



2025-26 NEW STUDENT APPLICATION CHECKLIST

Completing an application for a Private School (FTC/FES-EO), Unique Abilities (FES-UA), or PEP Scholarship requires certain documents for review and this guide is here to help you gather everything you need.

Proof of Florida Residency

Proof of Residency requires one document from Column A or two different documents from Column B. All documents must be current (dated within two months for recurring bills or statements), valid, and match the parent's or guardian's (primary or secondary) full name and the physical address on the application.

Column A Upload a copy of one of these documents	Column B Upload a copy of two 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	<i>Please note: Both documents from Column B need to be from the same guardian and must be from different categories.</i>
Migrant Address Verification Letter	

*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:

- Unique Abilities Scholarship (FES-UA) students three to six years old
- Private School or PEP Scholarship (FTC/FES-EO/ PEP) students who are rising kindergarten and first-grade students (five to six years old on or before September 1, 2025)

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.

Unique Abilities Scholarship Application

Diagnosis documentation is needed for all new applications. [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.

Private School and PEP Scholarship Applications (FTC/FES-EO and PEP)

Proof of income is only necessary for families seeking 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.