

# A STEP BY STEP GUIDE TO: APPLYING FOR AN ARIZONA EMPOWERMENT SCHOLARSHIP ACCOUNT (ESA)

## APPLY ONLINE

### STEP 1:



Visit the AZ Dept. of Ed., ESA website at: <https://www.azed.gov/esa/>. The ESA application processing time is 30 days. Have the following ready to complete your application:

- [Email Address](#)
- [Child's birth certificate](#) (Or other legal documentation)
- [Proof of AZ residence](#) (ie: Utility bill: water, electric, gas, cable, phone)
- [Proof of ESA eligibility](#) (visit step 1 link above to confirm required documentation)

**Note:** If your application is missing any required documents, it will be considered Incomplete and you will receive an email stating immediate action is required. Applicants have 30 days to provide the requested documents from the date of the email. Once documents are received, they will return to the queue for a second review.

## RECEIVE LETTER OF APPROVAL AND REVIEW YOUR CONTRACT



### STEP 2:

If approved, you will receive an application approval letter with your award amount and date of disbursement from the AZ Department of Education email: [svc-adenotifications@azed.gov](mailto:svc-adenotifications@azed.gov) or to check status you may visit:

<https://esaonline.azed.gov/Status/ApplicationStatus>.

## SIGN AND SEND CONTRACT

### STEP 3:



You will receive your ESA contract via email from AdobeSign, as well as a separate email from the ESA office with your ESA Parent Handbook. Check your junk or spam if you do not see either in your inbox. AdobeSign will email you a link with an electronic contract for you to e-sign. By electronically signing and submitting your contract, you are confirming that your child is not enrolled in a public school.

## READ HANDBOOK & WATCH TUTORIALS

### STEP 4:



#### ESA Parent Handbook Link:

<https://www.azed.gov/esa/parent-handbook/>

#### For Deadline & Disbursement Dates Visit:

<https://www.azed.gov/esa/eligibility-requirements/>

#### ESA Getting Started on ClassWallet Tutorial:

<https://www.youtube.com/watch?v=fYr6kyaQ5V8>

## ACCESS YOUR FUNDS

### STEP 5:



Once contract is signed and submitted the account set-up starts automatically. It typically takes about 3 weeks to set-up AND fund the account. Parents will receive an email from ClassWallet when funds are available for use. Visit <https://www.azed.gov/esa> to learn more about ClassWallet and date of disbursements. Parents can access ClassWallet from the ADE Portal homepage by clicking the blue button that says "Go to ClassWallet Account". To request a debit card email [help@classwallet.com](mailto:help@classwallet.com) or call ClassWallet directly at 1-877-969-5536.



TO GET INVOLVED, VISIT: [AZESA.ORG](https://AZESA.ORG)

# QUICK REFERENCES & ESA RESOURCES

## SCHOOL CHOICE RESOURCES



Once you've received your approval letter and amount awarded, exercise School Choice! Determine which educational method fits your child best whether it be a private school, home school, virtual learning, or micro school. Remember, you can use your ESA Scholarship to pay for private school tuition, homeschool curriculum, tutoring, books, therapies and more! To find a private school or to review approved vendors visit the links below. To learn more you may also text **OPTIONS** to **52886**.

**Private School Review:** [privateschoolreview.com/arizona](http://privateschoolreview.com/arizona)

**Schola:** [bit.ly/Find-School](http://bit.ly/Find-School)

**Niche:** [niche.com](http://niche.com)

**Arizona Families for Homeschool Education:** <https://afhe.org/>

**ESA Approved Vendors:** <https://www.azed.gov/esa/esa-allowable-items>

## THE ESA HOTLINE RESOURCES



**AZ Department of Education ESA Hotline**

(602) 364-1969 or Log In to your portal and Open up a HelpDesk Ticket.

**American Federation for Children:**

Text "HOTLINE" to 52886 or visit [AZESA.org](http://AZESA.org)

## RESOURCES TO STAY ORGANIZED



Create a folder or system to track your quarterly ESA expenses (you may be required to submit reports even if no expenses were made for the quarter).

Try [Evernote.com](http://Evernote.com) - Sign up for FREE!

## RESOURCES TO GET CONNECTED



Join & network with thousands of parents already using ESA's on Facebook!

**American Federation for Children - AZ Chapter:** [Facebook.com/AFCArizona](https://Facebook.com/AFCArizona)

Text "NEWS" to 52886 to receive our newsletters.

**AZ ESA Network Visit:**

[Facebook.com/groups/AZESANetwork/](https://Facebook.com/groups/AZESANetwork/)

**AZ ESA Families Visit:**

[Facebook.com/groups/arizonaesafamilies/?ref=share](https://Facebook.com/groups/arizonaesafamilies/?ref=share)

## SHARE YOUR STORY AND ADVOCATE



Every day, thousands of families benefit from school choice programs across America. Read their stories to understand the life-changing effect of educational options.

**EVERY STORY PUBLISHED EARNS \$50!**

**Voices For Choice:**

<https://www.federationforchildren.org/become-voice-choice/>



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