

A woman with long dark hair is leaning over a young boy with short brown hair. They are sitting at a desk in a classroom or home office. The woman is pointing at a laptop screen while the boy looks on attentively. There are books and papers on the desk. The background is slightly blurred, showing what appears to be a classroom setting.

INDIANA EDUCATION SCHOLARSHIP ACCOUNT

PARENT APPLICATION GUIDE

2024-25 SCHOOL YEAR



INTRODUCTION

If you have a special needs child, you know “one size does not fit all”. This is especially true for education.

An Indiana Education Scholarship Account, administered by the Office of the Indiana Treasurer of State, provides scholarship funding to students with disabilities which they can use to access to the educational environment that best meets their learning needs. Parents of eligible students, or emancipated eligible students, will have the opportunity to spend dedicated scholarship money on pre-approved educational programs, therapies, services, tuition and fees, and other expenses related to the student’s education.

Before you apply, you are encouraged to review the **Student Eligibility Checklist** for the documents needed to apply. You do not have to complete your application in one sitting; you may access and continue your work as frequently as needed before final submission. To save your work, click on the “Save Progress” button.

After you submit your online application, the Scholarship Accounts Division will begin to process your application once all documents have been received. Application review varies based on information received. All applicants are notified of the scholarship award via e-mail within 7-10 business days. The notification e-mail will provide instructions for accessing ESA providers, funding schedule, and estimated scholarship award based on your selections made in the application.



Student Eligibility & Required Documents

Age of student

- Birth certificate

Residency

One of the below documents:

- Tax return
- Utility bill- recent
- Mortgage bill – recent
- Lease/rental agreement
- Driver's license

Income

- 1040 tax return is preferred
- W-2 for each household member
- Unemployment compensation statement for each household member
- 1099 and/or statements from banks or other financial institutions showing interest earning for each household member
- Earnings from investments, bonds, estates, or trust accounts for each household member
- Social security statement for each household member
- Pension or annuity
- Military retirement benefits

Disability Service Plan

- Individualized Education Program (IEP)
- Service Plan (SP)
- ESA Service Plan, inclusive of IEP or SP
- Choice Service Plan (Choice SP)



ACCESS THE APPLICATION PORTAL

Scan the QR Code



or click the link below

<https://www.in.gov/tos/inesa/application/>



Click on this image across the application for tips and additional information for the page

LET'S GET STARTED



This is the first page you will see after accessing the application link. You can sign-in if you have previously created an Access Indiana account.

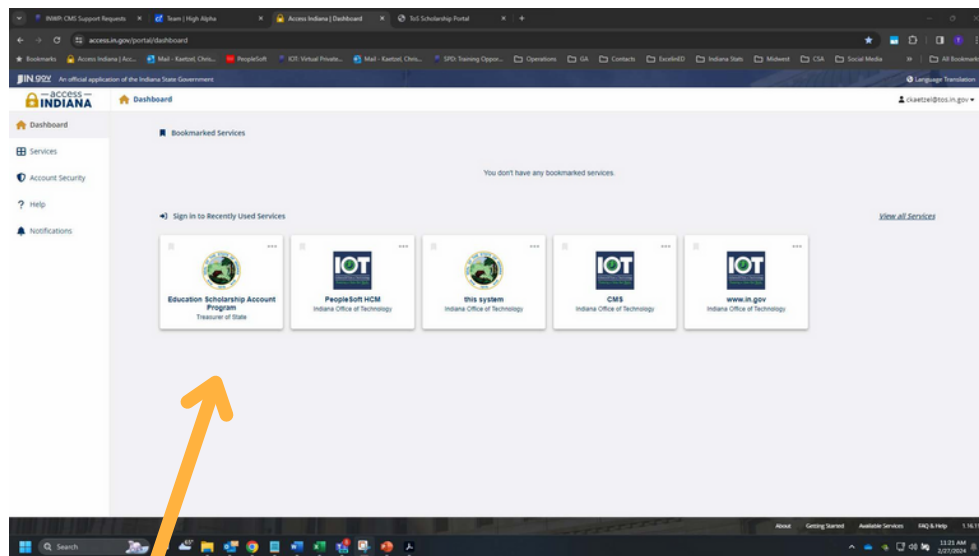
You most likely have an account through the BMV, the Department of Revenue, the Family & Social Services Administration, the Secretary of State, or the Department of Health. Use your same username and password.

If not, you will need to create one.

SIGN INTO ACCESS INDIANA

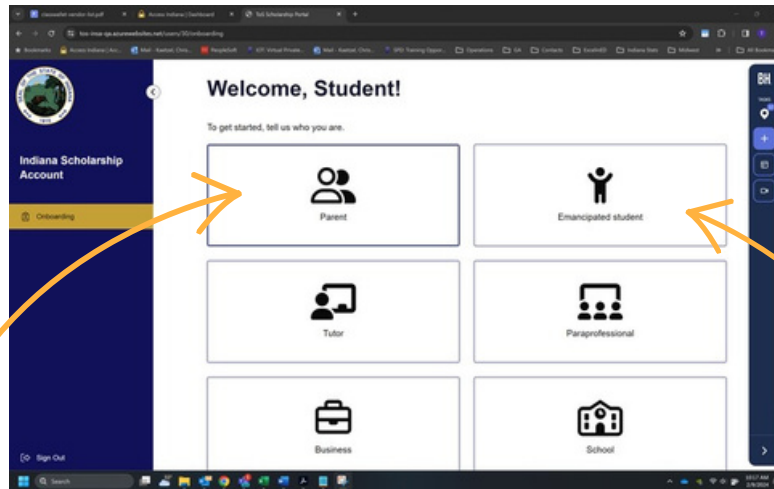
Access Indiana is a portal that allows citizens to use one login and one password to access multiple services from the State of Indiana. The login is a safe and secure way to easily sign-in to a variety of applications.

There will be a growing catalog of services that use Access Indiana as the login. Access Indiana is a streamlined and simplified way for citizens to interact with state government.

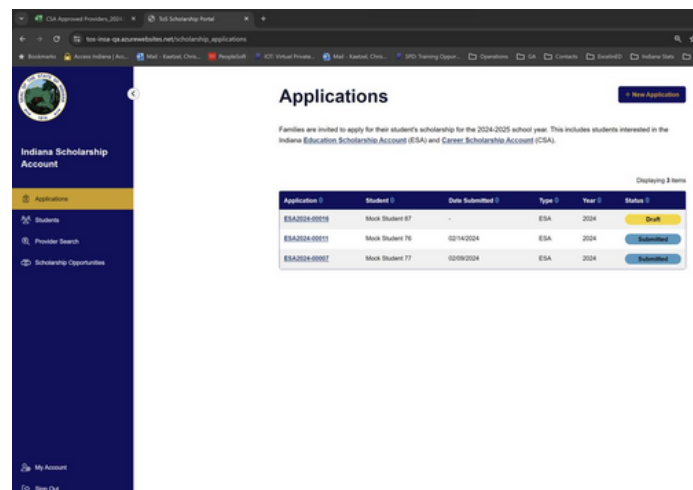


Return Users will see “Education Scholarship Account Program, Treasurer of the State” tile.

SELECT YOUR APPLICATION

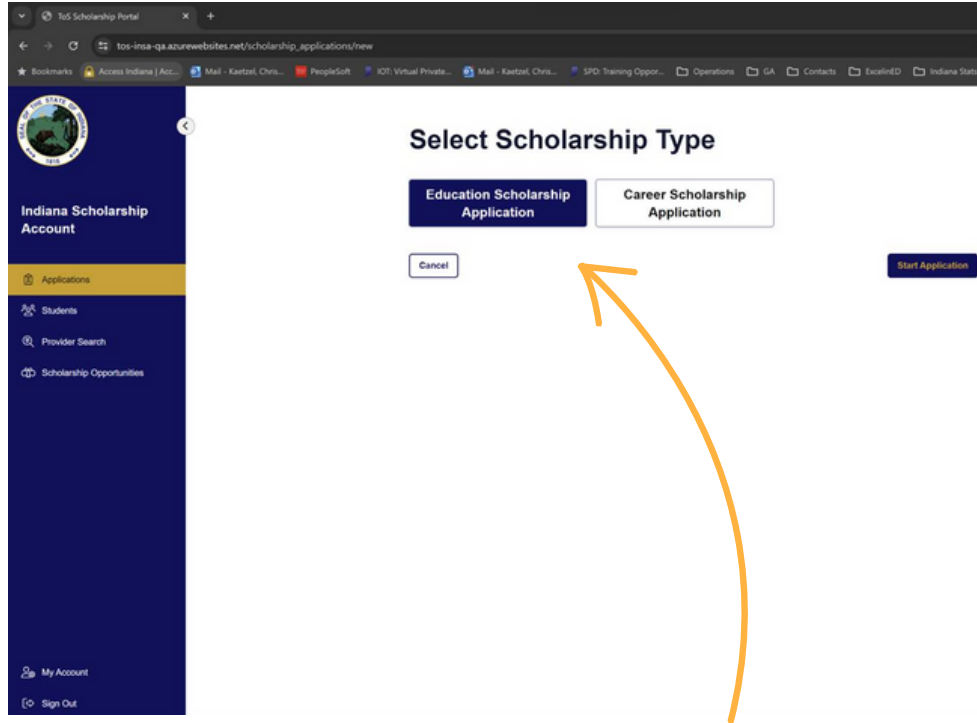


Once signed into AccessIN, you will need to select if you are applying as a parent or an emancipated student.



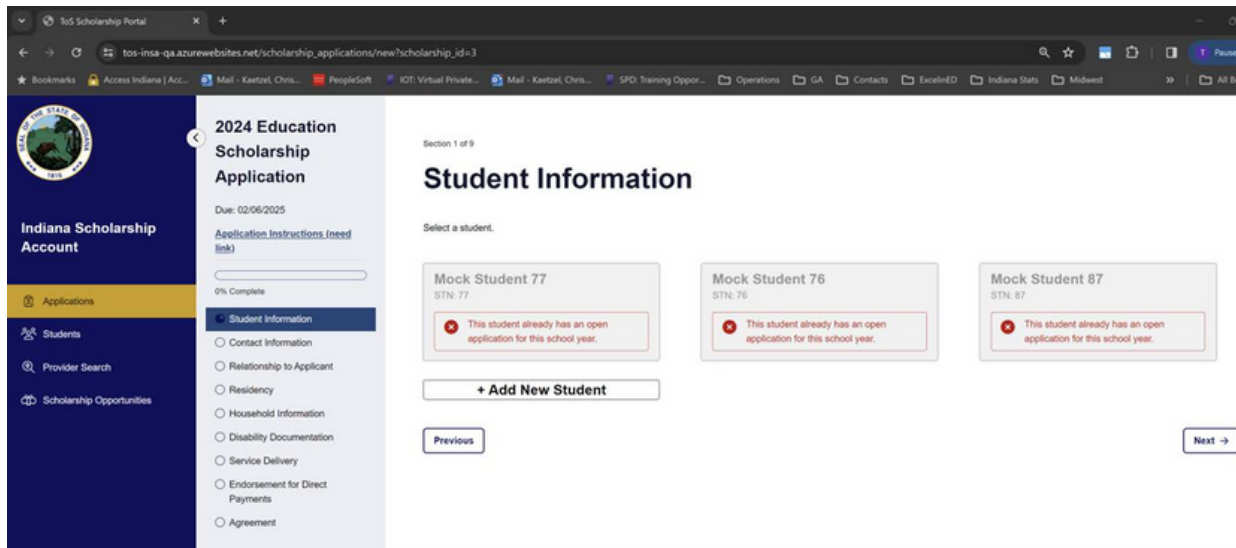
Once you select an application pathway, you will see this screen. To start a new parent application, click "+ New Application" in the upper right corner of the page.

ADD YOUR INFORMATION

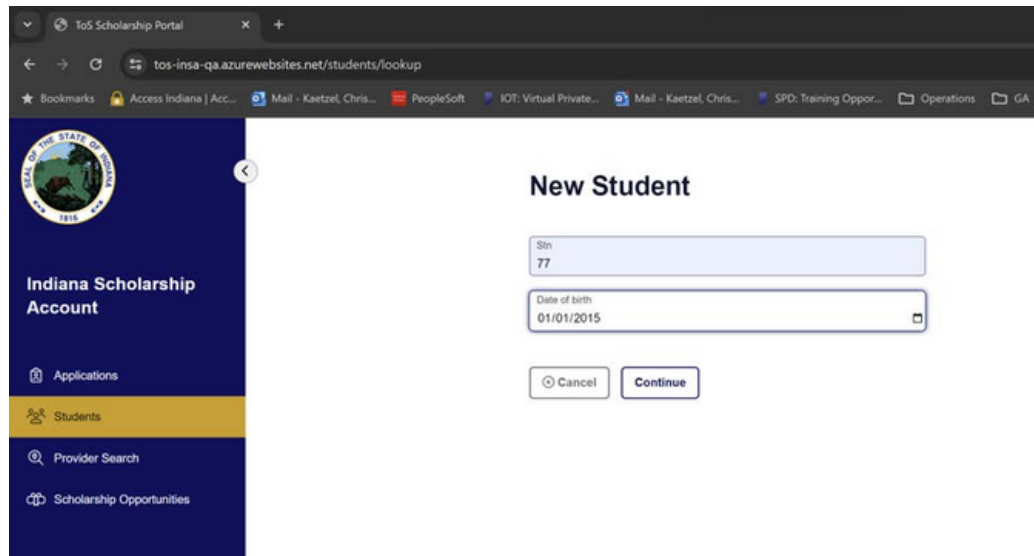


Click “Education Scholarship Application” button to begin a new application.

First, add your student’s information:



ADD STUDENT INFORMATION



The screenshot shows a web browser window with the URL `tos-insa-qa.azurewebsites.net/students/lookup`. On the left is a dark blue sidebar with the 'Indiana Scholarship Account' logo and navigation links for 'Applications', 'Students' (highlighted), 'Provider Search', and 'Scholarship Opportunities'. The main content area is titled 'New Student' and contains two input fields: 'Stn' with the value '77' and 'Date of birth' with the value '01/01/2015'. Below the fields are 'Cancel' and 'Continue' buttons.

Fill out your students Student Test Number (STN) and Date of Birth.

If a student is already in the ESA application system, you will see the below message:

New Student


A student with this STN is already present in the system.

77
01/01/2015

ADD STUDENT INFORMATION

Next, add your student's birth certificate.

New Student

First name	Mock
Last name	Student 82
Stn	82
Date of birth	2015-01-01
Birth Certificate	<div style="text-align: center;"> Drag & drop to upload or select file</div> <p>Birth Certificate.docx</p>

Now you are ready to start your student's application!

[← Back to All Students](#)

Mock Student 82

STN: 82

Student Information	Recent Applications										
<table><tr><td>First Name:</td><td>Mock</td></tr><tr><td>Last Name:</td><td>Student 82</td></tr><tr><td>STN:</td><td>82</td></tr><tr><td>DOB:</td><td>01/01/2015</td></tr><tr><td>Birth Certificate:</td><td>Birth Certificate.docx</td></tr></table>	First Name:	Mock	Last Name:	Student 82	STN:	82	DOB:	01/01/2015	Birth Certificate:	Birth Certificate.docx	<p>This student does not have any recent applications.</p> <p>Start an Application →</p>
First Name:	Mock										
Last Name:	Student 82										
STN:	82										
DOB:	01/01/2015										
Birth Certificate:	Birth Certificate.docx										



APPLICATION

Step 1: Student Information

The screenshot shows the '2024 Education Scholarship Application' interface. On the left is a navigation menu with 'Applications' selected. The main content area is titled 'Student Information' and shows 'Section 1 of 9'. A progress bar indicates '0% Complete'. A list of application steps is shown, with 'Student Information' selected. Three student options are displayed: 'Mock Student 77' and 'Mock Student 76' are both marked as unavailable with a red error message: 'This student already has an open application for this school year.' 'Mock Student 82' is highlighted in blue. A '+ Add New Student' button is also present. A 'Previous' button is at the bottom left.

Step 2: Contact Information

The screenshot shows the 'Contact Information' page, labeled 'Section 2 of 9'. A progress bar shows '11% Complete'. The page title is 'Contact Information' and includes a confirmation message: 'Confirm the following contact information is correct. If the information needs to be updated, please edit the necessary fields in your Account Settings before continuing.' A form contains the following details: Name: Student Kaetzal, Email: kaetzal@ina-student2@gmail.com, Phone: +15633409676, Address: 12345 Smile Lane, Fort Wayne, IN 46804. 'Previous' and 'Next' buttons are located at the bottom.

Select which student you would like to apply for and confirm the contact information is correct before proceeding.

APPLICATION STEP 3

Step 3: Relationship to applicant

The screenshot shows a web browser window with the URL `tos-insa-qa.azurewebsites.net/scholarship_applications/30/edit?section=relation_to_applicant`. The page title is "2024 Education Scholarship Application" with a due date of "02/06/2025". A progress bar indicates "22% Complete". The left sidebar lists sections: Student Information, Contact Information, Relationship to Applicant (selected), Residency, Household Information, Disability Documentation, Service Delivery, Endorsement for Direct Payments, and Agreement. The main content area is titled "Section 3 of 9 Relationship to Applicant" and asks "What is your relationship to the applicant?". Radio buttons are provided for: Natural Parent, Adoptive Parent, Court Appointed Guardian, Divorced Parent with Court Ordered Custody, Foster Parent, and Self (Emancipated Student). A "Previous" button is at the bottom.

This detailed view shows the "Relationship to Applicant" form. The question "What is your relationship to the applicant?" is followed by radio buttons for: Natural Parent, Adoptive Parent, Court Appointed Guardian, Divorced Parent with Court Ordered Custody (selected), Foster Parent, and Self (Emancipated Student). A message states: "You have indicated your relationship as the Divorced Parent with Court Ordered Custody. This requires the following document: Court Order." Below this is a "Proof of Relationship" section with a cloud upload icon and the text "Drag & drop to upload or select file". "Previous" and "Next" buttons are at the bottom.

If you are a natural parent, you will not be required to submit additional documentation. Other relationships will be required to provide documentation. Ex. A divorced parent with custody.

APPLICATION STEP 4

Step 4: Residency

The screenshot shows a web browser window displaying the '2024 Education Scholarship Application' form. The page title is 'Residency' and it is labeled as 'Section 4 of 9'. The form is 32% complete. The left sidebar shows the application progress: Student Information, Contact Information, Relationship to Applicant, Residency (selected), Household Information, Disability Documentation, Service Delivery, Endorsement for Direct Payments, and Agreement. The main content area includes a definition of residency, a question 'Is the student applicant a legal resident of Indiana?' with 'Yes' and 'No' buttons, a dropdown menu for 'What school district do you live in?' (selected: Fort Wayne Community Schools), and a file upload area for 'Proof of Residency' with a 'Drag & drop to upload or select file' instruction and a 'Drivers License.docx' file listed. 'Previous' and 'Next' navigation buttons are at the bottom.

If you are not a resident of Indiana, you will see the below error message:

The screenshot shows the 'Residency' section of the application form with an error message. The error message is: 'You have selected your student is NOT an Indiana resident. Therefore, your student is not eligible for the ESA program. If this is incorrect, change your response and proceed.' Below the error message, the text states: 'Residency is established by registering to vote, enrolling a child in school, paying taxes, or living in the state for 183 days without a residence in another state. New residents of Indiana have 60 days to get an Indiana driver's license.' The form includes the question 'Is the student applicant a legal resident of Indiana?' with 'Yes' and 'No' buttons, a dropdown menu for 'What school district do you live in?' (selected: Select one), and a file upload area for 'Proof of Residency' with a 'Drag & drop to upload or select file' instruction. 'Previous' and 'Next' navigation buttons are at the bottom.

APPLICATION STEP 5

Slide the scale to the number of members in your household to reflect the maximum annual income allowed.

Step 5: Household Information

The screenshot shows a web browser window with the URL `tos-itsa-qa.azurewebsites.net/scholarship_applications/30/edit/section=household_information`. The page title is "2024 Education Scholarship Application" and it is "Section 5 of 9". The current step is "Household Information". A progress bar shows "44% Complete". The left sidebar lists various application sections: Student Information, Contact Information, Relationship to Applicant, Residency, Household Information (selected), Disability Documentation, Service Delivery, Endorsement for Direct Payments, and Agreement. The main content area includes instructions: "Slide the scale to select number of individuals in your household. The scale will display the maximum adjusted gross income for your household size." and a disclaimer: "Disclaimer: An individual is a household member defined as IC 31-9-2-44.5." Below this is a horizontal scale for "How many members do you have in your household?" with a slider set to 5. A note states: "* annual income for 5 household members must be no more than \$279,692". To the right is a "Proof of Income" upload area with a cloud icon and the text "Drag & drop to upload or select file". A "1040.docx" file is listed below. A footer note says: "For expedited review upload your current 1040 tax form. Click the tooltip for more options/details." Navigation buttons for "Previous" and "Next" are at the bottom.

Section 5 of 9

Household Information

Slide the scale to select number of individuals in your household. The scale will display the **maximum** adjusted gross income for your household size.

Disclaimer: An individual is a household member defined as [IC 31-9-2-44.5](#).

How many members do you have in your household?

A horizontal scale with 10 tick marks. The number 5 is displayed in a blue circle above the fifth tick mark.

* annual income for 5 household members must be no more than \$279,692

A box titled "Proof of Income" with a question mark icon. It contains a cloud icon with an upward arrow and the text "Drag & drop to upload or [select file](#)". Below the box, a file named "1040.docx" is listed.

For expedited review upload your current 1040 tax form. Click the tooltip for more options/details.



APPLICATION STEP 6

Next, you will upload your disability documentation.

Step 6: Disability Documentation

2024 Education Scholarship Application

Due: 02/06/2025

Instructions/Information

56% Complete

- Student Information
- Contact Information
- Relationship to Applicant
- Residency
- Household Information
- Disability Documentation**
- Service Delivery
- Endorsement for Direct Payments
- Agreement

Section 6 of 9

Disability Documentation

Student must have a disability that requires special education services plan at time of application.
Special education services plan DATE must be current at time of application.

What special education documentation do you have? *

- Individual Education Plan (IEP)
- Individual Education Program (IEP) with Education Scholarship Account Service Plan (ESA SP)
- Service Plan (SP)
- Service Plan (SP) with Education Scholarship Account Service Plan (ESA SP)**
- Choice Special Education Plan (CSEP)

Proof of Disability *

Drag & drop to upload or [select file](#)

ESA Service Plan.docx

Document Expiration *
12/21/2026

← Previous Next →

Disability Documentation

Student must have a disability that requires special education services plan at time of application.

Special education services plan DATE must be current at time of application.

What special education documentation do you have? *

Individual Education Plan (IEP)

Individual Education Program (IEP) with Education Scholarship Account Service Plan (ESA SP)

Service Plan (SP)

Service Plan (SP) with Education Scholarship Account Service Plan (ESA SP)

Choice Special Education Plan (CSEP)

Proof of Disability *



Drag & drop to upload or [select file](#)

Document Expiration *

mm/dd/yyyy

APPLICATION STEP 7

Then you will tell us who will be providing your special education services.

Step 7: Special Education Services

2024 Education Scholarship Application

Due: 02/06/2025

Instructions/Information

67% Complete

- Student Information
- Contact Information
- Relationship to Applicant
- Residency
- Household Information
- Disability Documentation
- Service Delivery**

Who will be providing Special Education Services for the student?*

School

Parent

Special Education services monies are paid by the state to the school who provides special education services to your student.

Parent chooses personalized special education services for their student from hundreds of ESA vendors. Special education services monies are deposited to your student's Education Scholarship Account.

School: Midwest Academy

Previous Next

Save Progress

2024 Education Scholarship Application

Due: 02/06/2025

Instructions/Information

67% Complete

- Student Information
- Contact Information
- Relationship to Applicant
- Residency
- Household Information
- Disability Documentation
- Service Delivery**

Who will be providing Special Education Services for the student?*

School

Parent

Special Education services monies are paid by the state to the school who provides special education services to your student.

Parent chooses personalized special education services for their student from hundreds of ESA vendors. Special education services monies are deposited to your student's Education Scholarship Account.

Previous Next

Save Progress

APPLICATION STEP 7 CONT.

If the private school your student attends does not participate in the ESA program, we will contact your school. (Message below)

Section 7 of 9

Special Education Services

Who will be providing Special Education Services for the student? *



Special Education services monies are paid by the state to the school who provides special education services to your student.



The school you have chosen is not an approved provider. Our office will contact them to request their participation in the program.

School

Lakeview Christian School



APPLICATION STEP 8 & AGREEMENT

Step 8: Endorsement for Direct Payments

Section 8 of 9

Endorsement for Direct Payments

By completing the Endorsement for Direct Payments, I am making a formal request for the ESA Office to pay my student's tuition and fees for the applying school year. I understand that my student's private school must be an approved ESA school to qualify.

If an ESA scholarship is awarded, the Scholarship Accounts Division will directly pay your student's private school tuition up to, but not exceeding, your state awarded basic tuition.

The direct payment amount may not exceed the student's annual tuition support grant amount. Additional payments from your ESA fund to your private school, would follow the ESA invoice process.

Note: if your student's ESA funds are more than the private school tuition, the ESA Office will place left over monies into the student's ESA fund.

I approve the ESA office to pay my child's private school.

[← Previous](#)

[Next →](#)

The screenshot shows a web browser window displaying the '2024 Education Scholarship Application' page. The page is titled 'Section 9 of 9' and 'Agreement'. It contains the following text:

In accordance with the statutory and regulatory guidance of Indiana Education Scholarship Account I affirm that:

- I have read, understand, and agree to the [Parent/Guardian/Emancipated Eligible Student Agreement](#) for the relevant scholarship program for which I am applying.
- I understand that a student will take the statewide assessment(s), as applicable based on the student's grade level.
- I understand that a student cannot be enrolled in public school and receive a scholarship. Attending public school during this school year will forfeit scholarship participation and will result in a return of any scholarship funding.
- I understand that a student enrolled in any course offered by K-12 Digital Learning, a correspondence school, or distance learning program receiving state funding is ineligible to receive Indiana Education Scholarship Account funds. However, I may pay for those courses privately.
- I understand that, while a student may be eligible for and apply for more than one scholarship program, a student may not receive funding through more than one scholarship program, including the Choice Scholarship, and the Indiana Education Scholarship Account.

Application Submission and Certification

By signing and submitting this application, the undersigned hereby acknowledges the information provided on this application is true and accurate to the best of his/her knowledge. You should be aware that when you sign and submit this application, the information you share may be disclosed with the Indiana Department of Education, business partners of the Treasurer of State, and participating entities of the ESA program. The Treasurer of State may collect information about you from other sources to verify information submitted in the application.

By providing your name below, you understand that the signing and submitting of this application in this fashion is the legal equivalent of having placed your handwritten signature on the submitted application and this affirmation.

Acknowledgement

I acknowledge and agree to the above statement about my application.

Please type your name below to confirm your acknowledgement.

Parent/Guardian Full Name
Christina Kaetzel

Navigation buttons: [← Previous](#) and [Submit](#)

SUBMIT YOUR APPLICATION

After you sign the agreement, your application will be submitted!

The screenshot shows a confirmation page for a submitted application. At the top, a green banner states "Your application has been submitted." Below this, a "Submitted" button is visible. The page is divided into sections for "Student Information" and "Contact Information".

Student Information

Student Name	Mock Student 82	STN	82
Date of Birth	01/01/2015	Birth Certificate	Birth_Certificate.docx

Contact Information

Parent/Guardian Name	Student Kaetzel	Email	kaetzelina+student2@gmail.com
Phone	+15633405676	County	Allen
Street Address	12345 Smile Lane	App/Suite/Unit	
City	Fort Wayne	State	IN
		Zipcode	46804

Below the contact information, there is a section for "Relationship to Applicant".

You can check the status of your application in the Applications tab.

The screenshot shows the "Applications" tab in the scholarship portal. It features a table with columns for Application ID, Student, Date Submitted, Type, Year, and Status. An orange arrow points from the text above to the "Applications" tab in the left sidebar.

Applications

Families are invited to apply for their student's scholarship for the 2024-2025 school year. This includes students interested in the Indiana Education Scholarship Account (ESA) and Career Scholarship Account (CSA).

Displaying 4 items

Application	Student	Date Submitted	Type	Year	Status
ESA2024-00027	Mock Student 82	02/28/2024	ESA	2024	Submitted
ESA2024-00016	Mock Student 87	-	ESA	2024	Draft
ESA2024-00011	Mock Student 76	02/14/2024	ESA	2024	Submitted
ESA2024-00007	Mock Student 77	02/09/2024	ESA	2024	Submitted

SEARCH FOR PROVIDERS

New for 2024, the ESA application portal has built-in provider search functionality!

Approved providers

Nulla mollit ea exercitation officia amet ex consectetur. Id cupidatat tempor id tempor adipiscing proident ea consectetur ipsum et ullamco et. Eit sunt pariatur sit reprehenderit ut laborum. Esse cillum excepteur officia magna nostrud veniam deserunt elit dolore mollit mollit excepteur eiusmod esse. Excepteur in qui esse occaecat. Do id ut nostrud consequat. Pariatur exercitation laboris in anim amet aliquip.

Search by Service **All**

- BizLocation2**
111 Memorial parkway
Fort Walton Beach, FL 32547
4193525485
dsmith+biz2@resultant.com
- Second ParaproSmith**
111 memorial
Nevada, OH 32457
+13526542589
dsmith+parapro2@resultant.com
- Tutor Smith**
111 memorial
Nevada, OH 32547
+15173452545
dsmith+t2@resultant.com
- test darin 1**
111 memoria
fort walton beach, FL 7
+178847662

Search by Service **Tuition and fees**

BizLocation2

111 Memorial parkway
Fort Walton Beach, FL 32547

4193525485

dsmith+biz2@resultant.com

CONTACT US



in.gov/tos/inesa/home/



M-F 8am-4:30pm



ESA@tos.IN.gov



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