

Step Up For Students Scholarship Application Checklist



Required for all renewals applications (FTC/FES-EO and FES-UA)

- ☐ **Proof of Florida residency (and spouse/partner, if applicable)**
 - Valid Driver's License **or**
 - Recent Utility Bill (within the last two months)
- ☐ **Social Security Number:** You will also be asked to enter a social security number for yourself and your student.
Note: FES applications require student social security numbers.
- ☐ **Birth certificate for a student entering K and 1st grade:** To upload this document, please use the "Documentation Type" upload field within the "Additional Information" portion of the "Student Information" section of the application.

Required for new FTC/FES-EO/Transportation applications

- ☐ **Proof of Florida residency for primary (and spouse/partner, if applicable)**
 - Preferred proof of residency
 - Valid Driver's License **or**
 - Recent Utility Bill (within the last two months)
 - Other proof of residency options
 - Health insurance, Medicaid, income documentation, court custody documents (with current Florida address listed), or residential lease listing household members
- ☐ **Social Security Number:** You will also be asked to enter a social security number for yourself and your student.
Note: FES applications require student social security numbers. If you or your student do not have a social security number, leave this question blank. You will only be considered for FTC.
- ☐ **Birth certificate for a student entering K and 1st grade:** To upload this document, please use the "Documentation Type" upload field within the "Additional Information" portion of the "Student Information" section of the application.
- ☐ **Proof of income for all members of the household over the age of 18**
 - Pay stubs from the 30 consecutive days closest to when you submit your application
 - Any other sources of income such as unemployment benefits, social security benefits, or child support benefits
 - **Non-priority status (above 400% of federal poverty level by household size):** If you are above 400% income and do not want to include income documents, complete and upload the [#1070NP - Non Income Priority form](#) when asked to provide your income documents in EMA.
Note: You must enter your accurate household income but need not provide any income verification documents. If you chose to complete and upload the [#1070NP - Non Income Priority form](#), you agree to be in the non-priority status. Step Up For Students is obligated to award scholarships to students from income-priority households first. Open the form to view the income chart.

If you would like to **apply as a [Personalized Education Program \(PEP\)](#) student . . .**

Please apply first as a private school student (FTC/FES-EO). After a student is awarded, you will receive further information to request a scholarship category change to PEP.

Required for new FES-UA applications

- ☐ **Proof of Florida residency**
 - Valid Driver's License **or**
 - Recent Utility Bill (within the last two months)
- ☐ **Birth certificate for a student aged 3 to 6:** To upload this document, please use the "Documentation Type" upload field within the "Additional Information" portion of the "Student Information" section of the application.
- ☐ **Social Security Numbers:** You will also be asked to enter a social security number for yourself and your student.
- ☐ **Diagnosis documentation:** Click here to access a list of accepted [Diagnosis Documentation](#) in Appendix A and C of the FES-UA Parent Handbook.

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