



CREATETECH PHX

Enrolling Your Child — An ESA Step-by-Step Guide for Parents

Welcome! This guide walks you through every step of enrolling your child at CreateTech PHX using an Arizona Empowerment Scholarship Account (ESA), from confirming eligibility to your first quarterly report. Work through the five phases below in order — each card includes what to do and where to do it.

PHASE 1 CHECK ELIGIBILITY

1

Confirm Eligibility

Verify the student is an Arizona resident, ages 5–22 (or turning 5 by Jan. 1 for kindergarten), and meets a qualifying category — public school withdrawal, incoming kindergartner, current ESA/STO recipient, sibling of an ESA student, military family, foster care, etc. Universal eligibility applies to Arizona resident students.

Learn more: azed.gov/esa/eligibility-requirements

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Gather Required Documents

Collect proof of the student's identity/age (birth certificate, passport, or hospital birth record) and proof of Arizona residency (utility bill, lease, mortgage statement, or property tax bill dated within the last 60 days, showing the parent/guardian name and AZ address).

Who handles this: *Parent/guardian, before starting the application*

PHASE 2 APPLY FOR YOUR ESA

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Create an Account & Apply Online

Go to the ESA Applicant Portal and select “Apply Now.” Create a parent/guardian account, complete the online application (about 20–30 minutes), and upload the required documents.

Apply at: esaportal.azed.gov | azed.gov/esa

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Withdraw from Public School (if applicable)

If the student is currently enrolled in a district, charter, or public online school, they must be formally withdrawn at the time the ESA contract is signed. A student cannot be enrolled in public school and receive ESA funds at the same time.

Contact: *Student's current public/charter school*

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Application Review

ADE reviews the completed application. Processing can take up to 30 days from the date a complete application is submitted. Watch your email — including spam/junk — for status updates.

ESA Support: (602) 364-1969 | ESAInfo@azed.gov

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Sign the ESA Contract

Once approved, ADE sends a contract for electronic signature. The funding quarter is determined by the date the contract is signed (Q1 Jul–Sep, Q2 Oct–Dec, Q3 Jan–Mar, Q4 Apr–Jun) — signing earlier in a quarter secures that quarter's disbursement.

Sign at: esaportal.azed.gov

PHASE 3 GET FUNDED

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ClassWallet Account Setup & Funding

After the contract is signed, the student's ClassWallet account (the ESA payment platform) is created and funded — this takes about 3 weeks. You'll receive an email to set up ClassWallet access; the first quarterly disbursement follows shortly after.

Platform: *ClassWallet (via the ESA Portal)*

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Access ClassWallet

Log into the ESA Applicant Portal, then select “Go to ClassWallet Account.” No separate ClassWallet login is required. Families with multiple ESA children can switch between student accounts from the ClassWallet homepage (“Welcome” menu > “Switch to user”).

Access at: esaportal.azed.gov/ApplicantPortal/Profile

PHASE 4 ENROLL & PAY CREATETECH

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Enroll with CreateTech

Complete CreateTech's enrollment agreement and confirm the program/tuition rate (CreateTech's published standard tuition and fees is \$6,500/year — confirm the exact figure for your family's state and program). Request an itemized invoice or tuition statement from CreateTech to upload to ClassWallet in the next step.

Enroll at: school.createtechint.org | *CreateTech enrollment team*

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Pay CreateTech's Tuition Through ClassWallet

In ClassWallet, select the “Pay” tab and search for “CreateTech Schools” — the name CreateTech is registered under as a qualified ClassWallet vendor/school in each approved ESA state. Upload CreateTech's invoice/tuition statement and submit the payment request. Tuition paid to a qualified school like CreateTech only needs the invoice, not a separate curriculum submission.

Where: *ClassWallet “Pay” tab*

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ESA Review & Disbursement to CreateTech

ESA staff reviews and approves the payment request. Once approved, ClassWallet releases payment directly to CreateTech; funds typically settle to the vendor within 2–10 business days of approval — completing the tuition coverage from your ESA funds.

ClassWallet support: (877) 969-5536

PHASE 5 MANAGE YOUR ACCOUNT

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Cover Additional Costs Beyond Tuition

For anything beyond CreateTech tuition (electives, specialty vendor courses, supplies, books), submit a curriculum showing the course of study those materials support, then purchase via the ClassWallet Marketplace, Direct Pay to another registered vendor, reimbursement (after linking a bank account), or the ClassWallet prepaid debit card (students with disabilities).

Where: *ClassWallet homepage — “Shop,” “Pay,” or reimbursement tools*

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Report Expenses Each Quarter

Upload invoices/receipts for each purchase (detailed invoices are required for tuition, tutoring, and therapies). If no funds were spent in a quarter, log in and attest to “no expenses” for that quarter on the ClassWallet homepage.

Where: *ClassWallet portal*

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Ongoing Support

For application, contract, or funding questions, contact the ESA Support Line. For ClassWallet purchasing/payment issues (including a CreateTech payment that hasn't gone through), contact ClassWallet support directly.

Contacts: *ESA (602) 364-1969, ESAInfo@azed.gov | ClassWallet (877) 969-5536, help@classwallet.com*

QUESTIONS ALONG THE WAY?

CreateTech Enrollment Team: createtechphx.org

Arizona ESA Support: (602) 364-1969 | ESAInfo@azed.gov

ClassWallet Support: (877) 969-5536 | help@classwallet.com