



How to Complete the Participating School Application and Assurances

What is the Participating School Application and Assurances?

In order for a private school to apply to participate in the IEA Program, the school principal must complete the Participating School Application and Assurances form. Participating schools can receive IEA funds for payment for tuition, fees, and required textbooks from parents/guardians with students participating in the IEA Program.

To review the responsibilities of participating schools, please read the [IEA Program Provider Handbook](#).

Prior to submitting the Participating School Application and Assurances, interested non-public schools should read the [IEA Program Parent Handbook](#), the [IEA Program Provider Handbook](#), and the [IEA Laws, Rules, and Procedures](#). Non-public schools may contact the IEA team with any questions regarding these documents.

Who should submit the Participating School Application and Assurances?

Any non-public school that wants to participate in the IEA Program should complete the Participating School Application and Assurances and submit it to the department through the provider portal at iea.tnedu.gov. A list of participating schools will be made public on the IEA website: <http://www.tn.gov/education/section/iea>



Steps for Completing the Participating School Application and Assurances

Step 1: Complete the Participating School Portal Account Request Form

The IEA Provider Portal is the secure website that private schools will use to learn about key dates for the IEA Program and access and submit all IEA forms. To get access to the IEA Provider Portal, complete the Portal Account Request form at:

https://stateofennessee.formstack.com/forms/iea_program_participating_school_preapplication_form

Complete all fields on the Portal Account Request Form, and then click the “Submit” button at the bottom right of the screen. After the IEA team verifies the information provided in this form, the school principal will receive credentials to log in to the IEA Provider Portal within five to 10 business days to the email address given.

Step 2: Log in to the IEA Provider Portal (the portal)

Log in to the portal at iea.tnedu.gov using the credentials sent by the IEA team. Click on the “Participating School Application and Assurances Form” tab of the menu bar that appears on the left side of the screen. This will lead you to the electronic form.

Step 3: Fill out the Participating School Application and Assurances Form

What information do I need to know before completing this form?

- A. School name
- B. School category (I, II, or III)
- C. Physical street address
- D. Month and year the school opened and began enrolling students
Name of school principal
- E. Maximum number of IEA students the school has the capacity to enroll



- F. Daily tuition rate
- G. Date school begins
- H. Last day of school
- I. If the school has an inclusive educational setting (please note that for the purposes of the IEA Program, an inclusive educational setting is defined as one in which students with disabilities are educated with non-disabled children **and** no more than 50 percent of students in an individual classroom or setting are students with disabilities. Schools do not have to have an inclusive educational setting in order to participate in the IEA Program.)
- J. Total cost for a student to attend the school for one full school year including tuition, fees, and required textbooks

What do I need to include with this form?

- A. Surety Bond or Statement by a Certified Public Accountant Confirming Financial Viability (see Chapter Four of the [IEA Program Provider Handbook](#) for more information)
- B. School Calendar
- C. List of all Tuition and Fees

Enter all required information under the section titled "New School." After entering this information, upload the required supporting documents under the section titled "Upload Supporting Documents."

After uploading supporting documents, thoroughly read the Participating School Agreements at the bottom of the page. Check the box in the right column of each row to signify your agreement to each statement.

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



Step 4: Submit the Participating School Application and Assurances Form

To submit the *Participating School Application and Assurances* Form, click the “Submit” button at the bottom right of the screen.

After submitting the form, please allow up to **30 calendar days** for the form to be processed. After the form is processed, you will receive a response from the IEA team via email.

Have a question? Ask us!
Contact IEA.Questions@tn.gov.

