  
You can only submit one application per program for FES-UA, FTC and FES-EO. 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.

**Scholarship for Private Schools and Transportation**  
FTC and FES-EO give families a choice between private school tuition and fees, or transportation costs to attend a public school different than the one they are assigned to. **APPLY**

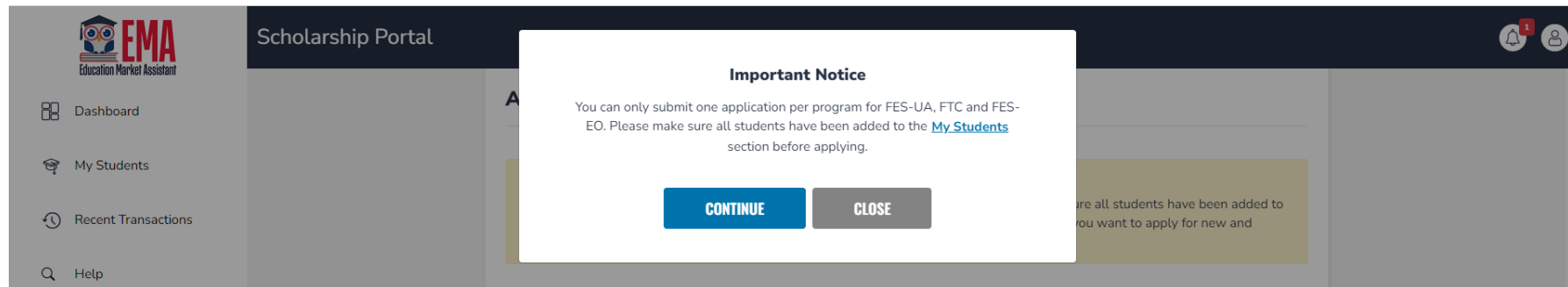
**Students with Unique Abilities (FES-UA)**  
FES-UA allows parents of students with Unique Abilities to direct funds toward a combination of programs and approved providers. **APPLY**

**New Worlds Reading Scholarship Accounts**  
Is your public school child having trouble reading? If so, the New Worlds Reading Scholarship Accounts can help. **APPLY**

**Find Your Students**  
To streamline the renewal application process, we'll need to import your existing student data into EMA. In the My Students section of your portal, click on the Import Students button to Login and import your student data. **GET STARTED**

## Important Notice

You can only submit one application per program for FES-UA, FTC and FES-EO. Please make sure all students have been added to the “My Students” section before applying.



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

Student Selection

Student Information

Guardian Information

Summary

New Application

Family Empowerment Scholarship for Unique Abilities

Before beginning your application, please note:  
The FES-UA is available only to students with one or more diagnoses, as described in Florida Statute 1002.385. Please verify the appropriate diagnosis for your student on page 48 of the Family Empowerment Scholarship for Students with Unique Abilities [Handbook](#).

IMPORTANT NOTICE

You can only submit one application per program for FES-UA, FTC and FES-EO. Please make sure all students have been added to the [My Students](#) section on the left before applying. After you click 'Apply' select all students you want to apply for new and renewing students.

Who are you applying for?

APPLY?	STUDENT NAME	STATUS
<input type="checkbox"/>		New

CONTINUE



For each student you select you must answer if they have graduated from 12th grade or have completed a high school equivalency (GED or similar).

If you select Yes to either question, your student is not eligible for FES-UA and will not be on the application.

**Who Are You Applying For?**

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

**Who Are You Applying For?**

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

[CONTINUE](#)

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

☒ Student Selection

☒ Student Information


☐ Guardian Information



☐ Summary


## Family Empowerment Scholarship for Unique Abilities

### Student Information

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

 ADD A STUDENT

 1. 



SAVE AS DRAFT

CONTINUE

At any point before submitting your application you can add a student via the “Add A Student” blue button, or you can remove a student via the red trashcan icon next to the student's name.

All student information is auto populated. If any information is incorrect, you need to exit the application and go back to the "My Student" section to make updates.

▼ 1. Hunter Washington

First Name

Middle Name

Last Name

Suffix

Date of Birth

Gender

Ethnicity

Race

Relationship to Guardian

Student's SSN / ITIN \*

Child

Expected School Information

School Year

Type of School \*

Grade Level \*

2022 - 2023

Home

4

Current School Information

School Year

Type of School \*

School Name \*

County \*

2021 - 2022

Florida Private

Enter School Name

Brevard

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

Family Empowerment Scholarship



Please enter SSN for all students. The system will mask the numbers for your privacy protection, and only the last four digits will appear.

Please complete expected school information for SY23-24 and enter in your current school information.

▼ 1. Hunter Washington

First Name

Middle Name

Last Name

Suffix

Date of Birth

Gender

Ethnicity

Race

Relationship to Guardian

Student's SSN / ITIN \*

Child

Expected School Information

School Year

Type of School \*

Grade Level \*

2022 - 2023

Home

4

Current School Information

School Year

Type of School \*

School Name \*

County \*

2021 - 2022

Florida Private

Enter School Name

Brevard

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

Family Empowerment Scholarship

## Diagnosis \*

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

You must make at least one selection:

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

## Diagnosis Related Documentation

To document your child's disability, you will be required to submit a copy of the student's Individual Education Plan (IEP) or doctor's diagnosis from a licensed medical doctor, osteopathic physician, psychologist, or an autonomous Advance Practice Registered Nurse.

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

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

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

### Additional Information

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

Is this student adopted? \*

☒ Yes ☐ No

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

☐ Yes ☒ No

Is this student the dependent child of a member of the United States Armed Forces? \* [See More](#)

☐ Yes ☒ No

Is this student a dependent of a law enforcement officer? \* [See More](#)

☐ Yes ☒ No

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

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

UPLOAD

Please answer the next 4 questions. If you say "Yes" to any of them, you are required to upload supporting documentation.

Is this student the dependent child of a member of the United States Armed Forces? [\\*See Less](#)

*"Member of the United States Armed Forces" means an Active Duty member of the Army, Navy, Air Force, Coast Guard, Marine Corps, or Space Force, including an Active Reservist, Active National Guard.*

☐ Yes ☒ No

Is this student the dependent of a law enforcement officer? [\\*See Less](#)

*"Law enforcement officer" means any person who is elected, appointed, or employed full time by any municipality or the state or any political subdivision thereof; who is vested with authority to bear arms and make arrests; and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic, or highway laws of the state. This definition includes all certified supervisory and command personnel whose duties include, in whole or in part, the supervision, training, guidance, and management responsibilities of full-time law enforcement officers, part-time law enforcement officers, or auxiliary law enforcement officers but does not include support personnel employed by the employing agency (See Florida statute §943.10(1)).*

☐ Yes ☒ No

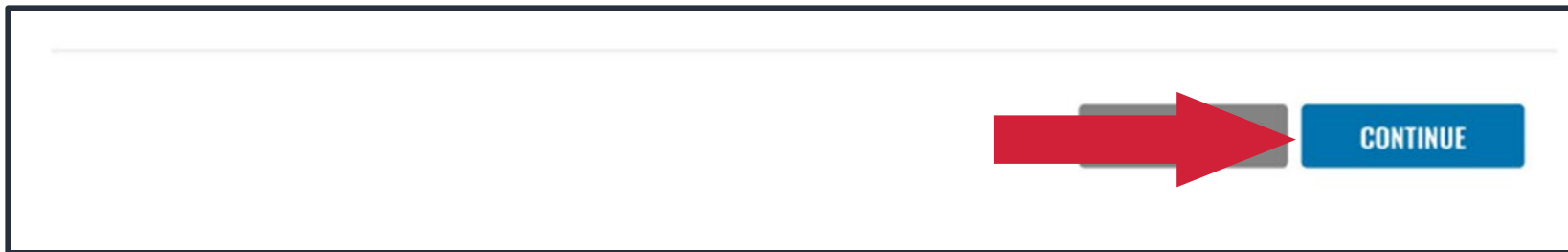
**If you need more information on the questions for Armed Forces or Law Enforcement, click "See More."**





A screenshot of a web application interface for a student application. It features a light gray horizontal bar with a white play button icon on the left, followed by the text "2." and a white rectangular input field. On the right side of the bar is a red trash can icon. The entire bar is enclosed in a black rectangular border.

The FES-UA application in EMA allows more than one student per application. Please continue to fill out the same questions for each student on the application. You may use the arrows next to the student's name to expand or collapse their student section.



Once you have completed all questions  
for your students, click “Continue.”

Student Selection

Student Information

Guardian Information

Summary

## Family Empowerment Scholarship for Unique Abilities

### Guardian Information

▼

Primary Guardian\*

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
<input type="text"/>	<input type="text" value="Enter Middle Name"/>	<input type="text"/>	<input type="text"/>
Marital Status*	Primary Language*	Email - Primary*	Email - Secondary
<input type="text" value="Married"/>	<input type="text" value="English"/>	<input type="text"/>	<input type="text"/>
Phone - Primary*	Phone Type - Primary*	Phone - Secondary	Phone Type - Secondary
<input type="text"/>	<input type="text" value="Mobile"/>	<input type="text" value="(000) 000-0000"/>	<input type="text"/>
SSN / ITIN			
<input type="text" value="***-**-XXXX"/>			

#### Physical Address

Street Address:*		Address Line 2:	
<input type="text"/>		<input type="text" value="Suite/Apartment (Optional)"/>	
City:*	County:*	State:*	Zip Code:*
<input type="text"/>	<input type="text"/>	<input type="text" value="FL"/>	<input type="text"/>

---

#### Proof of Residency \*

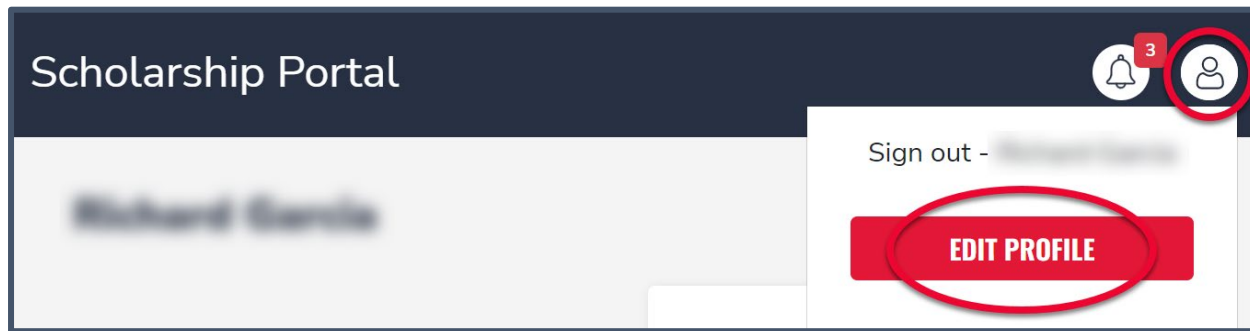
You must provide Proof of Residency documentation. Please select the type of document that you are submitting and then click upload.

Proof Documentation Type

UPLOAD

*Must not be more than two months old.  
Must include current name and address.*

Next section is the primary guardian/parent. All information from the profile will auto populate and is not editable on the app. If you need to make any changes to this information, please click on “Save as Draft” and once your profile is updated, you can continue your application.



To update your profile, you must first click on the person icon on the top right corner. Then you can select Edit Profile to make changes.



You must upload proof of residency.  
Please select the dropdown list and  
choose the document you will upload.  
Then click “Upload” to attach your  
document.

### Family Empowerment Scholarship for Unique Abilities

#### Guardian Information

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. If any of your information below is incorrect or needs to be updated, please for your [Profile](#) and make sure that your information is up-to-date to avoid processing delays.

1. Primary Guardian \*

First Name \*

Middle Name

Last Name \*

Suffix

Marital Status \*

Primary Language \*

Email - Primary \*

Email - Secondary

Phone - Primary \*

Phone Type - Primary \*

Phone - Secondary

Phone Type - Secondary

#### Physical Address

Street Address \*

Guardian Address

Address Line 2

Suite/Apartment (optional)

City \*

City Name

County \*

Select County

State \*

Florida, FL

Zip Code \*

Enter Zip

#### Proof of Residency \*

You must provide Proof of Residency documentation. Please select the type of document that you are submitting and then click upload.

Proof Documentation Type

Utility Bill

UPLOAD

Must not be more than two months old.  
Must include current name and address.

If you indicated that you are married or that you are living with your significant other, the spouse/partner section is mandatory. All mandatory fields are indicated by the red asterisk (\*). If your marital status indicates you do not have a spouse/partner living with you, then you may skip this section as it is not mandatory.

▼ 2. Spouse / Partner

First Name \*

Middle Name

Last Name \*

Suffix

Select (optional) ▾

▼

2. Spouse / Partner

First Name \*

Middle Name

Last Name \*

Suffix

Select (optional) ▾

CONTINUE

Once you finish the Guardian and Spouse/Partner selection, click “Continue.”

Last, you will be taken to the summary page. You can review and go back and change anything you would like. You can use the headers on top of the page to navigate to different sections.

Student Selection

Student Information

Guardian Information

Summary

### Family Empowerment Scholarship for Unique Abilities

#### Application Summary

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

STUDENTS	AGE	GRADE	DIAGNOSIS	DOCUMENTATION
1.	6	1	Autism Spectrum Disorder	<a href="#">diagnosis1.jpg</a> <a href="#">diagnosis2.pdf</a> <a href="#">adoption.pdf</a>
2.	8	3	Down Syndrome	<a href="#">diagnosis1.jpg</a> <a href="#">adoption.pdf</a> <a href="#">leo.jpg</a>

GUARDIANS	TYPE	DOCUMENTATION
1.	Primary	<a href="#">document.jpg</a>
2.	Secondary	

### Parent/Guardian Terms & Conditions

In accordance with the statutory and regulatory guidance of Florida's various school choice programs, including the Florida Tax Credit Scholarship, Family Empowerment Scholarship, New Worlds Reading Scholarship Accounts, and Hope Scholarship programs, I affirm that:

- ☐ Under penalties of perjury, I certify that the information I am provide 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 certify that I do not own or operate and that I am not a principal or other person who makes decisions at an eligible private school. If I am unable to certify that I am not an owner or operator, I understand that I am ineligible to receive a Florida Tax Credit scholarship but may be considered for a Family Empowerment Scholarship.
- ☐ I certify that I have read, understand and agree to the terms, conditions and rules as outlined in the Step Up For Students Parent Handbook for the relevant scholarship programs for which I am applying.
- ☐ I certify that I and any applying student are legal resident of the State of Florida, and that continued residency is a requirement for scholarship participation. I understand that 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 a scholarship program.
- ☐ I understand that a student cannot be enrolled in public school and receive a scholarship. Attending public school during this school year will forfeit scholarship participation and will result in a return of any scholarship funding. This provision does not apply to applicants for the New Worlds Reading Scholarship Accounts program, which is exclusively available to students enrolled in a public school.
- ☐ I understand that a student enrolled in any courses offered by Florida Virtual School, a correspondence school or distance learning program receiving state funding is ineligible to receive a Family Empowerment Scholarship during that academic year. However, I may pay for those courses privately or through the fees at an eligible private school if my child receives the Family Empowerment Scholarship.
- ☐ I understand that, while a student may be eligible for and apply for more than one scholarship program, a student may not receive funding through more than one scholarship program, including the Florida Tax Credit Scholarship, the Family Empowerment Scholarship, and the Hope Scholarship program.
- ☐ I understand that the failure to comply with any responsibilities or policies associated with a choice scholarship program may result in the scholarship revocation and/or reporting to the Florida Department of Education.

**Please read the following statements and  
check the boxes once you agree.**



Please read the Sworn Compliance Statement. Once agree please check the box for “I have read and agree to the compliance statement.”



### Sworn Compliance Statement

Under the Family Empowerment Scholarship program statute (s. 1002.394, Florida Statutes (Chapter No. 2018-2, Laws of Florida)), there are parent/guardian and student responsibilities for program participation. Pursuant to Section 1002.394(10), F.S., I affirm that

- I understand that for a high-risk child to continue in the program if the student is six years of age on or after September 1, the application for renewal must contain documentation that the child has a disability defined in the statute other than high-risk status.
- I will file an application for initial participation in the Family Empowerment Scholarship program by the date established by the eligible nonprofit scholarship-funding organization.
- I will not take possession of any funding provided by the state for the Florida Family Empowerment Scholarship program. This does not include reimbursements for expenditures approved by the Family Empowerment Scholarship program.
- I understand that I am responsible for procuring the services necessary to educate the student and that if I do not, and the FES-UA scholar's account is inactive for 2 consecutive fiscal year, the student is ineligible for additional scholarship payments until the validated expenditures have occurred.
- I understand that a student's scholarship account must be closed and any remaining funds, including, but not limited to, contributions made to the Stanley G. Tate Florida Prepaid College Program or earnings from or contributions made to the Florida College Savings Program using program funds pursuant to subparagraph (4)(b)6., shall revert to the state after:
  - o Denial or revocation of program eligibility by the commissioner for fraud or abuse, including, but not limited to, the student or student's parent accepting any payment, refund, or rebate, in any manner, from a provider of any services received pursuant to subsection (4);
  - o Any period of 3 consecutive years after high school completion or graduation during which the student has not been enrolled in an eligible postsecondary educational institution or a program offered by the institution; or
  - o Two consecutive fiscal years in which an account has been inactive.
- I understand that accepting the Family Empowerment Scholarship for Students with Unique Abilities releases the district school board from its obligation to provide the student with a free appropriate public education.
- I understand that for the purposes of FS 1003.57 and the Individuals with Disabilities in Education Act, a student participating in the Family Empowerment Scholarship has only those rights that apply to all other unilaterally parentally placed students, except that, when requested by the parent, school district personnel must develop and IEP or matrix level of services.

A parent/guardian who fails to comply with any of the above responsibilities forfeits the Family Empowerment Scholarship program.

I understand that both I and the student must be residents of the State of Florida in order to remain eligible for the Family Empowerment Scholarship for Students with Unique Abilities. 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. Any student participating in the Family Empowerment Scholarship found to not be a Florida resident will be in violation of Florida Statute 1002.394.

Additionally, I understand that a student cannot be enrolled in public school or be participating in the Florida Tax Credit (FTC) Scholarship program, the Family Empowerment Scholarship for Educational Options program, or the Hope Scholarship program while participating in the Family Empowerment Scholarship for Students with Unique Abilities program. Please note that should your child attend public school during this school year, you will forfeit the Family Empowerment Scholarship for this year.

☐ I have read and agree to the compliance statement

☒ I have read and agree to the compliance statement

---

**Please Sign Here**  
Signature Of \*

Full Name



**KEEP** **CLEAR**

**SAVE AS DRAFT** **SUBMIT**

Please type your name in the box and sign your name in the signature box. Please click “Keep” if you are satisfied with your signature. If you want to change your signature you can click “Clear” and sign again.

☒ I have read and agree to the compliance statement

**Please Sign Here**

Signature Of \*

Full Name

A stylized handwritten signature in black ink, consisting of a single continuous stroke that forms a loop and then extends to the right.

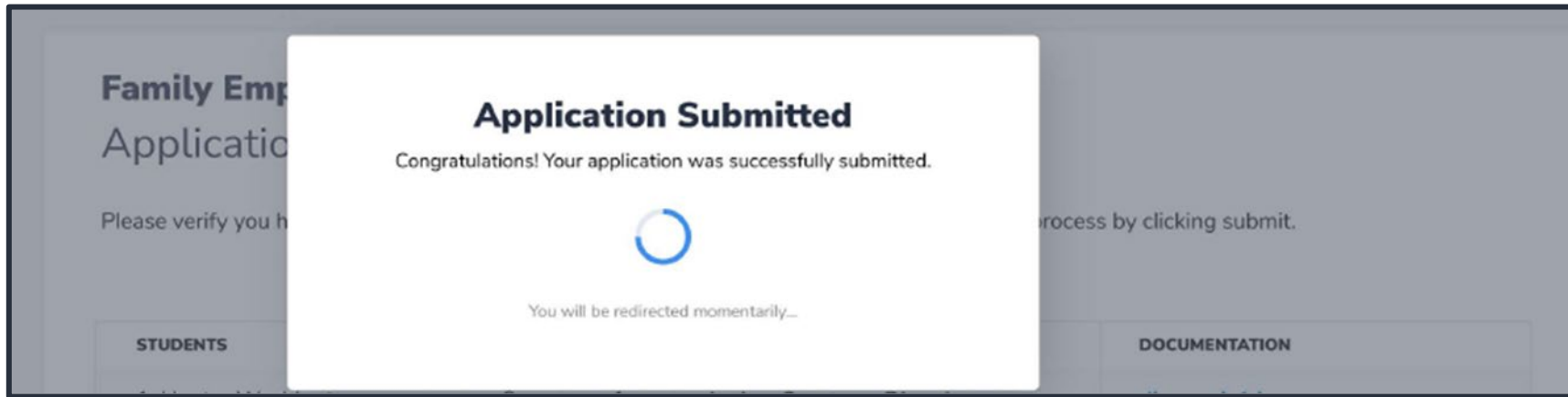
KEEP

CLEAR

SAVE AS DRAFT

SUBMIT

After approving your signature, please  
click “Submit.”



**By clicking Submit Your Application, your application will be sent for processing. You will get a confirmation notice on your screen.**

Once you have submitted your application, you will return to your dashboard. On the dashboard you can see the status of your application(s). If you want to see details, click the status (blue hyperlink).

The screenshot shows a user dashboard titled "My Applications". At the top right, there are icons for a shopping cart, a notification bell with a red "2", and a user profile. The dashboard is divided into three sections, each with a title and a "VIEW ALL" link.

**NEW WORLDS READING SCHOLARSHIP** [VIEW ALL](#)

School Year	Student Name	Application Status
2022 - 2023		<span>●</span> <a href="#">On Hold</a>
2022 - 2023		<span>●</span> <a href="#">Awarded</a>
2022 - 2023		<span>●</span> <a href="#">Awarded</a>

**FTC/FES-EO** [VIEW ALL](#)

School Year	Application ID	Application Status
2022 - 2023		<span>●</span> <a href="#">In Review</a>
2021 - 2022		<span>●</span> <a href="#">Awarded</a>

**FES-UA** [VIEW ALL](#)

School Year	Application ID	Application Status
2022 - 2023		<span>●</span> <a href="#">In Review</a>
2021 - 2022		<span>●</span> <a href="#">Denied</a>



Scholarship Portal

MY APPLICATIONS > VIEW ALL

New Worlds ReadingFTC/FES-EOFES-UA


FTC/FES-EO Applications

SEARCH

APPLICATION ID	TYPE	STATUS	SCHOOL YEAR	SUBMIT DATE
	Renewal	On Hold	2022 - 2023	11 / 20 / 2021
STUDENT NAME		STUDENT ID	STATUS	
			Approved	
			On Hold	
	Renewal	Awarded	2022 - 2023	11 / 20 / 2021
	Renewal	Awarded	2022 - 2023	11 / 20 / 2021
	New	In Review	2022 - 2023	11 / 20 / 2021
	New	Awarded	2021 - 2022	11 / 20 / 2021
	New	Denied	2020 - 2021	11 / 20 / 2021

The hyperlink will open your application page with more details and will show application(s) status and student(s) status. You can click on any of these to see the application details.

**After a student is awarded and the eligible participating school has been contacted by you to start the enrollment process, you can expect to receive an email notification as well as an update to your dashboard.**





## ENROLLMENT NOTIFICATION

Dear [REDACTED]

You have received a request to approve a School Enrollment Form from School [REDACTED] for the student named below.

**Student's Name:** [REDACTED]

**Academic Year: 2022 - 2023**

A School Enrollment Form links your student to the selected private school for billing purposes. When you accept a School Enrollment Form, you are approving the use funds from your student's [REDACTED] Scholarship Account to pay the school directly for the amount of the tuition and fees or the available balance in your student's account, whichever is less. Payments to the school will be divided by the number of deposits made into the students' account. For example, if the student's tuition is \$1,000, and the scholarship is \$400 with two yearly deposits, you are approving two payments of \$200 for the selected school.

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

You can view and approve enrollment requests from the Dashboard.

The screenshot displays the Scholarship Portal interface. On the left is a sidebar with navigation links: Dashboard, My Students, Recent Transactions, and Help. The main content area features a dark header with the EMA logo and the text 'Scholarship Portal'. Below this, the 'Enrollment Requests' section contains a table with columns for School Year, Student Name, School Name, Request Date, School Start Date, Annual Tuition, and buttons for Accept and Decline. Three requests are listed, all for the 2022-2023 school year, with 'Accept' buttons checked. Below this is the 'My Applications' section, which includes a 'View All' link and a table with columns for Program, Submitted, Student, and Status. The status for all three applications is 'Awarded'. At the bottom, there is a section for 'Available Scholarships'.

**Enrollment Requests**

SCHOOL YEAR	STUDENT NAME	SCHOOL NAME	REQUEST DATE	SCHOOL START DATE	ANNUAL TUITION	ACCEPT	DECLINE
2022-2023			06/23/2022	08/15/2023	\$7,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2022-2023			06/24/2022	08/15/2023	\$7,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2022-2023			06/26/2022	01/15/2022	\$10,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**My Applications** [View All](#)

PROGRAM	SUBMITTED	STUDENT	STATUS
	06/19/2022		<a href="#">Awarded</a>
	06/19/2022		<a href="#">Awarded</a>
	06/19/2022		<a href="#">Awarded</a>

Available Scholarships



## Are you sure you want to enroll?

School Year	STUDENT NAME	SCHOOL NAME	REQUEST DATE	TOTAL AMOUNT
2022-2023	[REDACTED]	[REDACTED]	01/06/2023	\$4,150.00

**IMPORTANT:** By accepting the School Enrollment Form, you are approving payment for the tuition and fees for your students at the selected private school OR your student's award amount, whichever is less. Payments will be divided by the number of deposits made into the students' account. For example, if the student's tuition is \$1,000, and the scholarship is \$400 with two yearly deposits, you are approving two payments of \$200 for the selected school.

**PLEASE NOTE:** Your total amount reflects an adjustment of **\$1,000.00** applied by the school due to your students enrollment being after the start of the school year or due to an agreed adjustment amount previously discussed with the school.

YES

NO


When you accept the School Enrollment Form for your student, you also approve payment for the tuition and fees associated with the private school you have selected.



# Contact Page



## Step Up For Students

 877.735.7837

 [stepupforstudents.org](https://stepupforstudents.org)

