



# 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.