



Tennessee Department of Education  
Individualized Education Account (IEA) Program  
Andrew Johnson Tower  
710 James Robertson Parkway • Nashville, TN 37243

## Uniform Administrative Procedures Act Appeal Form for Parent/Student Applicants and Account Holders

A parent or student who has attained the age of majority (applicant/account holder) may appeal the Commissioner's decision to deny an appeal pursuant to the rules of the IEA Program. The appeals must include a completed copy of this form and conform to the contested case provisions of the Uniform Administrative Procedures Act (UAPA) (T.C.A. Title 4, Chapter 5, Part 3). To file a UAPA appeal, please complete this UAPA form and email the completed form to [IEA.Questions@tn.gov](mailto:IEA.Questions@tn.gov).

The UAPA appeal must be filed with the Commissioner by the account holder within **30 days** of the receipt of the notice of denial of the step 1 appeal. Such notice shall be provided electronically and deemed received on the date sent. After the UAPA form has been submitted to the department, you will be notified by an administrative law judge who will set the date and time of your hearing.

**Directions:** By completing the following form, you are confirming your wish to appeal the Commissioner's decision to deny the Step 1 appeal of:

- the IEA Program's eligibility decision.**
- the IEA Program's determination of misspent funds.**
- the removal of the student from the IEA Program.**

<b>Parent/Student Information</b>	<b>Response Field</b> <i>Please complete all fields.</i>
<b>Student Name</b>	
<b>Account Holder Name</b>	
<b>Physical Address (Street, City, and Zip Code)</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>Today's Date</b>	
<b>Date of Notice of Step 1 Appeal Denial</b>	

**In the space below, please provide a detailed description of the reasons why you are appealing the Commissioner's denial of the appeal. Please include specific details to substantiate your claims. (Attach additional pages, if necessary.)**

**Supporting Documentation**

If applicable, attach supporting documents to substantiate your claims.

**Signature Page**

I certify the information provided in this form, including any supporting documentation, is truthful and accurate. I further understand that if any false statements or documentation is provided, the student's account could be frozen, the student could be removed from the IEA program, the student's IEA account could be closed, and/or all funds remaining in the account could be forfeited. I further understand that if any false statements or documentation is provided, the department may prohibit the student and/or parent/guardian from enrolling in the IEA Program and/or being an IEA account holder in future.

**Account Holder Signature**

**Date**

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