



2025-26 NEW STUDENT APPLICATION CHECKLIST

Documents required for all renewal applications (FTC, FES-EO, PEP, and FES-UA)

Proof of Florida residency (for primary or secondary parent or guardian)

All documents must be current (within two months from the submission date, if a recurring bill or statement), valid, and match the primary or secondary parent or guardian's full name and the current physical street address provided on the application.

Proof of Residence can be established with one document from Column A **or** two different documents from Column B.

Column A	Column B
Upload a Copy of <u>One</u> of These Documents	OR Upload Copies of <u>Two</u> of These Documents
Utility Bill (Electric, Gas, Water)	Florida Driver's License or State-Issued ID Card
Mortgage Statement or Residential Lease Agreement	Paystub
Proof of Current Government Benefits (Social Security, Veterans Affairs, Disability, Medicare, Section 8/HUD, TANF, SNAP, DCF Correspondence)	Insurance Policy Statement (Auto, Health, Home, or Renters)
Homestead or Property Tax Statement/Assessment	Mortgage Acceptance Letter
Permanent Change of Station (PCS) Military Orders*	Property Deed
Verification of Homelessness	Residential Internet Bill
Migrant Address Verification Letter	<i>Please note: both documents from Column B must be from the same guardian.</i>

*Active-duty members of the United States Armed Forces who do not have a Florida residential address at the time of application but have received Permanent Change of Station (PCS) orders must provide a copy of their PCS orders in the application documents and list the Florida address of the unit to which they are being assigned or from which they are being relieved.

Proof of child's age

A birth certificate (or non-expired passport) is required for FES-UA students three to six years old and FTC/FES-EO/ PEP rising kindergarten and first-grade students (five to six years old on or before September 1, 2025) during the school year for which you are applying.

Social Security Number

A social security number will need to be entered for you and your student.

Note: FES applications require student social security numbers. If you or your student do not have a social security number, leave this question blank. Your student will only be considered for FTC.

Additional documents required only for new FES-UA applications

Diagnosis documentation

[Click here](#) to access the list of accepted diagnosis documentation in the FES-UA Parent Handbook, Appendix A.

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

Additional documents required only for new FTC, FES-EO and PEP applications (if applicable)

Proof of income (only when applying for Income Priority)

Income documentation must be submitted for all members of the household 18 years and up

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

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



2025-26 RENEWAL STUDENT APPLICATION CHECKLIST

Documents required for all renewal applications (FTC, FES-EO, PEP, and FES-UA)

Returning students who received scholarship funds during the 2024-25 school year are considered renewal students.

Proof of Florida residency (for primary or secondary parent or guardian)

All documents must be current (within two months from the submission date, if a recurring bill or statement), valid, and match the primary or secondary parent or guardian's full name and the current physical street address provided on the application. Proof of

Residence can be established with one document from Column A or two different documents from Column B.

Column A	Column B
Upload a Copy of <u>One</u> of These Documents	OR Upload Copies of <u>Two</u> of These Documents
Utility Bill (Electric, Gas, Water)	Florida Driver's License or State-Issued ID Card
Mortgage Statement or Residential Lease Agreement	Paystub
Proof of Current Government Benefits (Social Security, Veterans Affairs, Disability, Medicare, Section 8/HUD, TANF, SNAP, DCF Correspondence)	Insurance Policy Statement (Auto, Health, Home, or Renters)
Homestead or Property Tax Statement/Assessment	Mortgage Acceptance Letter
Permanent Change of Station (PCS) Military Orders*	Property Deed
Verification of Homelessness	Residential Internet Bill
Migrant Address Verification Letter	<i>Please Note: Both Documents from Column B Must Be From the Same Guardian.</i>

*Active-duty members of the United States Armed Forces who do not have a Florida residential address at the time of application but have received Permanent Change of Station (PCS) orders must provide a copy of their PCS orders in the application documents and list the Florida address of the unit to which they are being assigned or from which they are being relieved.

Social Security Number

A social security number will need to be entered for you and your student.

Note: FES applications require student social security numbers. If you or your student do not have a social security number, leave this question blank. Your student will only be considered for FTC.

Additional documents required only for renewal FES-UA applications (if applicable)

Diagnosis documentation (if applicable)

If your student previously qualified for the FES-UA scholarship under one of the following categories, you must submit documentation to demonstrate the student qualifies under an eligible diagnosis for the 2025-26 school year:

- Students who qualified as "high-risk" and who are turning 6 on or before September 1, 2025
- Students who qualified based on being hospitalized or homebound