



Creating an HSD Application and Uploading Documents

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

ESSVouchers@azed.gov

Last updated 7/17/23

Select New Application Under Manage Application(s)



Vouchers and Claims

EXCEPTIONAL STUDENT SERVICES

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

Student Services
Vouchers and Claims

Select Home School District Education Voucher Application

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

Submit New Application

Select Application: Home School District Education Voucher Application ▼

SSID:



Select Create HSD Application

Submit New Application

Select Application: Home School District Education Voucher Application ▾

SSID:

Search

Search for SSID

Get Enrollment History

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

Print

SSID	RTC Name	Entry Date	Disability	Exit Date
<input checked="" type="radio"/>		7/6/2023	Non Special Education	

Create HSD Application



Follow steps 1, 2, and 3 to Upload Documents

For SPED students (CSE) insert the IEP and Evaluation Date.
For Non-SPED students (NSE) insert the Evaluation Date only.

EDUCATIONAL PLACEMENT AND FUNDING OPTIONS:

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

IEP Date:

Evaluation Date:

07/01/2023

Funding Option :*

(NSE) (Non Special Education) Student is not eligible for special education; placed in a residential facility for care, safety, or treatment

Disability:*

Non Special Education

Comments:

Upload Document:

Select Document Type(s):*

Eligibility IEP MET Non-Eligibility PWN Other

Choose Files No file chosen

Upload File(s)



Document Type

- * 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

No file chosen

Attachments:

<input type="checkbox"/>	Document Name	Document Type	Uploaded On
<input type="checkbox"/>	MET 3-2-23.PDF	PWN Non-Eligibility MET	3/3/2023 9:20:08 AM

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

