APPLY ONLINE

STEP 1:
Visit the AZ Dept. of Ed., ESA website at: https://www.azed.gov/esa/eligibility-requirements or watch a tutorial here: https://www.youtube.com/watch?v=Wy_gmxWlXi5k&t=49s. The ESA application processing time is 45 days. Have the following ready to include with your application:
- Computer and Email Address
- Scanner
- 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 link above to confirm required documentation)

Visit the AZ Dept. of Ed., ESA website at: https://www.azed.gov/esa/eligibility-requirements or watch a tutorial here: https://www.youtube.com/watch?v=NybLxMXY8Ck&t=49s.

The ESA application processing time is 45 days. Have the following ready to include with your application:
- Total annual award amount
- Quarterly amount
- Date of fund disbursement

RECEIVE LETTER OF APPROVAL AND REVIEW YOUR CONTRACT

STEP 2:
Once approved, you will receive an Application Approval Letter from svc-adenotifications@azed.gov. Your letter will include:

- Total annual award amount
- Quarterly amount
- Date of fund disbursement

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. Once you electronically sign your contract and return it, you are now stating that your student is not enrolled in a public school.

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

ACTIVATE YOUR FUNDS

STEP 4:
Once your contract has been accepted, the ESA office will issue you a VISA Debit Card or Class Wallet account. Visit https://www.azed.gov/esa/eligibility-requirements to learn dates of fund disbursements.

Log in your ESA Account to check status at: https://esa.azed.gov/Account
Create your Online ID for your Bank of America debit card: https://secure.bankofamerica.com/auth/enroll/enroll-entry/

READ HANDBOOK & USE FUNDS

STEP 5:
- Deadlines & Disbursement Dates: https://www.azed.gov/esa/eligibility-requirements/
- Submit expense report Login: https://esa.azed.gov/Account
- Class Wallet Login: https://app.classwallet.com/login

READ HANDBOOK & USE FUNDS

TO SHARE YOUR SCHOOL CHOICE STORY OR TO GET INVOLVED CONTACT ESLY MONTENEGRO AT (623) 393-7356 EMONTENEGRO@FEDERATIONFORCHILDREN.ORG OR VISIT AZESA.ORG
**QUICK REFERENCES & ESA RESOURCES**

**EXERCISE SCHOOL CHOICE**

**RESOURCE 1:**
Once you've received your approval letter and amount, exercise your School Choice! Determine which educational method fits your child best whether it be a private school, home school, virtual learning, or Prenda 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 school visit the links below or to speak to a Parent Education Advocate contact Esly at (623) 363-3759.

Private School Review: [privateschoolreview.com/arizona](http://privateschoolreview.com/arizona)
Niche: [niche.com](https://niche.com)

**THE ESA HOTLINE**

**RESOURCE 2:**

AZ Department of Education ESA Hotline
(602) 564-1969
American Federation for Children:
Text “HOTLINE” to 52886 or visit AZESA.org

**STAY ORGANIZED**

**RESOURCE 3:**
Create a folder or tracking system to submit your quarterly ESA expense reports (you are required to submit an expense report even if no expenses were made for that quarter).

Try Evernote.com - Sign up for FREE!

**GET CONNECTED**

**RESOURCE 4:**
Join and network with thousands of parents already using ESA's on Facebook!

American Federation for Children - AZ Chapter:
Facebook.com/AFCArizona
Text “NEWS” to 52886 to receive our newsletters.
AZESA Network:
Facebook.com/groups/AZESANetwork/
AZESA Families:
Facebook.com/groups/arizonaesaamilies/?ref=share

**SHARE YOUR STORY**

**RESOURCE 5:**
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 EARN $50!
Voices For Choice:
https://www.federationforchildren.org/become-voice-choice/