

ESA Reimbursement Summary

Student: Sam (3rd grade)

Vendor / provider: Bright Path Tutoring

Date: 2026-10-05

Total: \$120.00

This student's share: \$60.00

Invoice number: INV-1001

Shared receipt: allocation by student

This receipt covers 2 kids. Sam's share: \$60.00 of \$120.00.

- Sam: \$60.00 (this request)
- Ava: \$60.00

The same receipt is included for each student. Request only this student's share for this student.

Checklist

[OK] Photo of the receipt or invoice

[OK] Kid split adds up to the total

[MISSING] Student's name on the invoice - Ask the provider to put your child's name on the invoice.

[OK] Provider name

[MISSING] Provider address and phone or email - Ask the provider for a receipt or invoice that shows their address and a phone number or email.

[OK] Invoice date

[OK] Invoice number

[OK] Itemized services and charges

[OK] Total amount

[OK] Student grade level (not needed for this grade)

[MISSING] Transaction (payment) date - Make sure the invoice or payment receipt shows the date you paid.

[MISSING] Dates of service for each session - Ask the provider to list the date of each session next to its charge.

[MISSING] Processing fees listed (or none charged) - If you paid a processing or card fee, it must be on the invoice. If there was none, tap "It's on there".

[OK] Therapist or examiner license number

[MISSING] Proof of payment: PAID stamp with date and staff initials, or a vendor payment confirmation - Ask the provider to stamp the invoice "PAID" with the paid date and the initials of who took payment, or to email you a payment confirmation. Add it to the photo.

[OK] Services already happened (no future sessions)

[OK] Tutor's diploma or attestation form linked to Sam

[OK] Tutor's diploma or attestation form linked to Ava

[OK] Every item is listed in a curriculum

Checks against published ESA rules; ADE makes the final decision.

Services listed were already received at the time of this request.

Prepared with ESAHelper on 10/20/2026. The parent uploads each file in ClassWallet.

SAMPLE