



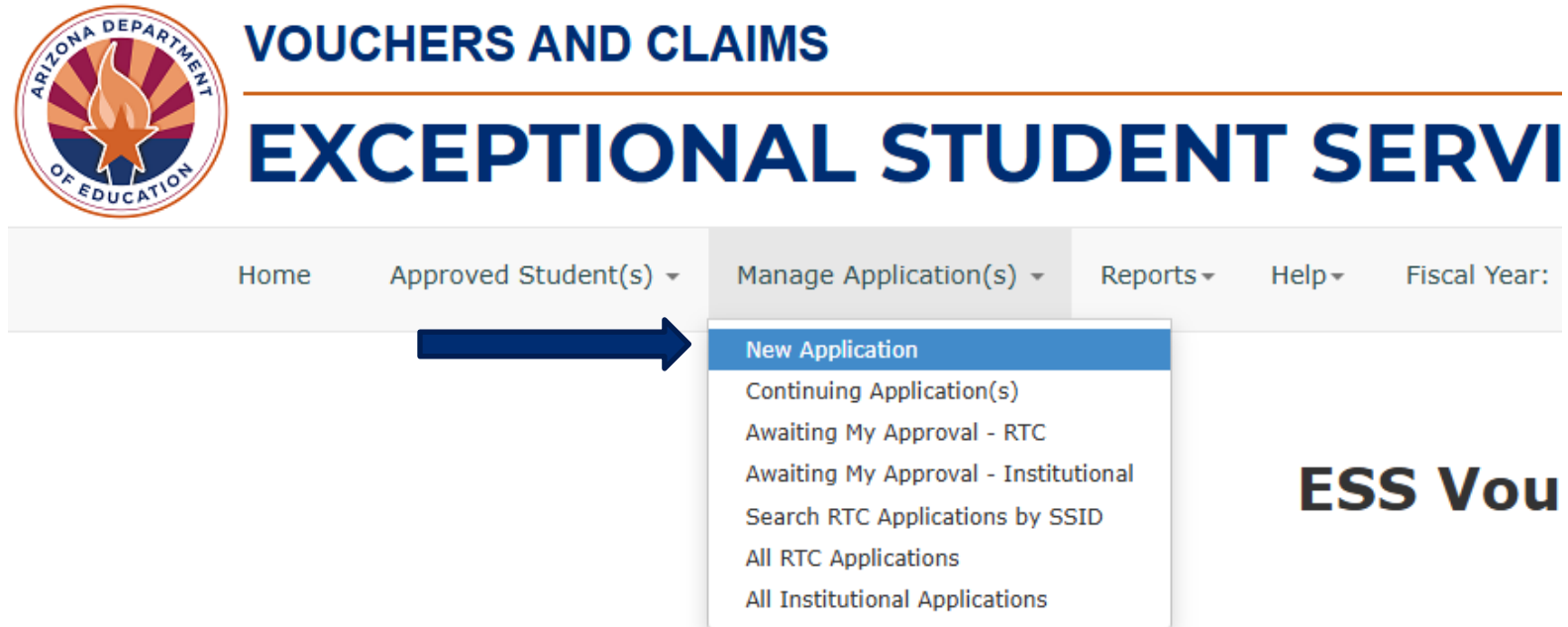
# Extension Application Instructions

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# Extension Application Instructions

To apply for an extension, click on **New Application** under the **Manage Application(s)** drop-down menu.



The screenshot shows the top navigation bar of the ESS You website. On the left is the Arizona Department of Education logo. To its right is the text "VOUCHERS AND CLAIMS" and "EXCEPTIONAL STUDENT SERVI". Below this is a navigation menu with the following items: "Home", "Approved Student(s) ▾", "Manage Application(s) ▾", "Reports ▾", "Help ▾", and "Fiscal Year:". The "Manage Application(s) ▾" menu is open, showing a list of options: "New Application" (highlighted in blue), "Continuing Application(s)", "Awaiting My Approval - RTC", "Awaiting My Approval - Institutional", "Search RTC Applications by SSID", "All RTC Applications", and "All Institutional Applications". A blue arrow points from the "Approved Student(s) ▾" menu to the "New Application" option. To the right of the navigation menu is the text "ESS You".

# Extension Application Instructions (part 2)

Select **Extension of Education Voucher Application**.

## Submit New Application

Select Application:

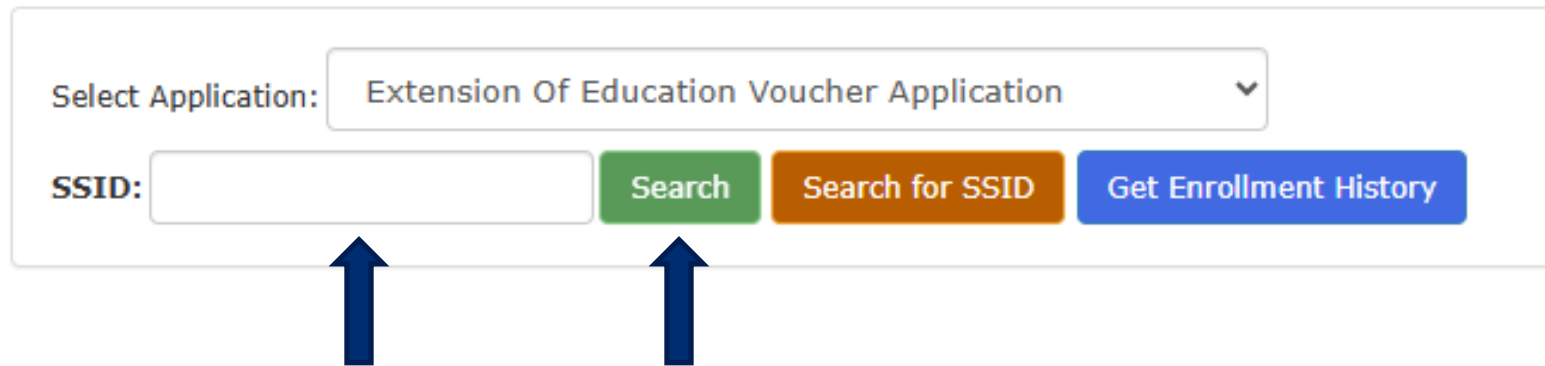
- Select Application Type -
- Extension Of Education Voucher Application**
- Home School District Education Voucher Application



# Extension Application Instructions (part 3)

Enter the **SSID number** and click **Search**. Search by name is not an option.

## Submit New Application



The screenshot shows a web form titled "Submit New Application". At the top, there is a dropdown menu labeled "Select Application:" with the selected option being "Extension Of Education Voucher Application". Below this, there is a label "SSID:" followed by an empty text input field. To the right of the input field are three buttons: a green "Search" button, an orange "Search for SSID" button, and a blue "Get Enrollment History" button. Two blue arrows point upwards from the bottom of the form to the SSID input field and the "Search" button, respectively.

# Extension Application Instructions (part 4)

Extension Applications can only be submitted starting five days before the expiration date of the Initial Application. If you try to create an extension application outside of five days, you will receive an error message.

## Submit New Application

Select Application:

Extension Of Education Voucher Application

SSID:

Search

Search for SSID

Get Enrollment History

**You can only submit an extension starting from 5 days before the expiration date (8/31/2025).**



# Extension Application Instructions (part 5)

Once the **SSID number** is entered and the **Search** button is selected, the voucher system will display the **Initial Application Details** for the student.

Select Application:

SSID:

SSID#

**Please Note:** The extension application will expire 30 days after the expiration date of the Initial application.

## Initial Application Details

Student Name:	<input type="text"/>	Birth Date:	<input type="text"/>	Entry Date:	<input type="text"/>
RTC Name:	<input type="text"/>			Expiry Date:	<input type="text"/>
RTC Voucher Contact:	<input type="text"/>	Email:	<input type="text"/>	Phone:	<input type="text"/>
RTC Education Contact:	<input type="text"/>	Email:	<input type="text"/>	Phone:	<input type="text"/>

# Extension Application Instructions (part 6)

You must check at least one reason for the evaluation delay and enter comments. School breaks, including summer or lack of personnel, are not acceptable statutory justifications.

## Select Justification(s)

- This form must be completed by the home school district (HSD), when a student is placed by a state placing agency (SPA) into a residential treatment center (RTC) for care, safety, treatment reasons or cannot be evaluated within 60 calendar days.
- School breaks—including summer or lack of personnel—are not acceptable justifications for extensions and will be denied. This may result in HSD fiscal liability for the time period involved.
- In accordance with A.R.S 15-1183, the HSD is requesting an extension of voucher funding for the above-named student because: (Please check all that apply and provide a complete explanation for each.)

Delay in receiving reports, e.g., teacher progress/social development, cumulative records.

MET/IEP is in progress. Please enter meeting scheduled date in comments.

MET/RED is in progress. Please enter meeting scheduled date in comments.

The home school district has not yet obtained a surrogate parent.

The Home School District is having difficulty locating/contacting parent/guardian.

The student was unavailable for testing, e.g., AWOL, hospitalized.

Other

\*Comments:



# Extension Application Instructions (part 7)

Supporting documentation, including emails, PWNs, and other documents may be uploaded. This is not a required step if a clear justification was entered in the comments.

The final step is the **SPED Director Signature or Representative**. Click **Submit for Approval** to complete the extension application. The extension will expire **30 days** from the expiration of the Initial Application. You can view the application under All RTC Applications.

The screenshot shows a web application interface with the following elements and annotations:

- Upload File(s)** section: Includes a "Choose Files" button (labeled "No file chosen") and a green "Upload File(s)" button.
- SPED Director Signature or Representative** section: Contains a checked checkbox with the text: "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." Below this is a green "Signature" button.
- Footer**: A green "Submit For Approval" button and an orange "Cancel" button.
- Modal Dialog**: A pop-up window titled "essvouchers.azed.gov says" with the text "Are you sure you want to sign as:" followed by a greyed-out input field. It has blue "OK" and grey "Cancel" buttons.

Four blue arrows with numbers indicate the sequence of actions:

- Arrow 1 points to the checkbox in the signature section.
- Arrow 2 points to the "Signature" button.
- Arrow 3 points to the "OK" button in the modal dialog.
- Arrow 4 points to the "Submit For Approval" button.