



2026-27

New Student Application Checklist

Documents Required For All New Applications (FTC, FES-EO, PEP, and FES-UA)

Proof of Florida Residency (For Primary or Secondary Parent or Guardian)

Proof of Residency must be established with **two(2) different document types** (see below for the list of document types) and provided by the primary or secondary guardian. All documents must be current and valid. Recurring bills or statements must be dated within two months of the application submission date. Documents submitted must match the primary or secondary guardian's full name and the current physical street address provided on the application. Both Proof of Residency documents must be from the same guardian.

PROOF OF RESIDENCY ACCEPTED DOCUMENTS

All Applications Must Have Two (2) Different Document Types

Automobile Insurance Statement	Homestead OR Property Tax Statement/Assessment	Permanent Change of Station (PCS) Orders*
Florida Driver's License OR State-Issued ID	Leave And Earnings Statement (LES)*	Proof of Current Government Benefits (Social Security, Veterans Affairs, Disability, Medicare, Section 8/HUD, TANF, SNAP, DCF Correspondence)
Health Insurance Statement	Migrant Address Verification Letter	Property Deed
Homeless Verification OR Certificate	Mortgage Acceptance Letter	Utility Bill (Electric, Gas, Water)
Homeowners OR Renters Insurance Policy	Mortgage Statement OR Residential Lease Agreement	
	Paystub	

* If your student is a dependent child of an active-duty member of the United States Armed Forces and you or the secondary guardian have PCS orders to move **into or out of the State of Florida**, you must provide updated PCS orders and a recent Leave and Earnings Statement as Proof of Residency.

* Military families currently living **in the state of Florida** must provide any two Proof of Residency document types, excluding PCS and LES, and may provide documentation for the primary or secondary guardian.

Proof of Child's Age

A birth certificate (or non-expired passport) is required for FES-UA students three to six years old and FTC/FES-EO/ PEP rising kindergarten and first-grade students (five or six years old on or before September 1, 2026) during the school year for which you are applying.

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 do not have or your student does 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 diagnoses in the Unique Abilities Family 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.

Additional Documents Required Only for New FTC, FES-EO and PEP Applications (if applicable)

Proof of Income (Only When Applying for Income Priority)

Income documentation must be submitted for all members of the household aged 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 a non-priority status. Step Up For Students is obligated to award scholarships to students from income-prioritized households first.