



## How to Complete the IEA Student Contract

### Who should submit the IEA Contract?

Parents, guardians, or students who have reached 18 years of age who wish to enroll or continue their enrollment in the IEA Program must submit the *Individualized Education Account Contract* (including the *FERPA Waiver* and *Account Holder Assurances*) each year. Contracts should be submitted through the IEA Account Holder Portal after the *IEA Student Application* or *IEA Student Renewal Application* has been submitted.

**Prior to submitting the *IEA Student Contract*, applicants should read in its entirety the [IEA Program Parent Handbook](#) and the [IEA Laws, Rules, and Procedures](#).**

- Please note that the IEA Student Contract is **legally binding**.
- Applicants/account holders should fully read and understand the contract before signing it.
- Applicants/account holders may print the contract from the portal and have it reviewed by legal counsel.
- Applicants/account holders can also contact the IEA team if they have questions about the contract.

To see the deadline for submitting the *IEA Student Contract*, see the [key dates](#) section of the IEA website.

- A. An IEA contract must be submitted for each student enrolling in the IEA Program. If an applicant has more than one student who is enrolling in the IEA Program, the applicant will need to submit one contract per student.
- B. The person who signs the *IEA Student Contract* will be the IEA account holder. There can only be one account holder for each IEA account. Please keep in mind that the person submitting the application to enroll the student in the IEA Program will be required to sign all official documentation pertaining to the IEA and will be the sole user of the IEA debit card.

C. If the complete contract is not submitted by the deadline, along with all the required documentation, the student shall not be enrolled in the IEA Program.

To learn more about the IEA Student Contract, see Chapter Five of the [IEA Program Parent Handbook](#).

## Steps for Completing the IEA Student Contract

### Step 1: Log in to the IEA Account Holder Portal

Log in to your portal account at [iea.tnedu.gov](http://iea.tnedu.gov) and click on the “Contract” tab that is located on the left side of the screen. Please note that the applicant must have submitted the IEA Student Application prior to signing the contract.

### Step 2: Read the Contract

Applicants should read and fully understand the responsibilities as outlined in the IEA Student Contract. The contract is divided into three separate pages on the IEA Portal. Click the “Next” button at the bottom right of the screen after reading each page to navigate to the next section.

*Please note:* Applicants/account holders may print the contract from the portal and have it reviewed by legal counsel. Applicants can contact the IEA team if they have questions about the contract.

### Step 3: Read the Account Holder Assurances Form

Read Exhibit E: *Account Holder Assurances* in section four of the contract. After reading the Account Holder Assurances Form, click the “Next” button at the bottom right of the screen.

#### **Step 4: Complete the FERPA Waiver**

Applicants must read and complete a FERPA Waiver as part of the IEA Contract.

After reading the FERPA Waiver, please list any individuals (other than the applicant) who may be informed about the student's educational records. It is optional to list additional individuals, but all account holders must allow the TDOE to discuss the student's educational records with the participating nonpublic school (if applicable).

After completing the FERPA Waiver, click the "Next" button at the bottom right of the screen.

#### **Step 5: Sign the IEA Contract**

In order to enroll in the program, applicants must agree to all terms of the IEA Contract. Check the box in the right column of each row to signal your agreement to the respective statements. Type your full name in the signature box at the bottom of the page to signify that you have read and agree to all terms of the IEA Contract. The date box will auto-populate with the date.

Click the "Submit" button at the bottom right of the screen to submit your contract for review. After submitting the contract, please allow up to **30 calendar days** for the contract to be processed. After the contract is processed, you will receive a response from the IEA team via email.

#### **Step 6: Contact your Local School District**

After signing the contract, you must contact your local school district IEA liaison to notify the school district that your student will be enrolling in the IEA Program (see list of IEA liaisons at [http://www.tn.gov/assets/entities/education/attachments/IEA\\_LEA\\_Liasion.pdf](http://www.tn.gov/assets/entities/education/attachments/IEA_LEA_Liasion.pdf)). The district must be notified before the student's first date of enrollment in the IEA Program. Failure to notify the school district may result in a delay in the first IEA payment to the student's account.



Department of  
**Education**

Individualized Education  
Account (IEA) Program

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

