

# Creating an Application and Uploading Documents



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## Exceptional Student Services Educational Vouchers & Claims

[Vouchers](#) | [High Cost Child Claims](#) | [Compensatory Services Claims](#)

### Vouchers

Please refer to the flowchart and FAQs to determine the Home School District (HSD).

- [Flowchart for Determining the Home School District](#)
- [FAQs Determining the Home School District](#)

Last updated 2/8/21

Contact [vouchersunit@azed.gov](mailto:vouchersunit@azed.gov) for questions



# Select New Application under Manage Application(s)



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- New Application**
- Continuing Application(s)
- Awaiting My Approval - RTC
- Awaiting My Approval - Institutional
- Search RTC Applications by SSID
- All RTC Applications
- All Institutional Applications

## ESS Student Services Educational Vouchers & Claims

[ESS Vouchers](#) | [High Cost Child Claims](#) | [Compensatory Services Claims](#)

### Vouchers

Please refer to the flowchart and FAQs to determine the Home School District (HSD).

- [Flowchart for Determining the Home School District](#)
- [FAQs Determining the Home School District](#)



# Select Home School District Education Voucher Application



## ESS Vouchers and Claims Exceptional Student Services

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### Submit New Application

Select Application:

- Select Application Type -

Extension Of Education Voucher Application

Home School District Education Voucher Application



# Insert SSID Number and Click Search



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## Submit New Application

Select Application: Home School District Education Voucher Application ▾

SSID:



# Click Create HSD Application

## Submit New Application

Select Application: Home School District Education Voucher Application

SSID:

Please select the applicable student entry to submit the HSD application.

SSID	RTC Name	Entry Date	Disability	Exit Date
<input checked="" type="radio"/> [Redacted]	Youth Development Institute	7/1/2020	Non Special Education	



# Follow steps 1, 2, and 3 to Upload Documents

- \* For SPED students (CSE) input the IEP and Evaluation Date.
- \* For Non-SPED students (NSE) input the Evaluation Date.

## EDUCATIONAL PLACEMENT AND FUNDING OPTIONS:

Check if student does not have all the required documents and still requires temporary approval.

IEP Date:  Evaluation Date:

Funding Option :\*

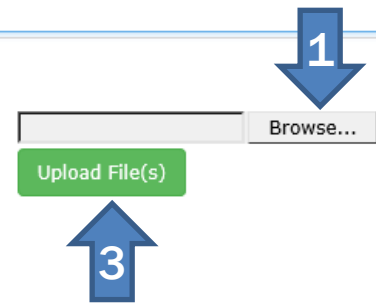
Disability:\*

Comments:

## Upload Document:

Select Document Type(s):\*

Eligibility  IEP  MET  Non-Eligibility  PWN  Other



# Document Types

\* For SPED students (CSE), the minimum documents required under Document Type are **MET, Eligibility, PWN, and IEP.**

\* For Non-SPED students (NSE), the minimum documents required under Document Type are **MET, Non-Eligibility, and PWN.**

**Once the attachments are uploaded, the boxes under "Select Document Type(s)" will become unchecked.**

## Upload Document:

Select Document Type(s):\*

Eligibility  IEP  MET  Non-Eligibility  PWN  Other

Browse...

## Attachments:

	Document Name	Document Type	Uploaded On	
<input type="checkbox"/>	<a href="#">PWN Non-Eligible 7-2-2020.pdf</a>	PWN Non-Eligibility	8/18/2020 1:45:04 PM	<a href="#">Delete</a>
<input type="checkbox"/>	<a href="#">Non-Eligible 7-2-2020.pdf</a>	Non-Eligibility	8/18/2020 1:45:05 PM	<a href="#">Delete</a>
<input type="checkbox"/>	<a href="#">MET 7-2-20.pdf</a>	MET	8/18/2020 1:45:05 PM	<a href="#">Delete</a>



# Follow steps 1, 2, 3, and 4 to Submit Application

