



How to Complete the *IEA Student Application*

Who should complete the *IEA Student Application*?

Parents, guardians, or students who have reached 18 years of age who wish to enroll in the IEA Program must fill out the *IEA Student Application*.

The application allows the Tennessee Department of Education (the department) to determine if a student is eligible to enroll in the IEA Program. There is no cap on the number of students who can participate in the IEA Program. **All students who are eligible will be accepted into the program.**

For eligibility requirements, please review the “Student Eligibility” article on the IEA website at <http://www.tn.gov/education/article/iea-student-eligibility>.

After eligibility has been determined, parents must complete the *IEA Student Contract* to officially enroll their student in the IEA Program. To learn how to submit the *IEA Student Contract*, read the [“How to Complete the IEA Student Contract”](#) guide.

Please note: The person who completes the application and signs the *IEA Student Contract* will be responsible for all account holder duties and will be the sole user of the IEA debit card.

For more information on enrolling in the IEA Program, see Chapter Five of the [IEA Program Parent Handbook](#). To see the deadline for submitting the *IEA Student Application*, see the [Key Dates](#) section of the IEA website.



What information do I need to complete this form?

- A. Contact information of the individual who will be the IEA account holder
- B. Student's name
- C. Student's date of birth
- D. Student's gender, race, and ethnicity
- E. Student's address
- F. Student's grade level for the full school year prior to submitting the application
- G. Student's state ID number listed on their IEP
- H. Student's primary and/or secondary disability listed on their IEP
- I. The name of the public school district and school in which the student is currently enrolled
- J. The type of school the student plans on attending (e.g., independent home school, private school)
- K. The name and address of the private school the student plans on attending, if applicable (please note that this is the school the student anticipates to attend and can be changed once the student is enrolled in the IEA Program)
- L. The name and address of the public school(s) where the student attended for the full school year prior to submitting the application
- M. Copy of the account holder's valid driver's license or government-issued ID
- N. Copy of the student's birth certificate or proof of legal guardianship if the applicant is not shown as the mother or father of the student on his/her birth certificate
- O. Proof of residency showing the above listed parent/legal guardian's name and physical address; required if student was not enrolled in a Tennessee public school prior to Aug. 1, 2017 (see Step 5 for examples)
- P. Copy of the out-of-state IEP if student was not enrolled in a Tennessee public school prior to Aug. 1, 2017
- Q. W-9 form, which can be completed by downloading the form posted on <https://www.irs.gov/pub/irs-pdf/fw9.pdf>



Steps for Completing the Application

Step 1: Complete the Portal Account Request Form

The IEA Account Holder Portal is the secure website that account holders use to learn about key dates for the IEA Program, access and submit all IEA forms, and communicate with the IEA team. To get access to the IEA Account Holder Portal, complete the Portal Account Request form at:

https://stateoftennessee.formstack.com/forms/iea_program_account_holder_portal_request_form

Complete all fields of the Portal Account Request Form, and then click the “Submit” button at the bottom right of the screen. After submitting the form, the IEA team will send a username and password to access the IEA Account Holder Portal within five to ten business days to the email address given.

Please Note: The portal request form is not the student application.

Step 2: Create an IEA Account Holder Profile

To create an account in the IEA Account Holder Portal (the portal), go to iea.tnedu.gov. Log in to the portal with the username and password sent to you by the IEA team.

Under the Account Holder Profile page, enter the first and last name, phone number, email address, date of birth, social security number, and street address of the **account holder**.

***Please note:* the person who completes the application and signs the *IEA Student Contract* will be the IEA account holder.**

After all required boxes have been completed, click the “Submit” button to finish creating the Account Holder Profile. If any of your contact information changes, please update this section of the portal. To learn more, see Chapter Five of the [IEA Program Parent Handbook](#).



Step 3: Complete the Student Information Section of the Application

Click on the "Application" tab of the menu bar that is located on the left side of the screen.

This will lead you to the electronic application, where you can enter information about the student for whom you are submitting an application to participate in the IEA Program.

Before entering any student information, answer the four yes/no questions under "Student Information" as they pertain to your student.

After answering the four initial questions, complete all required fields under "Student Information." After entering all required information, click "Next" at the bottom right of the screen to navigate to the "School Information" page.

Step 4: Complete the School Information Section of the Application

Under "School Information," use the dropdown menu to select the type of school in which the student will be enrolled and the student's grade level.

After doing this, verify that the student's Tennessee public school information is correct. If it is incorrect, please email IEA.Questions@tn.gov for assistance.

Please note: Public school information will only auto-populate for students who have attended public schools in Tennessee.

After verifying the school information, click "Next" at the bottom right of the screen to navigate to the "Documents Required" page.



Step 5: Submit Supporting Documents

How to Upload Supporting Documents

The IEA team will need a **clear and legible** picture or scan of the **original copy** of the supporting documents.

Applicants can use one of the following devices to capture the image:

- a camera (examples include digital cameras or cameras within a cell phone)
- a scanner (can be a standalone scanner or a scanner within a printer)

Applicants can use one of the following devices to upload the documents to the portal:

- a computer
- smartphone

If the TDOE is unable to read the text in the document, the application will be considered **incomplete**.

Once enrolled in the IEA Program, account holders may use IEA funds to purchase computer hardware, including computers, printers, and scanners, for the educational benefit of the student.

Under the “Documents Required” page, applicants can submit the required documentation to accompany the application. Applicants are required to submit the following documents with the *IEA Student Application*:

- A. Copy of parent/legal guardian's valid driver's license or government issued ID (non-expired)

- B. Copy of the student's birth certificate or proof of legal guardianship: If the applicant is not shown as the mother or father of the student on his/her birth certificate, then submit a copy of the legal paperwork proving the applicant has the authority to act on behalf of the student, including proof of legal guardianship or conservatorship.
- C. W-9 Form: The W-9 form can be completed by downloading the form posted on <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. The form requires a **physical** signature in order to be processed, and must be uploaded and submitted with the application.

Applicants must submit the following documents with the *IEA Student Application* **if the student has moved to Tennessee from another state** within six months of the date the student enrolls in the IEA Program:

- A. Proof of residency: This must show the above listed parent/legal guardian's name and physical address (e.g., copy of most recent utility bill, current rental agreement, current property tax bill, affidavit from a landlord, or most recent mortgage statement).
- B. Copy of the out-of-state IEP

After uploading all necessary supporting documentation, click "Next" at the bottom right of the screen to navigate to the "Agreements" page.

Step 6: Read and Sign the Agreement Statements

Read the agreement statements thoroughly. Check the box in the right column of each row to signal your agreement to the respective statements.

Please note: Applicants may call or email the IEA team if they have any questions regarding the agreements.

Type your full name in the signature box at the bottom of the page to signify that you have read and agree to all of the statements. The date box will auto-populate with the date.



Step 7: Submit the *IEA Student Application*

To submit the IEA application, click the “Submit” button at the bottom right of the screen.

Please allow up to **30 calendar days** for the IEA team to process your application. After the application is processed, you will receive a response via email.

Have a question? Ask us!
Contact IEA.Questions@tn.gov or call (615) 253-3781.

