

Creating an HSD Application and Uploading Documents

This process is also used for uploading a new IEP or evaluation for a student that has an approved HSD application.



Home Approved Student(s) ▾ Manage Application(s) ▾ Reports ▾ Help ▾ Fiscal Year: [

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Last updated 5/9/22

Contact essvouchers@azed.gov for questions



Select New Application under Manage Application(s)



Home Approved Student(s) Manage Application(s) Reports Help Fiscal Year: [

New Application

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

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Select Home School District Education Voucher Application

Submit New Application

Select Application:

- Select Application Type -



- Select Application Type -

Extension Of Education Voucher Application

Home School District Education Voucher Application



Insert SSID Number and Click Search

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"/>		5/6/2022	Emotional Disability	



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

Browse...

Upload File(s)



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:

<input type="checkbox"/>	Document Name	Document Type	Uploaded On
<input type="checkbox"/>		PWN	
<input type="checkbox"/>	MET 1-27-22.pdf	Non-Eligibility	1/28/2022 2:43:09 PM
<input type="checkbox"/>		MET	



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

