



New Student Application Checklist

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

Proof of Florida residency (for primary parent/guardian only)

All documents must be current (within 2 months from the submission date, if a recurring bill/statement), valid, and match the primary parent's/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 (upload <u>one</u> document)	Column B (upload <u>two different</u> documents)
Utility bill (electric, gas, water)	Florida driver's license or state-issued ID*
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	Automobile insurance statement*
Homestead or Property tax statement/assessment	Health insurance statement*
Permanent change of station (PCS) military orders	Homeowners or renters insurance policy*
Homeless Verification or Certificate	Mortgage acceptance letter*
Migrant Address Verification Letter	*A secondary document is necessary.
Property deed	

New for the 2024-25 school year: Proof of residency is no longer required for secondary guardians.

Proof of child's age

A birth certificate (or non-expired passport) is required for FES-UA students 3-6 years old and FTC/FES-EO/PEP rising Kindergarten and first-grade students (5-6 years old on or before September 1, 2024) during the school year you are applying for.

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 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.

Additional documents required only for new FTC, FES-EO & 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: You must enter your accurate household income with verification documents to be considered for income priority. 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.