

Applying for ESA

[Eligibility Requirements & Application | Arizona Department of Education \(azed.gov\)](https://www.azed.gov/eligibility-requirements)

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ARIZONA DEPARTMENT OF EDUCATION

SY 2022-2023 Students & Families Educators Administrators Programs & Supports About ADE ADEConnect

Home / Empowerment Scholarship Account Program / Eligibility Requirements & Application

Eligibility Requirements & Application

ESA applications are currently being accepted for this current school year and for next year (2023-2024). Once your application is received, it will be processed within 30 days. If you have any questions about the application process, give our ESA service center a phone call at 602-364-1969. We are here to help!

[Click Here to Apply for an ESA](#)

Applicant = The legal parent or guardian
Student = The student receiving the ESA award

Eligibility Requirements for K-12 Universal Students

1. Student's Birth Certificate

- Application Status
- ClassWallet Information
- Eligibility Requirements & Application
- ESA Applicant Portal Access
- ESA Quarterly Reports for State Board of Education (SBE)
- ESA Allowable Expenses
- ESA FAQ
- ESA Applicant Forms

What you will need:

Eligibility Requirements for K-12 Universal Students

1. Student's Birth Certificate

- The applicant (the person applying) must be listed on the birth certificate (or other legal documentation).
 - If the applicant's legal name at the time of application does not match what is on the birth certificate, documentation of legal name change must be included with the birth certificate.
- As a reminder, students must be 5 years of age by January 1st of the 2022-2023 school year to be eligible for the program. However, preschool students with a disability are eligible, see additional information under "Preschool Student with a Disability".

2. Proof of Residency Document in the Applicant's Name (parent/guardian applying)

You only need to provide **ONE** of the following documents listing your physical address, **we are unable to accept PO Boxes**. This is not an exhaustive list.

- Valid Arizona driver's license, Arizona identification card
- Valid Arizona motor vehicle registration
- Valid Arizona Address Confidentiality Program authorization card
- Property Deed / Warranty Deed
- Mortgage documents
- HOA documents
- Property tax bill
- Rental agreement or lease (including Section 8 agreement or off-base military housing)
- Utility bill (water, electric, gas, cable, phone)
- Bank or credit card statement
- W-2 wage statement
- Payroll stub
- Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe located in Arizona
- Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)
- For Reservation addresses: Physical address verification letter from a fire department, police department, tribal agency, or Chapter House
- Temporary on-base billeting facility (for military families)
- A notarized [Affidavit of Shared Residence](#) if you don't have a proof of residence in your name.

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- The Student has a current **MET/Evaluation Report** or Individualized Education Program (**IEP**) or **504 Plan** from an Arizona public school.
 - The Applicant (the person applying) must be the legal parent or guardian.
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1. After Clicking "Click Here to Apply for an ESA."

Do you have an active ADEConnect account to access the ESA Portal?

Yes - Take me to the Login screen »

No - Create my account »

Note: If you are a Parent/Guardian of more than one ESA Student, you only need to register once.

ESA Applicant Portal ADEConnect Account Registration

Parent/Guardian Prefix	Select prefix...
Parent/Guardian First Name*	Enter First Name
Parent/Guardian Middle Name	Enter Middle Name
Parent/Guardian Last Name*	Enter Last Name
Parent/Guardian Suffix	Select suffix...
Phone Number	
Email*	Enter a valid email
Confirm Email*	Enter Confirm Email Address

[Register](#) [Cancel](#)

After this step it will send you a verification email. This can take around 15 minutes sometimes.



Sign in with your organizational account

someone@example.com

Password

[Sign in](#)

[Forgot Password?](#)

Your organizational account used for sign in is your email address.

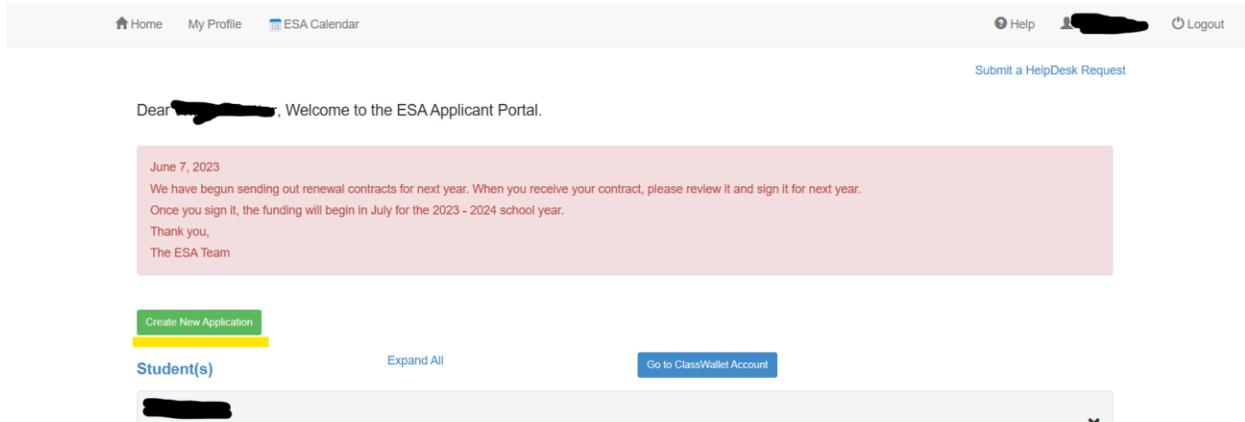
If you have forgotten your ADEConnect password, you can reset it using the [Forgot Password?](#) link.

If you are a Student Information System (SIS) user, please use that system for access to all of your ADE applications! SIS users should only maintain their password in the SIS.

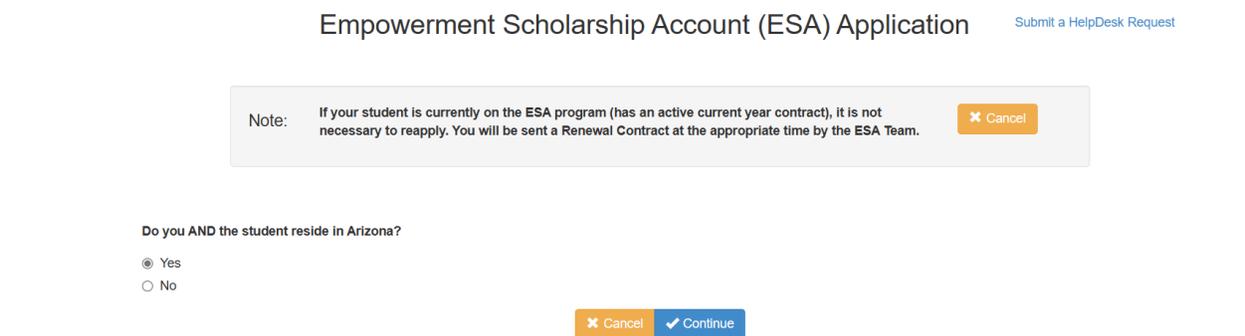
Reset of ADEConnect password does not update your SIS or Common Logon passwords.

If you cannot create an ADEConnect Account or if you do not want to create an ADEConnect Account, [Click](#)

2. Next login to your account, it will look like this:



3. When you get to this page you will click "Create New Application".



After clicking "Continue" this will come up:



Be sure to choose the 2023-2024 school year.

4. This will be the next step:

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

The UNIVERSAL eligibility categories do not require any previous public school attendance. The other categories listed in law still require 45 days in a public school prior to being eligible.

Therefore, we recommend all incoming applications apply under the UNIVERSAL category as listed below, since the funding amounts are the same.

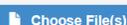
- PRESCHOOLERS WITH DISABILITIES
- UNIVERSAL WITH DISABILITIES
 - Covers all K-12 students residing in the state of AZ Includes previously covered categories:
 - Military with Disabilities
 - Disabilities
- UNIVERSAL
 - Covers all K-12 students residing in the state of AZ Includes previously covered categories:
 - Military
 - Adoption/Foster Care-Adopted
 - Adoption/Foster Care-Planned Adoption
 - Sibling
 - Previously in ESA Program
 - Attending D/F School
 - Legally Blind/Deaf/Hard of Hearing Parent
 - Residing on a Native American reservation

Choose the category that fits your student. If the student has an IEP or medical diagnosis, click “Universal with Disabilities.”

5. This will be the next page:

Please refer to the list below for the required documents needed to upload.

Student's Birth Certificate and/or Guardianship Documents



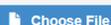
Provide proof of Arizona residency (name must match applicant name). Examples below, please see [Eligibility Requirements](#) for additional proof of residency options.

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. Full copy of current IEP / MET Report / 504 Plan from an Arizona public district or public charter school.
2. Full copy of Independent Educational Evaluation from a Qualified Examiner (licensed physician, psychologist, or psychiatrist). Please include a copy of the Qualified Examiner's license (or copy from the board of examiner's website showing the Qualified Examiner's license number and expiration date) that was current at the time the evaluation was completed.



Upload the documents by clicking “Choose File” under each section.

Helpful tip: Be sure that the proof of residency document is recent, and it must have a physical address, not a P.O. Box. (Driver's Licenses or ID Cards with physical addresses almost always get accepted so if you have one that might be the best option)

If not using a medical diagnosis skip to Step 7.

6. If using a medical diagnosis this website can look up their medical license:

[Verification Search \(azmd.gov\)](http://azmd.gov)

Licensee Search

Search for a Medical Doctor (MD) or Physician Assistant (PA):

Name Search

Medical Doctor Physician Assistant

Last Name:

First Name:

If you do not know the correct spelling of the licensee's name, please enter the first three characters in the Last Name or First Name Search fields to reveal possible matches.

- or -

License Number Search

Medical Doctor Physician Assistant

License Number:

Your doctor should show up in the search results:

Search Results

Link	Name
Show Profile	Meier-Bennett, Vera Ann Specialty Pediatrics

Please click [Show Profile](#).

Click "Show Profile" It should look like this:



Arizona Medical Board

[Printer Friendly Version](#)

General Information

Vera Ann Meier-Bennett MD Vera Meier-bennett Md 316 W. White Mountain Blvd Suite A Lakeside AZ 85929 Phone: (928) 358-4620	License Number: 44624 License Status: Active Licensed Date: 04/07/2011 License Renewed: 08/13/2021 Due to Renew By: 07/24/2023 If not Renewed, License Expires: 11/24/2023
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Education and Training

Medical School:	UMDNJ-ROBT W JOHNSON MED SCH NEW BRUNSWICK, NJ
Graduation Date:	05/22/1991
Residency:	07/01/1991 - 06/30/1994 (Pediatrics) UMDNJ-ROBERT WOOD JOHNSON UNIVERSITY HOSPITAL ACGME Approved NEW BRUNSWICK, NJ
Area of Interest	Pediatrics

The Board does not verify current specialties. For more information please see the American Board of Medical Specialties website at <http://www.abms.org> to determine if the physician has earned a specialty certification from this private agency.

Press "ctrl P" as if you were going to print the page and choose print to PDF. This will let you

save the license as a PDF, you will upload it in the same place as the medical diagnosis.

7. The next page will have you fill in the student information. After that click submit at the bottom of the page.

Student Information	
First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Middle Name	Gender*
<input type="text"/>	Select Gender <input type="button" value="v"/>
Date Of Birth*	Grade Level*
MM/DD/YYYY <input type="text"/>	Select your Grade <input type="button" value="v"/>

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.
- I attest that my student is physically in the state of Arizona, while being educated.

Sign and Date Below:

Signature

SignatureDate

The application has now been submitted; it is a good idea to save the application ID number in case you need to call ESA in the future.

8. The last step is to wait for the approval email from ADE. They will also send a contract that needs to be signed electronically. This can be done either on a computer or cellphone. This could take up to a few weeks.