



## How to Apply to the Arizona Empowerment Scholarship

1. Go to the following website: <https://www.azed.gov/esa>
2. Click "Apply Now"



## Welcome to the Empowerment Scholarship Account (ESA) Program

### IMPORTANT UPDATES REGARDING H.B. 2853

On September 23, 2022, the Secretary of State's Office notified the Department that the Universal expansion portion of H.B. 2853 did not take effect on September 24<sup>th</sup> because of the referendum process under the Arizona Constitution. For more information on this process, please see the [Initiative and Referendum Guide](#) or visit the Secretary of State's website at [Arizona Secretary of State \(azsos.gov\)](http://Arizona Secretary of State (azsos.gov)). Please note the Secretary of State's Office has indicated that this process can take up to **35 business days** per state statute.

At this time, **all completed applications received under the "Universal" category will remain on hold until we receive official notice from the Secretary of State's Office.**

Because of the current uncertainty around if and when Universal ESA will take effect, ADE has developed the following plan. This plan will give our information system set variables to work with, which is necessary for processing, and will allow applicants to receive retroactive Quarter 1 funding if and when Universal ESA takes effect. **To ensure you are eligible to receive Quarter 1 funding if and when Universal ESA takes effect, you must do all three of the following:**

1. **Apply by 9/30** (the last day of Quarter 1). Click here to apply: <https://esa.azed.gov/Account>
2. If applicable, **resolve any application deficiencies within 30 days** of the initial incomplete notice by ADE
3. **Sign your contract within 30 days** of receiving the link from ADE

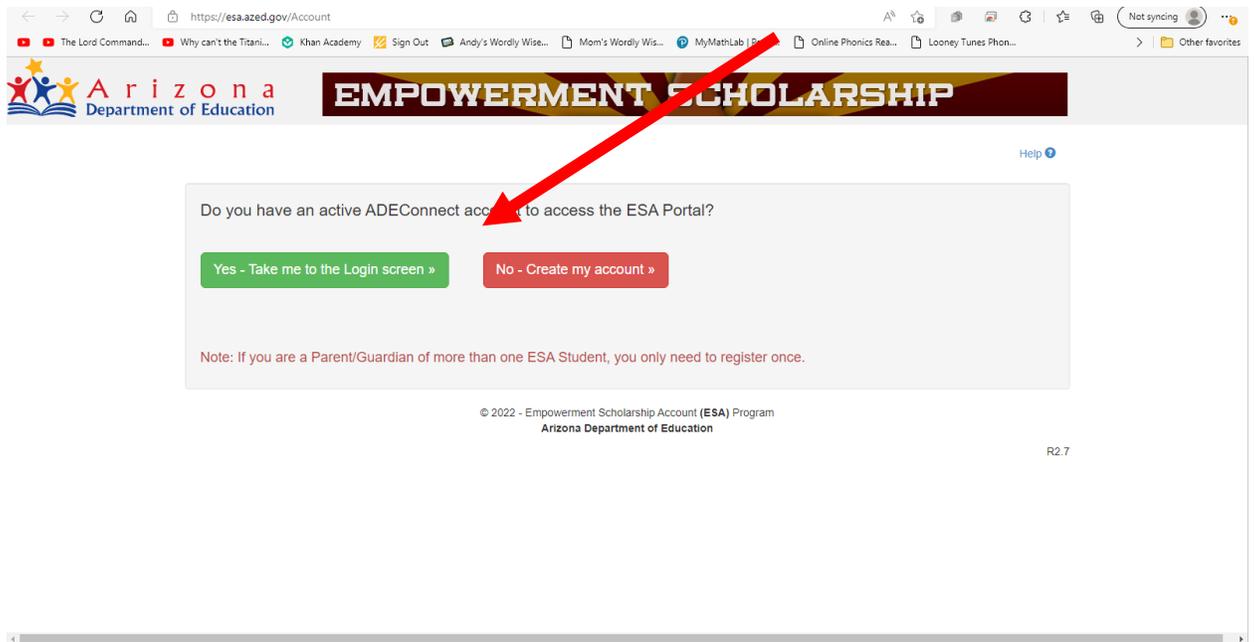
For those applicants who meet the above criteria, Quarter 1 funding will be applied retroactively if and when Universal ESA takes effect. **Please note that retroactive Quarter 1 funding may take several months to complete because of the large number of applications** and the unknown date of potential effectiveness. In addition to working on retroactive Quarter 1 funding, ADE will also be working on timely Quarter 2 funding for all ESA students. **We appreciate your patience as we work through the process of potential retroactive funding.** This plan applies **only to those who are applying under the Universal ESA category** and the parameters are **solely for the provision of Quarter 1 funding**. Applicants that do not meet the three parameters may still participate in the program and receive funding in subsequent quarters once completed information is received and a contract is signed.

Other applicants **must sign their contract within the current quarter to receive funding for that quarter**. Thus, anyone who has applied under another category and is seeking Quarter 1 funding **must sign their contract by 9/30**. This is required because there is no retroactivity clause for any applicants other than Universal ESA applicants. As we receive updates, we will continue to post here. Link to H.B. 2853 is available [HERE](#).

(Date updated: 9/27/22)

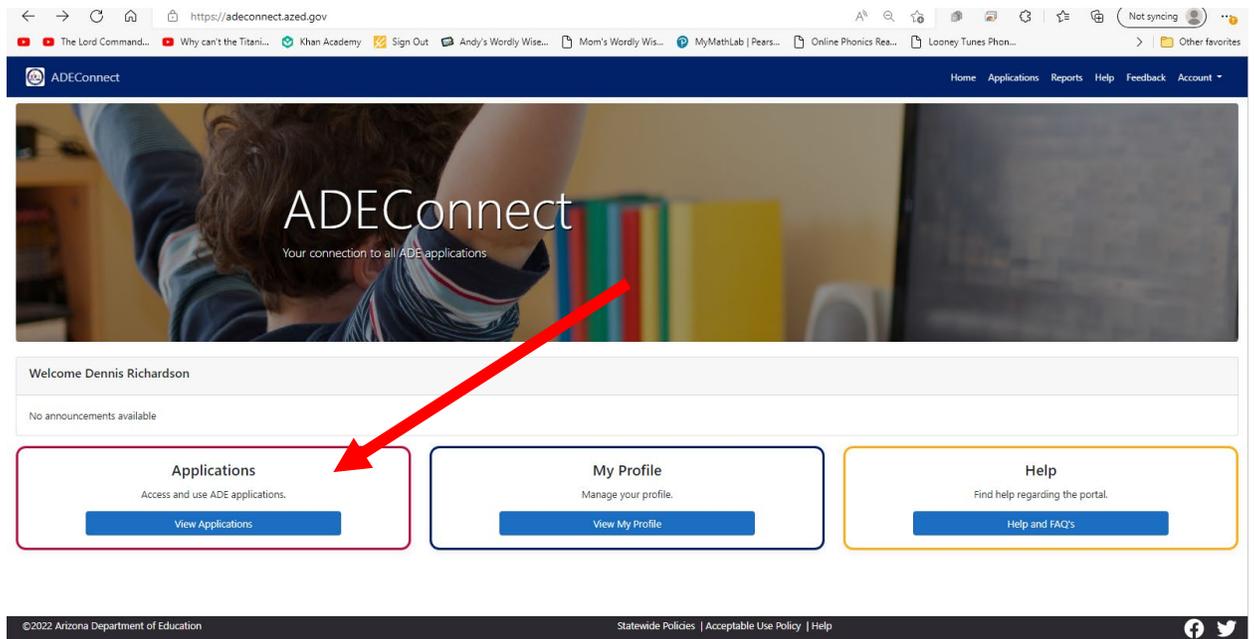
Apply Now

3. Create a login or sign into to your account.



4. Once logged in, agree to the acceptable use agreement.

5. Select Applications



## 6. Select ESA Applicant Portal

The screenshot shows the ADEConnect web application. The main heading is "Applications". Below it, there is a table of "Independent Applications" with the following entries:

Application Name	Star Icon	Link Icon
Certification Portal	☆	🔗
<b>ESA Applicant Portal</b>	☆	🔗
Event Management System (EMS)	☆	🔗

A red circle highlights the "ESA Applicant Portal" link, and a red arrow points to it from the top right. To the right of the table is a "Navigation" search box and a "Independent Applications" section. The footer contains copyright information for the Arizona Department of Education and links to Statewide Policies, Acceptable Use Policy, and Help.

## 7. Select Create New Application

The screenshot shows the ESA Applicant Portal home page. The user is identified as Dennis Richardson. A prominent red box contains the following text:

**PLEASE READ BEFORE APPLYING**

If you are applying under the ESA expansion for a student with special needs, you must select the "Universal" category. **DO NOT** apply under the "K-12 Student with a Disability" category, unless your student meets public school attendance requirements. If you apply under the incorrect category and your student does not meet the public attendance requirements, your application will be corrected to ensure eligibility under the new law.

As a reminder, applications under the universal category will be temporarily placed on hold until **September 24th**, as that is the anticipated effective date of the legislation that expands the program. If and when the legislation takes effect, the Department will begin approving applications and sending contracts.

**NOTE: If you are a current ESA participant, DO NOT REAPPLY. Your student's funding will not change.**

Below the red box is a green button labeled "Create New Application". A red arrow points to this button from the top left. The footer contains copyright information for the Empowerment Scholarship Account (ESA) Program, Arizona Department of Education.

8. Select your Arizona Residency and press Continue

https://esaonline.azed.gov/OnlineApplication/AssessmentGoBack

Arizona Department of Education

# EMPOWERMENT SCHOLARSHIP

## Empowerment Scholarship Account (ESA) Application

Submit a HelpDesk Request

Note: If your student is currently on the ESA program (has an active current year contract), it is not necessary to reapply. You will be sent a Renewal Contract at the appropriate time by the ESA Team. [Cancel](#)

Do you AND the student reside in Arizona?

Yes

No

[Cancel](#) [Continue](#)

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9. Select Universal for the type of eligibility and press continue

https://esaonline.azed.gov/OnlineApplication/AssessmentContinue

Arizona Department of Education

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Note: If your student is currently on the ESA program (has an active current year contract), it is not necessary to reapply. You will be sent a Renewal Contract at the appropriate time by the ESA Team. [Cancel](#)

Do you AND the student reside in Arizona?

Yes

Which of the following would you like to designate as your primary eligibility?

Universal: All students in grades kindergarten through 12th grade (with or without a disability, no other criteria required)

[Back](#) [Cancel](#) [Continue](#)

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10. Select if your child has an IEP or 504 Plan and press continue

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**EMPOWERMENT SCHOLARSHIP**

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**Note:** If your student is currently on the ESA program (has an active current year contract), it is not necessary to reapply. You will be sent a Renewal Contract at the appropriate time by the ESA Team. [Cancel](#)

Do you AND the student reside in Arizona?  
 Yes

Which of the following would you like to designate as your primary eligibility?  
 Universal: All students in grades kindergarten through 12th grade (with or without a disability, no other eligibility required)

Does your child have current evaluation/IEP from Arizona public education?  
 Yes  
 No

[Back](#) [Cancel](#) [Continue](#)

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11. Obtain and upload the required documents and press continue. At minimum you will need a Birth Certificate and Proof of Residency, you may also need to provide a copy of your child's IEP or 504 Plan, if applicable.

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**EMPOWERMENT SCHOLARSHIP**

### Empowerment Scholarship Account (ESA) Application

[Submit a HelpDesk Request](#)

You have indicated that the following eligibilities apply to your student:

Before continuing with your application please make sure you have the following document(s) to upload:

**Student's Birth Certificate**

Provide proof of Arizona residency (name must match applicant name). Submit ONE of the following:

1. Real estate deed or mortgage documents
2. Property tax bill
3. Residential lease or rental agreement
4. Water, electric, gas, cable, or phone bill
5. W-2 statement

Provide ONE of the Following:

1. IEP or MET Report from an Arizona public or charter school that is current at the time of application. Only 2 parts are required: a) Student Information Page, and b) Eligibility page (this is the page that shows the student's category for special education).
2. 504 plan from an Arizona charter or public school

Please confirm if you are ready to continue with your application

[Back](#) [Cancel](#) [Confirm](#) [Print Copy](#)

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This section will only appear if you selected Yes on the previous screen.

## 12. Complete the application and press submit

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### EMPOWERMENT SCHOLARSHIP

#### Empowerment Scholarship Account (ESA) Application

[Submit a HelpDesk Request](#)

\* Indicates field is required

**Student Information**

First Name*	Last Name*
Middle Name	Gender*
Date Of Birth*	Grade Level*

PLEASE VERIFY YOU HAVE READ AND UNDERSTOOD THE FOLLOWING:

- I certify the information provided in this application, including any supporting documentation is truthful and accurate.
- I understand that if my child is awarded an ESA, I am required to withdraw him or her from public/charter school prior to signing the contract.
- I understand that if my child is awarded an ESA, I may not receive a School Tuition Organization (STO) tax credit based scholarship for the same time period.
- I certify that I am the responsible party, and hold the necessary authority to make all educational decisions for the applicant student.

Sign and Date Below:

Signature*	SignatureDate*
Dennis Richardson	9/29/2022

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