

STEP UP SCHOLARSHIP INFORMATION

The application portal for the Step-Up Scholarships for the 2026-2027 school year is now open. To process your child's scholarship efficiently, kindly follow the submission instructions outlined below.

Submission Deadline:

- Friday, May 29th by 5:00 p.m. – Submit the letter to ensure your August tuition payment is adjusted accordingly.

Submission Instructions:

1. Log in to the EMA website: <https://www.stepupforstudents.org>.
2. Click on the left side where it says "My Students" (as shown below). If you have multiple students, you will need to view each one to access their Award Id Letter.
3. Click on "Print Award Id" on the top right corner and save the letter as a pdf.

The screenshot displays the 'Scholarship Portal' interface. On the left is a navigation menu with options: Dashboard, My Students, Marketplace, Reimbursements, Pre- Authorizations, Recent Transactions, and Help. The main content area is titled 'Scholarship Portal' and includes a 'PRINT AWARD ID' button highlighted in yellow in the top right corner. Below this are three action buttons: 'Apply For Scholarship', 'Open Student Learning Plan', and 'New Reimbursement'. The 'Student Profile' section includes fields for Student ID, Name, DOB, Gender, Ethnicity (Hispanic or Latino), Race (White), Relationship To You (Son), and Student FLEID number. The 'Current Funds Available' section shows FTC and FES-EO amounts of \$0.00. The 'Applications' section lists two awards: 'FES-EO (25-26)' (Awarded) and 'FES-EO (24-25)' (Funded), both with a Program Award Amount of \$7,705.00 and 'VIEW APPLICATION' buttons. At the bottom is an 'Enrollments' table with columns for School Year, School Name, Program, Grade, Guardian Approval Date, Start Date, End Date, Total Tuition, and Status.

4. Email the award letter to awardletters@stbhs.org, and ensure it is only sent once. There is no need to resend the letter or follow up with a phone call.
5. At a future date, you will receive a notification from the Step Up office prompting you to "ACCEPT" the award. This action will help the school receive and credit your account.

Thank you in advance for your cooperation in this matter.