



2025-2026 Tuition and Fees & Enrollment Process

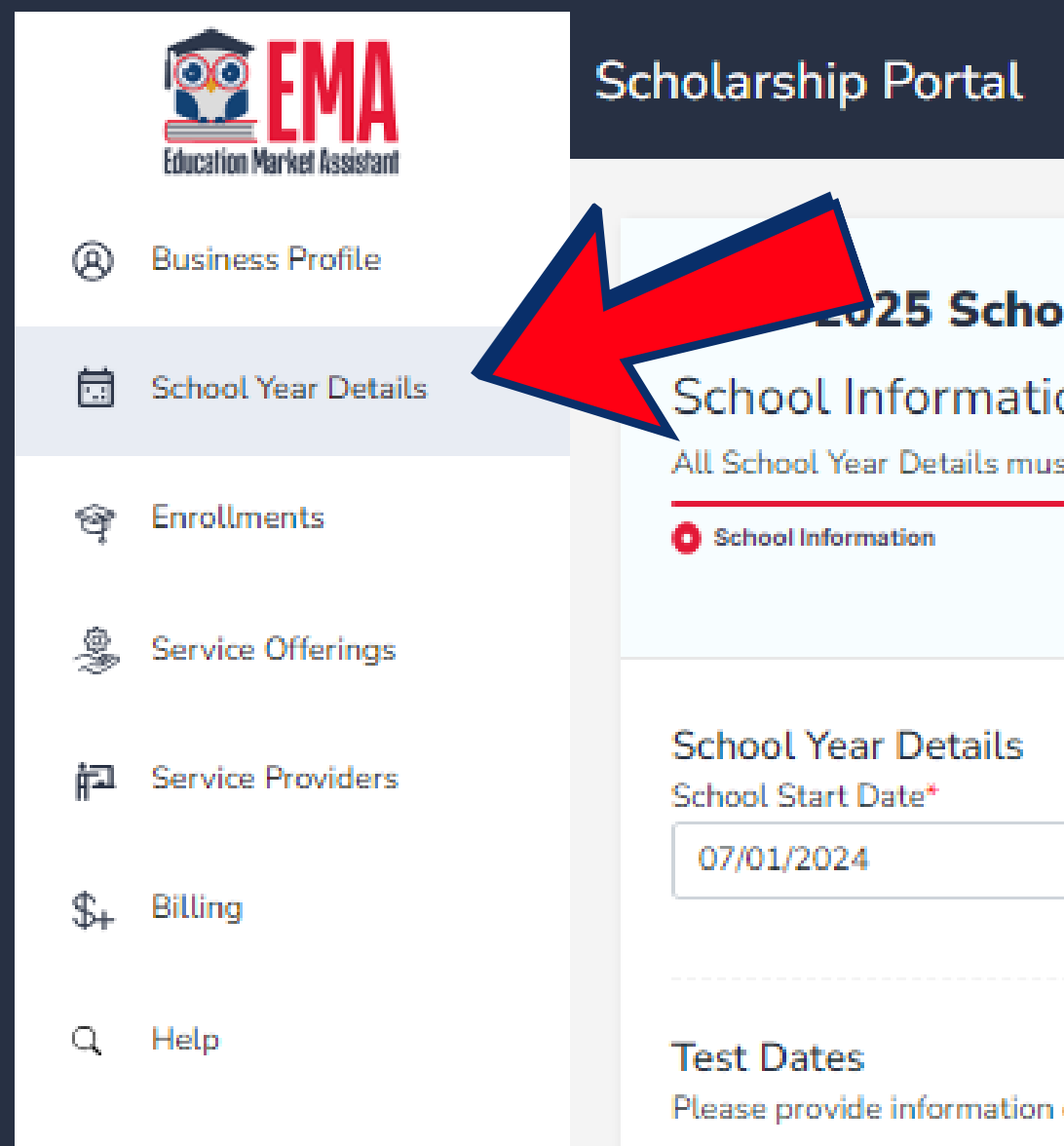




Entering Tuition and Fees



School Process: Tuition and Fees in EMA



As a school, your next step should be to focus on school year details.

In this section, you can input your school's tuition, enroll students, and much more.



School Process: Tuition and Fees in EMA

The School Year Details option allows you to:

2024-2025 School Year Details School Year: 2024-2025

1 School Information

All School Year Details must be completed before students can be enrolled for the 2024-2025 school year.

☒ School Information ☐ Tuition Amounts ☐ Fees ☐ Tuition & Fee Schedules

2 School Year Details

School Start Date* School End Date*

Total Days of School Year* Total Capacity*

3 School Onboarding

By selecting "yes", you are confirming that you have watched and understood the onboarding documents and handbooks provided below. It is imperative that you clearly understand all the information provided within the video and training documents. I confirm I have watched the training videos and have read the provider/school handbook. If you have any questions or concerns, please contact us at enrollment@sufs.org. Access onboarding materials [here](#).

☒ Yes *

Please certify the School Onboarding before selecting “Next”

(1) Review your school's information

(2) Enter the school's start and end date

(3) Certify the school onboarding information

Please refer to this statute: 6A-1.09512 Equivalent Minimum School Term for Compulsory Attendance Purposes



School Process: Tuition and Fees in EMA

Below your start date you will see the following:

Grade Levels Served

☒ Pre-K
☒ 05
☒ 11

☒ Kindergarten
☒ 06
☒ 12

☒ 01
☒ 07

☒ 02
☒ 08

☒ 03
☒ 09

☒ 04
☒ 10

Religious Affiliation

Is this a religious school?*

☐ Yes ☒ No

What is the school's denomination?

Select

Test Dates

Please provide information on test dates for the upcoming school year.*

ADD

NAME OF TEST	START DATE	END DATE		
Comprehensive Testing Program (CTP)	07/01/2024	06/30/2025	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TerraNova, Third Edition (TerraNova 3)	02/10/2025	04/18/2025	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

(1) Grade levels you serve.
(This information is grayed out and pulled from your DOE profile)

(2) Enter the school’s Religious Affiliation

(3) Enter the school’s Test Dates.

(4) Review the list of approved assessment (see next slide)



School Process: Tuition and Fees in EMA

FLDOE Approved Assessments

Test Dates
Please provide information on test dates for the upcoming school year.*

NAME OF TEST	START DATE	END DATE
Select...	mm/dd/yyyy	mm/dd/yyyy

☐

To add an assessment, click the add button, select the assessment name and start/end dates from the dropdown menu, then click the green check box to confirm.

- FLDOE has an approved list of tests from which you can select.
- If your test is not listed, please ensure it is accepted by the FLDOE.
- If you have a waiver, please select the waiver option.

Norm-Referenced Assessment

Below is the list of approved norm-referenced assessments and, if possible, a link to the test publisher's website. To determine test mode, available accommodations, and how to administer one of the tests below, please contact the respective testing company directly.

1. [ACT](#)
2. [Classic Learning Test \(CLT3-8, CLT10, CLT\)](#)
3. [Comprehensive Testing Program \(CTP\)](#) - School-based testing only
4. [Curriculum Associates - i-Ready Assessments](#)
5. [Educational Development Series \(EDSERIES\), Forms J and K](#)
6. [Edmentum Exact Path](#)
7. [Iowa Assessments-Core Battery, Forms E, F, and G](#)
8. [Iowa Tests of Basic Skills \(ITBS\)-Core Battery, Forms A, B, and C](#)
9. [Iowa Tests of Basic Skills \(ITBS\)-Complete Battery, Form C](#)
10. [Iowa Tests of Educational Development® \(ITED®\), Form C](#)
11. [IXL Real-Time Diagnostic](#)
12. [Kaufman Test of Educational Achievement Third Edition, Comprehensive Form \(KTEA-III\)](#)
13. [NWEA Measures of Academic Progress \(MAP\)](#)
14. [Pivot INSPECT Summative Assessment](#)
15. [PreACT Secure](#)
16. [PSAT 8/9](#)
17. [PSAT 10](#)
18. [PSAT/NMSQT](#)
19. [SAT](#)
20. [Secondary School Admission Test \(SSAT\)](#)
21. [Stanford Achievement Test, Tenth Edition \(SAT10\)](#)
22. [Renaissance Star Assessments](#) (Early Literacy, Reading, Math)
23. [TerraNova, Third Edition \(TerraNova 3\)](#)
24. [TerraNova NEXT](#)
25. [Thrive Academics Performance Series \(Developed by Scantron Corp\)](#)
26. [Wide Range Achievement Test, Fourth Edition \(WRAT4\) and Fifth Edition \(WRAT5\)](#)



FLDOE Annual Assessments



School Process: Tuition and Fees in EMA

DOE School Information

Please review the following information imported from DOE. If you need to make changes, please contact the DOE directly.

Date Opened	1969
School Code	
School District	HILLSBOROUGH
School Contact Name	Dora mat
School Contact Email Address	
Military	No
For Profit	Yes
Service Types	DEAF OR HARD OF HEARING,GIFTED,LANGUAGE IMPAIRED,OCCUPATIONAL THERAPY,ORTHOPEDICALLY IMPAIRED,SPECIFIC LEARNING DISABILITY,SPEECH IMPAIRED
FTC Participant	Yes
FES-EO Participant	Yes
FES-UA Participant	Yes
Hope Participant	No
Number of Days in Session	
Accrediting Organization(s)	

- Under your test details, you will find your DOE School Profile Information.
- If you notice any inaccuracies on this page, please make sure to update them with the FLDOE.
- After we receive the updated information from the FLDOE, our system may take up to 24 hours to reflect the changes.



School Process: Tuition and Fees in EMA

The next tab “Tuition” will give you access to the Tuition Amounts. Please enter the tuition amounts for each grade level.

2024-2025 School Year Details

School Year2024-2025

Tuition Amounts

All School Year Details must be completed before students can be enrolled for the 2024-2025 school year.

School Information

Tuition Amounts

Fees

Tuition & Fee Schedules

Tuition

Please add your school's tuition amounts for each grade you serve. While you MUST add tuition for all grades serviced, you do not need to enroll students for each grade level. You will be able to enter fees in the next step.

ADD

NAME OF TUITION	GRADES	AMOUNT		
elementary	Kindergarten, 01, 02, 03, 04	\$15,000.00	<div>edit</div>	<div>delete</div>
Pre-K	Pre-K	\$20,000.00	<div></div>	<div></div>
middle	05, 06, 07, 08	\$17,000.00	<div></div>	<div></div>
high	12, 11, 10, 09	\$19,000.00	<div></div>	<div></div>
All	Pre-K, Kindergarten, 01, 02, 03, 09, 04, 10, 11, 12, 08, 07, 06, 05	\$1,000.00	<div></div>	<div></div>

SAVE

NEXT

If you are approved for a grade level, please complete the Tuition & Fees for that grade level, even if you may not anticipate serving a scholarship student in that grade level this year.



School Process: Tuition and Fees in EMA

You may add any applicable fees here, by selecting the “Add” button. Be sure to confirm each fee added to save.

2024-2025 School Year Details School Year **2024-2025** ▾

Fees
All School Year Details must be completed before students can be enrolled for the 2024-2025 school year.

✓ School Information ✓ Tuition Amounts **• Fees** ○ Tuition & Fee Schedules

Fees
Please add your school fees. Examples: Uniforms, books, transportation, registration, test fees, etc.

ADD







2024-2025 School Year Details School Year **2024-2025** ▾




Fees
All School Year Details must be completed before students can be enrolled for the 2024-2025 school year.

✓ School Information ✓ Tuition Amounts **• Fees** ○ Tuition & Fee Schedules

Fees
Please add your school fees. Examples: Uniforms, books, transportation, registration, test fees, etc.

ADD

FEE CATEGORY	NAME OF FEE	AMOUNT		
Select ▾		\$0.00	  	
Books	Historical Reading Journal		  	

edit  **save**  **delete** 

SAVE **NEXT**

To introduce a fee, choose the fee category, enter the fee name, and specify the amount. To confirm your entry, click the green check mark. If you need to make changes, click on the blue pen icon, and to remove the fee, simply click the red X.



School Process: Tuition and Fees in EMA



List of Eligible Fees

- Academic Services 
- Application
- Athletic/Club/Activity Participation 
- Book
- Graduation 
- Registration
- Security
- Technology 
- Test
- Uniform (basic pieces purchased from a school-required vendor and sports uniforms) 

• Other fees that support the unique needs of the student.

Examples include (but are not limited to):

o Transportation for the school day



o Enrollment

o Field Trip

o Supplies



o Materials

o ESE/Special Needs Services

o Therapy





School Process: Tuition and Fees in EMA

List of Prohibited Fees

- Annual Funds
- Before or Aftercare
- Donation
- Fundraising/Events
- Giving Funds/Building Funds
- Lunch/Food
- Scholarship Administration
- Shoes or Accessories
- Volunteer Waiver



Examples of Prohibited Tuition Names

- Homeschool Tuition Rate
- Hybrid Tuition (PEP Hybrid students are billed through the marketplace)
- Online Tutoring Rates
- Part-Day / Part-Time / Half Day Tuition (for Full-Time enrollment)
- References to scholarship programs (FTC, EO, UA)
- Tuition for other locations or other program names
- Umbrella Tuition Rate
- Tuition for other locations or other program names
- References to scholarship programs (FTC, EO, UA)
- References to matrix scores (251-253, 254, 255)



School Process: Tuition and Fees in EMA

NEXT

Once you've entered your tuition rate(s) and school fee(s), it's time to create Maximum Tuition & Fees schedules for each grade level you serve.

You can:

1. Specify the schedule.
2. Choose the applicable grade(s).
3. Use the dropdown menu to indicate whether it's a maximum tuition by selecting yes or no.
4. Select the grade level to which the maximum tuition and fees apply.
5. Enter the base tuition amount and select the relevant fees.

To save the fee, click the green check mark; to edit, click the pen icon; or to remove it, click the red X.

Tuition & Fee Schedules

Please add a tuition and fee schedule for every grade you serve, and identify whether it is a "maximum" schedule. A maximum tuition & fee schedule must be entered for each grade you serve. Once a student is enrolled, all published **maximum** tuition & fee schedules are locked and unable to be edited until the following school year. You may continue to add tuition & fee schedules at this point, as long as they are below the maximum amount.

Important Note: We will no longer accept rollover funds for this school year's Tuition & Fees.

ADD

T&F SCHEDULE NAME	GRADES	MAX?	TUITION	FEES	AMOUNT	
	Kindergarten, 01, 02, 03, 04	No	elementar		\$15,000.00	<div><div>edit</div><div>confirm</div></div>
Max middle school	05, 06, 07, 08	Yes	\$17,000.00 middle	\$63.73 read'n, techy, uniform, transportation, dfd	\$17,063.73	<div><div>delete</div></div>



School Process: Tuition and Fees in EMA

IMPORTANT: NO CHANGES WILL BE ALLOWED
after tuition and fees have been certified
by Step Up and at least one School
Enrollment Form has been submitted.

Scholarship Portal

Tuition & Fee Schedules

All School Year Details must be completed before students can be enrolled for the 2024-2025 school year.

School Information

Tuition Amounts

Fees

Tuition & Fee Schedules

Tuition & Fee Schedules

Please add a tuition and fee schedule for every grade you serve, and identify whether it is a "maximum" schedule. **A maximum tuition & fee schedule must be entered for each grade you serve.** Once a student is enrolled, all published **maximum** tuition & fee schedules are locked and unable to be edited until the following school year. You may continue to add tuition & fee schedules at this point, as long as they are below the maximum amount.

Important Note: We will no longer accept rollover funds for this school year's Tuition & Fees.

ADD

T&F SCHEDULE NAME	GRADES	MAX?	TUITION	FEES	AMOUNT	
Max middle school	05, 06, 07, 08	Yes	\$17,000.00 <i>middle</i>	\$63.73 <i>read'n, techy, uniform, transportation, dfd</i>	\$17,063.73	
max element	Kindergarten, 01, 02, 03, 04	Yes	\$15,000.00 <i>elementary</i>	\$63.73 <i>read'n, techy, uniform, transportation, dfd</i>	\$15,063.73	
Max	Pre-K	Yes	\$20,000.00 <i>Pre-K</i>	\$63.73 <i>read'n, techy, uniform, transportation, dfd</i>	\$20,063.73	
Max high school	12, 11, 10, 09	Yes	\$19,000.00 <i>high</i>	\$63.73 <i>read'n, techy, uniform, transportation, dfd</i>	\$19,063.73	
PreK Tuition, book, tech	Pre-K	No	\$20,000.00 <i>Pre-K</i>	\$25.75 <i>techy, read'n</i>	\$20,025.75	
PreK transportation and tech	Pre-K	No	\$20,000.00 <i>Pre-K</i>	\$31.74 <i>transportation, techy</i>	\$20,031.74	
Element Tech and book	Kindergarten, 01, 02, 03, 04	No	\$15,000.00 <i>elementary</i>	\$25.75 <i>techy, read'n</i>	\$15,025.75	
Element transportation	Kindergarten, 01, 02, 03, 04	No	\$15,000.00 <i>elementary</i>	\$25.99 <i>transportation</i>	\$15,025.99	
middle, Transport, Uniform, Tech	05, 06, 07, 08	No	\$17,000.00 <i>middle</i>	\$33.73 <i>transportation, uniform, techy</i>	\$17,033.73	
Middle tech, book	05, 06, 07, 08	No	\$17,000.00 <i>middle</i>	\$25.75 <i>techy, read'n</i>	\$17,025.75	
High tech, book dfd	12, 11, 10, 09	No	\$19,000.00 <i>high</i>	\$55.99 <i>dfd, transportation, read'n</i>	\$19,055.99	
High transport	12, 11, 10, 09	No	\$19,000.00 <i>high</i>	\$25.99 <i>transportation</i>	\$19,025.99	

SAVE

FINISH

In this section, you are required to enter a maximum tuition and fee schedule for each grade you offer.

Once a student is enrolled, all published maximum tuition and fee schedules will be locked and cannot be modified until the next school year.

However, you can still add tuition and fee schedules as long as they remain below the established maximum amount.

Once all maximum tuition & fees have been entered. Please click the “Finish” button to proceed or the “Save” button to return and complete at a later time.



Enrollment 25-26 SY for Eligible Private Schools



The next step for the school is to await the completion of the verification process by Step Up For Students. A verified status indicates that Step Up has confirmed the tuition and fees, enabling the school to proceed with student enrollment.

Please note that even if the tuition and fees appear correct, we cannot finalize verification until the school has received DOE approval for the school year of submission.

Enrollment Requests

SUFS Verification Status ● VERIFIED

School Year 2023-2024

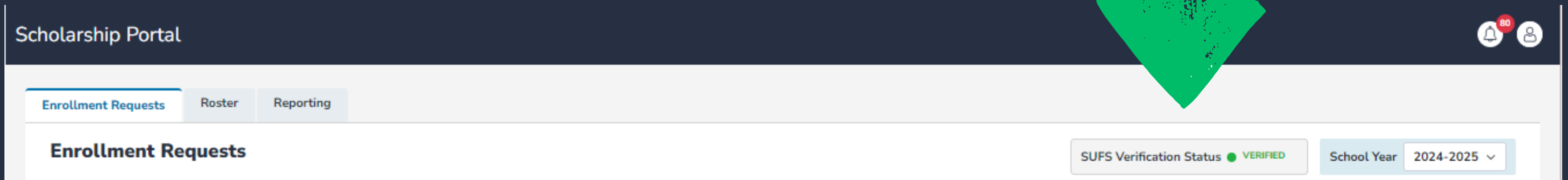
TUITION & FEE SCHEDULES (2023-2024)							
1-3 Tuition & Fees	\$5,000	4-5 Tuition & Fees	\$3,500	Parishioner's Discount	\$3,500	Multi-Sibling Discount	\$3,500
Catholic School	\$4,000	T&F Schedule	\$3,500	T&F Schedule	\$3,500	T&F Schedule	\$3,500
T&F Schedule	\$3,500	T&F Schedule	\$3,500				

Enrollment Requests

Pending Response (5)



School Process: Tuition and Fees in EMA



Please note: To enroll students, you must be compliant with the Florida Department of Education.



Section II: Entering Tuition and Fees in EMA

Reminders Before You Enroll

- Please remember to enter your maximum tuition and fee schedules for each grade level before enrolling students.
- You cannot enroll students until your school has been marked Verified for the 2025-26 school year.
- Once you enroll one student with parent approval, your tuition and fees schedules will be locked.
- You will have an opportunity to enter discounts at the student level (as well as with additional tuition & fees schedules), but you cannot charge a student more than your maximum published tuition and fees.



School Process: Tuition and Fees in EMA



The school's Step Up For Students status has been confirmed in EMA. The students are now ready to be enrolled.

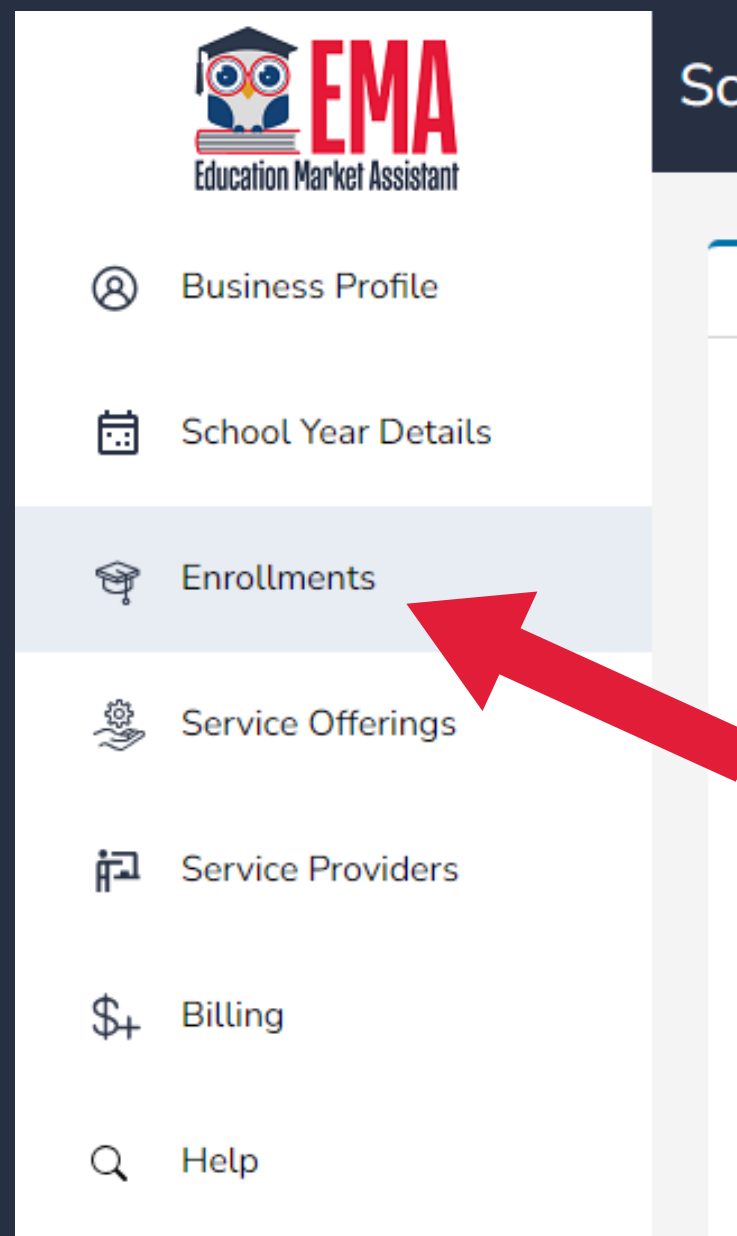


Enrolling Students in EMA



Enrolling Students in EMA

The following must be true before you can begin enrolling students in EMA:



- Completed School Profile, including banking/direct pay information and acceptance of Terms and Conditions
- All Tuition, Fees, and Maximum Tuition & Fees schedules created, including any (optional) additional tuition & feels schedules (for sibling discounts, for example)
- Marked “Verified” for school year 2025-26.



Enrolling Students in EMA

Under the “Enrollment Requests” tab, click on “Find Students” to begin the enrollment process.

Enrollment Requests | Roster | Reporting

Enrollment Requests | SUFS Verification Status ● VERIFIED | School Year **2024-2025** ▼

TUITION & FEE SCHEDULES (2024-2025)

Max middle school	\$17,063.73	max element	\$15,063.73	Max	\$20,063.73	Max high school	\$19,063.73	PreK Tuition, book, tech	\$20,025.75
PreK transportation and tech	\$20,031.74	Element Tech and book	\$15,025.75	Element transportation	\$15,025.99	middle, Transport, Uniform, Tech	\$17,033.73		
Middle tech, book	\$17,025.75	High tech, book dfd	\$19,055.99	High transport	\$19,025.99				

Enrollment Requests | Pending Response (14)

Create an Enrollment Request by using the “Find Students” button and searching by Award ID, then clicking “Add Student.” You may also use the “Import Students” feature to bulk import Award IDs. Submitting an Enrollment Request will create a Pending Enrollment in the Parent/Guardian account for review.

☐ Enroll All Students

AWARD ID	STUDENT NAME	START DATE	GRADE	TUITION & FEE SCHEDULE	TUITION	DISCOUNT ⓘ	AMOUNT DUE
No records to display							

Select the 2025-2026 school year from the school year drop down.



Enrolling Students in EMA

Please be sure the Student Award ID # is for the 25-26 school year.

To enroll students in EMA, you should type the student's Award ID in the search bar and match the name with the information provided by the parent.

Submitting an Enrollment Request will create a Pending Enrollment in the Parent/Guardian account for review.

AWARD ID	SCHOOL YEAR	STUDENT NAME	SCHOLARSHIP	GUARDIAN NAME	STATUS
No records to display					

Enter the Award ID for your student here, click search and then add the student.

Enrollment Requests

TUITION & FEE SCHEDULES (2024-2025)

Max middle school	\$17,063.73	max elementary	
PreK transportation and tech	\$20,031.74		
Middle tech, book	\$17,025.75	High tech, book	

Enrollment Requests Pending Response (14)

Create an Enrollment Request by using the "Find" button. Submitting an Enrollment Request will create a Pending Enrollment in the Parent/Guardian account for review.

☐ Enroll All Students

Import Students For Enrollment

To perform a bulk import of students for enrollment, please upload a .CSV file that contains all Award IDs.

[Download CSV Template](#)

Upload Document*

No file chosen

To initiate a bulk import of students for enrollment, simply click on the "Import Students" button. A pop-up window will then appear, allowing you to upload a .CSV file that includes all Award IDs. A template for the file is available for your convenience.



Enrolling Students in EMA

Enrollment Requests

SUFS Verification Status ● VERIFIEDSchool Year 2024-2025

TUITION & FEE SCHEDULES (2024-2025)

K-8 Tuition 3 \$17,750.00K-8 Tuition 2 \$12,900.00K-8 Tuition 1 \$9,400.00

Enrollment RequestsPending Response

Create an Enrollment Request by using the "Find Students" button and searching by Award ID, then clicking "Add Student." You may also use the "Import Students" feature to bulk import Award IDs. Submitting an Enrollment Request will create a Pending Enrollment in the Parent/Guardian account for review.

FIND STUDENTSIMPORT STUDENTS

Q141SEARCH

AWARD ID	SCHOOL YEAR	STUDENT NAME	SCHOLARSHIP	GUARDIAN NAME	STATUS
141	2024-2025	Camila	FES-UA	Soleik	Awarded

CANCEL

ADD STUDENT

☐ Enroll All Students

QSearchSEARCH

AWARD ID	STUDENT NAME	START DATE	GRADE	TUITION & FEE SCHEDULE	TUITION	DISCOUNT	AMOUNT DUE
No records to display							

Once you have located the student, you can select the student and click continue to move him/her to the enrollment form.

From here, you can view the student's status which will help you determine if the student can be enrolled.

Only students in an awarded status can be enrolled.

Important: Enrollment is restricted to FTC, FES-EO, and FES-UA students only. This policy is in place to address instances where families inadvertently give schools their PEP Award ID, preventing the school from enrolling them.



Enrolling Students in EMA

Scholarship Portal

Enrollment Requests

SUFS Verification Status ● VERIFIED School Year 2024-2025

TUITION & FEE SCHEDULES (2024-2025)

K-8 Tuition 3 \$17,750.00 K-8 Tuition 2 \$12,900.00 K-8 Tuition 1 \$9,400.00

Enrollment Requests Pending Response

Create an Enrollment Request by using the "Find Students" button and searching by Award ID, then clicking "Add Student." You may also use the "Import Students" feature to bulk import Award IDs. Submitting an Enrollment Request will create a Pending Enrollment in the Parent/Guardian account for review.

FIND STUDENTS **IMPORT STUDENTS**

SEARCH

AWARD ID	SCHOOL YEAR	STUDENT NAME	SCHOLARSHIP	GUARDIAN NAME	STATUS
----------	-------------	--------------	-------------	---------------	--------

☐ Enroll All Students **SEARCH**

AWARD ID	STUDENT NAME	START DATE	GRADE	TUITION & FEE SCHEDULE	TUITION	DISCOUNT	AMOUNT DUE
<input type="checkbox"/> 1412	Camila	mm/dd/yyyy	Select	Select Schedule			

From 1 to 1 of 1

Once the student appears on the "Enrollment Requests" screen, you can select each individual student or select "Enroll All Students" to automatically select all listed students.



Enrolling Students in EMA

Scholarship Portal

Enrollment Requests

SUFS Verification Status ● VERIFIED School Year 2024-2025

TUITION & FEE SCHEDULES (2024-2025)

K-8 Tuition 3 \$17,750.00 K-8 Tuition 2 \$12,900.00 K-8 Tuition 1 \$9,400.00

Enrollment Requests Pending Response

Create an Enrollment Request by using the "Find Students" button and searching by Award ID, then clicking "Add Student." You may also use the "Import Students" feature to bulk import Award IDs. Submitting an Enrollment Request will create a Pending Enrollment in the Parent/Guardian account for review.

AWARD ID	SCHOOL YEAR	STUDENT NAME	SCHOLARSHIP	GUARDIAN NAME	STATUS
----------	-------------	--------------	-------------	---------------	--------

☐ Enroll All Students

AWARD ID	STUDENT NAME	START DATE	GRADE	TUITION & FEE SCHEDULE	TUITION	DISCOUNT	AMOUNT DUE
<input type="checkbox"/> 1412	Camila	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Select"/>	<input type="text" value="Select Schedule"/>		<input type="text" value=""/>	<input type="button" value="X"/>

From 1 to 1 of 1

The students selected during the enrollment request screen will now appear in the student enrollment form.

You can select the student's start date, grade level, tuition schedule, and any discount that may apply.

“Total” should be what the annual tuition liability **WOULD** be, even if the student enrolls mid-year.



Enrolling Students in EMA

Submitting an Enrollment Request will create a Pending Enrollment in the Parent/Guardian account for review.

AWARD ID	SCHOOL YEAR	STUDENT NAME	SCHOLARSHIP	GUARDIAN NAME	STATUS
----------	-------------	--------------	-------------	---------------	--------

☒ Enroll All Students

AWARD ID	STUDENT NAME	START DATE	GRADE	TUITION & FEE SCHEDULE	TUITION	DISCOUNT	AMOUNT DUE
<input checked="" type="checkbox"/> 1412663	Camila L.	01/08/2025	6	K-8 Tuition 2	\$12,900.00	\$250.00	\$12,650.00

From 1 to 1 of 1

When all the information has been completed, you can click the “Send Enrollment Requests” option to send the enrollment request to the parent.

Remember, enter the total annual tuition liability, even if the child enrolls mid-year.



Enrolling Students in EMA

Tuition & Fee Schedules (2024-2025)

K-8 Tuition 3 \$17,750.00 K-8 Tuition 2 \$12,900.00 K-8 Tuition 1 \$9,400.00

Enrollment Requests

Pending Response

Create an Enrollment Request by using the "Find Students" button and searching by Award ID, then clicking "Add Student." You may also use the "Import Students" feature to bulk import Award IDs. Submitting an Enrollment Request will create a Pending Enrollment in the Parent/Guardian account for review.

FIND STUDENTS

IMPORT STUDENTS

Q 1412

SEARCH

AWARD ID	SCHOOL YEAR	STUDENT NAME	SCHOLARSHIP	GUARDIAN NAME	STATUS
----------	-------------	--------------	-------------	---------------	--------

☒ Enroll All Students

Q Search

SEARCH

AWARD ID	STUDENT NAME	START DATE	GRADE	TUITION & FEE SCHEDULE	TUITION	DISCOUNT	AMOUNT DUE
<input checked="" type="checkbox"/> 1412	Camila	01/08/2025	6	K-8 Tuition 2	\$12,900.00	\$250.00	\$12,650.00 <div>X</div>

From 1 to 1 of 1

20

SEND ENROLLMENT REQUESTS

If you need to remove a student from this list, simply click the red X to move the student back to your enrollment request.



Enrolling Students in EMA

Confirm Enrollments

STUDENT NAME	GRADE	TUITION & FEES SCHEDULE	START DATE	TOTAL AMOUNT
Camila	4	K-8 Tuition 3	1/8/2025	\$17,500.00

IMPORTANT: NO CHANGES WILL BE ALLOWED after tuition and fees have been certified and at least one School Enrollment Form has been submitted. This means your tuition and fees will be locked-in until the following school year.;

If you think your school will update the Tuition and Fees before the start of the 2024-2025 school year, please wait until such time to certify your tuition and fees in our system and before submitting any School Enrollment Forms.

CANCEL

CONFIRM

Before the request is sent to the parent, you'll have one last time to review it and make sure it is correct.



School Process: Reporting in EMA

Students will show on the "Roster" tab once a parent approves the enrollment request.

Enrollment Requests Roster Reporting									
Roster Total Students: 147									
The students below have been enrolled at your school. The parent/guardian has approved the enrollment and all payments for the school year selected until the student is withdrawn from the direct payment process. Please review frequently to make sure all your students are still attending your school and displaying correctly. If the student is no longer attending your school, please click the red button to withdraw the student from your roster.									
School Year 2024-2025 Q Search SEARCH									
STUDENT NAME	STUDENT ID	GRADE	GUARDIAN	SCHOLARSHIP	TUITION & FEES	DISCOUNT	TOTAL	START DATE	WITHDRAW
Doctor Octopus	20007143	PK	Sony Games	FES-UA	\$20,031.74		\$20,031.74	08/02/2024	X
Chunky Glitter	20006898	11	Fine Glitter	FES-EO	\$19,055.99		\$19,055.99	08/23/2024	X
Neon Glitter	20006900	3	Fine Glitter	FTC	\$15,063.73	\$13,000.00	\$2,063.73	08/09/2024	X
Aiden Summerssss	20005556	PK	Tuxedo Man	FES-UA	\$20,025.75	\$15,999.00	\$4,026.75	08/21/2024	X
Four Leaf Clover	20006124	PK	Shamrock Irish	FES-UA	\$20,031.74	\$9,000.00	\$11,031.74	08/08/2024	X
Blue Robbin	20005197	2	Red Rover	FES-UA	\$15,025.75	\$10,000.00	\$5,025.75	08/01/2024	X
Karsen Smith	6436971	5	Patrick Star	FES-EO	\$20,063.73	\$16,000.00	\$4,063.73	08/01/2024	X
GrumpyTheCutestOfTheDwa	20007723	5	Snow White	FES-EO	\$17,033.73	\$10,000.00	\$7,033.73	07/11/2024	X
From 1 to 20 of 147 20									

The "Roster" tab provides you with access to the students currently enrolled in your school, along with their enrollment details.

To withdraw students, simply click on the red X.



School Process: Withdrawal Form

A screenshot of a web-based 'Withdrawal Form' with a white background and a dark blue header. The form contains several input fields. A red circle with the number '1' points to the 'Total Days of Attendance' field. A red circle with the number '2' points to the 'Total Days of School Year' field. A red circle with the number '3' points to the 'Where is the Student going?' dropdown menu, which is open and shows a list of options: Private School, Public School, Charter School, Home School, and Unknown. The form also includes fields for 'Student ID' (20007143), 'Student Name' (Doctor Octopus), and 'Last Day of Class' (mm/dd/yyyy).

Please Complete the Withdrawal Form

Student ID: 20007143 Student Name: Doctor Octopus

Total Days of School Year: 180 Total Days of Attendance: *

Last Day of Class: * mm/dd/yyyy

Where is the Student going? *

Please make a selection

- Private School
- Public School
- Charter School
- Home School
- Unknown

To withdraw a student who is either no longer enrolled at your school or needs an update regarding their tuition and fees, you will need to remove them from the system.

Accessing the withdrawal form is simple via the roster. Find the student you want to withdraw and click the red 'X' next to their name.

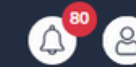
A pop-up window will appear with fields in grey that are prefilled. You will need to provide the following information:

1. Total days of attendance
2. Last day of class
3. Indicate the student's next destination (Private School, Public School, Charter School, Home School, or Unknown)



Enrolling Students: Reporting Tab

Scholarship Portal



Enrollment Requests Roster **Reporting**

Student Reporting

School Year 2024-2025

You may toggle between school years here!

SEARCH

EXPORT TO CSV

STUDENT NAME	STUDENT ID	GRADE	GUARDIAN	SCHOLARSHIP	TYPE	TUITION	DISCOUNT	TOTAL	SEF DATE	GUAR
Bee RatedMoviesAreOnlyF	20007319	4	Tik Tok	FES-UA	NewRequest	\$17,033.73	\$50.00	\$16,983.73	05/03/2024	
Giant Spider	20005211	7	Tik Tok	FES-UA	NewRequest	\$19,055.99	\$17.95	\$19,038.04	05/03/2024	
Baker Storm	20005407	3	testtenseven march	FES-EO	NewRequest	\$15,063.73	\$11,000.00	\$4,063.73	05/06/2024	
Wind Storm	20005406	7	testtenseven march	FTC	NewRequest	\$17,025.75	\$13,000.00	\$4,025.75	05/06/2024	
Doctor Octopus	20007143	PK	Sony Games	FES-UA	NewRequest	\$20,031.74		\$20,031.74	05/06/2024	05/06
Opaque Glitter	20006897	5	Fine Glitter	FES-UA	NewRequest	\$17,033.73		\$17,033.73	05/07/2024	05/07
Chunky Glitter	20006898	11	Fine Glitter	FES-EO	NewRequest	\$19,055.99		\$19,055.99	05/07/2024	05/07
Neon Glitter	20006900	3	Fine Glitter	FTC	NewRequest	\$15,063.73	\$13,000.00	\$2,063.73	05/07/2024	05/07



From 1 to 25 of 256

25

To view the students who are currently enrolled or have withdrawn, navigate to the “Reporting” tab. You will also be able to check if a parent has declined an enrollment request.



Enrolling Students: Reporting Tab

Enrollment Requests Roster Reporting										
Student Reporting										
School Year 2024-2025		Search		SEARCH		EXPORT TO CSV				
SCHOLARSHIP	TYPE	TUITION	DISCOUNT	TOTAL	SEF DATE	GUARDIAN APPROVAL DATE	START DATE	SWF DATE	# DAYS ENROLLED	STATUS
FES-UA	NewRequest	\$17,033.73	\$50.00	\$16,983.73	05/03/2024		09/18/2024			Pending
FES-UA	NewRequest	\$19,055.99	\$17.95	\$19,038.04	05/03/2024		07/18/2024			Denied
FES-EO	NewRequest	\$15,063.73	\$11,000.00	\$4,063.73	05/06/2024		08/19/2024			Pending
FTC	NewRequest	\$17,025.75	\$13,000.00	\$4,025.75	05/06/2024		07/31/2024			Pending
FES-UA	NewRequest	\$20,031.74		\$20,031.74	05/06/2024	05/06/2024	08/02/2024			Enrolled
FES-UA	NewRequest	\$17,033.73		\$17,033.73	05/07/2024	05/07/2024	08/08/2024	09/13/2024	15	Withdrawn
FES-EO	NewRequest	\$19,055.99		\$19,055.99	05/07/2024	05/07/2024	08/23/2024			Enrolled
FTC	NewRequest	\$15,063.73	\$13,000.00	\$2,063.73	05/07/2024	05/07/2024	08/09/2024			Enrolled
From 1 to 25 of 256										
25										

On the Reporting tab you can also see the status of student enrollments. For example, those in “Pending” status are waiting for the parent to accept the enrollment.



Enrolling Students: Reporting Tab

Roster Total Students: 14

The students below have been enrolled at your school. The parent/guardian has approved the enrollment and all payments for the school year selected until the student is withdrawn from the direct payment process. Please review frequently to make sure all your students are still attending your school and displaying correctly. If the student is no longer attending your school, please click the red button to withdraw the student from your roster.

School Year: 2024-2025

STUDENT NAME	STUDENT ID	GRADE	GUARDIAN	SCHOLARSHIP	TUITION & FEES	DISCOUNT	TOTAL	START DATE	WITHDRAW
Doctor Octopus	20007143	PK	Sony Games	FES-UA	\$20,031.74		\$20,031.74	08/02/2024	<input type="button" value="X"/>
Chunky Glitter	20006898	11	Fine Glitter	FES-EO	\$19,055.99		\$19,055.99	08/23/2024	<input type="button" value="X"/>
Neon Glitter	20006900	3	Fine Glitter	FTC	\$15,063.73	\$13,000.00	\$2,063.73	08/09/2024	<input type="button" value="X"/>
Aiden Summerssss	20005556	PK	Tuxedo Man	FES-UA	\$20,025.75	\$15,999.00	\$4,026.75	08/21/2024	<input type="button" value="X"/>
Four Leaf Clover	20006124	PK	Shamrock Irish	FES-UA	\$20,031.74	\$9,000.00	\$11,031.74	08/08/2024	<input type="button" value="X"/>
Blue Robbin	20005197	2	Red Rover	FES-UA	\$15,025.75	\$10,000.00	\$5,025.75	08/01/2024	<input type="button" value="X"/>
Karsen Smith	6436971	5	Patrick Star	FES-EO	\$20,063.73	\$16,000.00	\$4,063.73	08/01/2024	<input type="button" value="X"/>
GrumpyTheCutestOfTheDws	20007723	5	Snow White	FES-EO	\$17,033.73	\$10,000.00	\$7,033.73	07/11/2024	<input type="button" value="X"/>

After the parent has confirmed enrollment, those students will be visible on the Roster tab as well.

A student who has been denied by a parent will appear under the Reporting tab labeled as "Denied."

Enrollment Requests Roster **Reporting**

Student Reporting

School Year: 2024-2025

SCHOLARSHIP	TYPE	TUITION	DISCOUNT	TOTAL	SEF DATE	GUARDIAN APPROVAL DATE	START DATE	SWF DATE	# DAYS ENROLLED	STATUS
FES-UA	NewRequest	\$17,033.73	\$50.00	\$16,983.73	05/03/2024		09/18/2024			Pending
FES-UA	NewRequest	\$19,055.99	\$17.95	\$19,038.04	05/03/2024		07/18/2024			Denied



Step Up For Students

Contact Us

Monday-Friday 8:00am-5:00pm EST



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