



# Creating an HSD Application and Uploading Documents

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

[ESSVouchers@azed.gov](mailto:ESSVouchers@azed.gov)

Last updated 8/4/25

# Select New Application Under Manage Application(s)



**VOUCHERS AND CLAIMS**

## **EXCEPTIONAL STUDENT SERVI**

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

**ESS You**

# 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:

SSID:



# Select 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"/>		7/21/2025	Other Health Impairment	



# Follow steps 1, 2, and 3 to Upload Documents

## EDUCATIONAL PLACEMENT AND FUNDING OPTIONS:

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

Evaluation Date:\*

Funding Option :\*

IEP Date:\*

Disability:\*

Comments:

## Upload Document:

Select Document Type(s):\*

- Eligibility
- IEP
- MET
- Non-Eligibility
- PWN
- Other

No file chosen



# 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	Delete?
<input type="checkbox"/>	MET and IEP JR.pdf	PWN MET IEP Eligibility	8/4/2025 10:02:20 AM	Delete



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

**essvouchers.azed.gov says**

Are you sure you want to sign as:

**3** →

[Download Selected File\(s\)](#)

## SPED Director Signature or Representative

**1** →  By checking the box and submitting your signature, you certify that you have read and understood the provisions of this application and any potential financial consequences. Your acknowledgment is considered an electronic signature with legal effect, validity, and enforceability.

**2** ↑

\* Field is mandatory.

**4** ↑