



Completing the IEA Portal Account Holder Profile and Application

Tutorial Fall 2016

IEA.Questions@tn.gov

The logo consists of a red square with the letters 'TN' in white, serif font. Below the red square is a dark blue horizontal bar.

TN

Completing the Account Holder Profile

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Account Holder Profile

- The **Account Holder Profile** provides the TDOE with basic demographic information about the IEA Account Holder.
- The Account Holder Profile must be **completed by the individual in charge of the IEA** for the student.
 - The account holder can be the parent or guardian of the student, or the student if he/she has reached the age of majority (18 years old).
- The Account Holder Profile **must be completed prior** to submitting the IEA application and contract to participate in the IEA Program.

IEA Portal Home

This is the IEA Portal Homepage—it contains resources, updates, and information for IEA account holders. A calendar with important dates is on the left side of the screen.

To create your account holder profile, click on the **Account Profile** tab on the left side of the screen.

Department of Education Individualized Education Account Program

My Status

Admin Dashboard

Home

Account Profile

Application

Contract

Participating Schools

Home

IEA Info

Welcome to the Individualized Education Account (IEA) Program Account Holder Portal! The IEA Program provides options for parents/conservators of certain students with disabilities to choose the education opportunities that best meet the individual needs of their child by giving them direct access to state and local public education funds. [The IEA Parent Handbook](#) provides the most comprehensive information for parents and students about the IEA Program. You can also sign-up to receive monthly email updates for the IEA Program by clicking [here](#).

If you have questions or need accommodations to access IEA materials, please contact the IEA Team at (615) 253-3781 or IEA.Questions@tn.gov. Si habla español, puede contactar el Equipo IEA por teléfono en (615) 253-3781 o correo electrónico a IEA.Questions@tn.gov

Welcome to the IEA Participating Schools Portal! The IEA Program provides options for parents/guardians of students with certain disabilities to choose the education opportunities that best meet the individual needs of their child by giving them direct access to state and local public education funds.

This portal and the [IEA Webpage](#) provides the most up-to-date information and resources about the IEA Program both for participating schools interested in learning more about the IEA Program and for current participating schools in the IEA Program. The [IEA Provider Handbook](#) provides the most comprehensive information for participating schools about the IEA Program.

Calendar

Aug. 1, 2016
Student application window opens for Jan. 2017 enrollment...

Oct. 14, 2016
Student application materials dues...

Feb. 1, 2017
3rd quarter IEA funds disbursed...

March 15, 2017
3rd quarter IEA expense report due...

April 1, 2017
IEA Account Holder renewal form due...

May 1, 2017
4th quarter IEA funds disbursed...

Account Holder Profile

The Account Holder Profile page allows you to enter information pertaining to the applicant in order to enroll in the IEA Program.

The screenshot shows the 'Account Holder Profile' page within the Department of Education's Individualized Education Account Program. The page is titled 'Account Holder Profile > Please enter your Account Information for Registration'. A sidebar on the left contains navigation links: 'Admin Dashboard', 'Home', 'Account Profile', 'Application', 'Contract', and 'Participating Schools'. The main content area features two panels. The first panel, titled 'IEA Info', contains a notice: 'Before completing this application, parent/legal guardian/student who has reached the age of majority (18 years old) must read the following:' followed by a bulleted list: 'IEA Program law, codified at Title 49, Chapter 14, Part 14', 'IEA Program Rules of the State Board of Education Chapter 0520-01-11', 'IEA Program Procedures developed by the Tennessee Department of Education (the department)', and 'IEA Parent Handbook'. Below this list is a paragraph: 'The IEA Parent Handbook includes the allowable use of IEA funding, the responsibilities of parents, and the duties of the department. Parents/Guardians should read the handbook before applying for the IEA program. If parents/ guardians have questions about the IEA program, please email IEA.Questions@tn.gov'. The second panel, titled 'Account Holder Information', contains a form with the following fields: a dropdown menu for '- Title -', text input fields for 'Account Holder First Name' and 'Account Holder Last Name', a text input field for 'Primary Phone Number', and a dropdown menu for '- Phone Type -'.

Completing the Account Holder Profile

Use the dropdown menu to select the title of the applicant.

Enter the first and last name of the applicant.

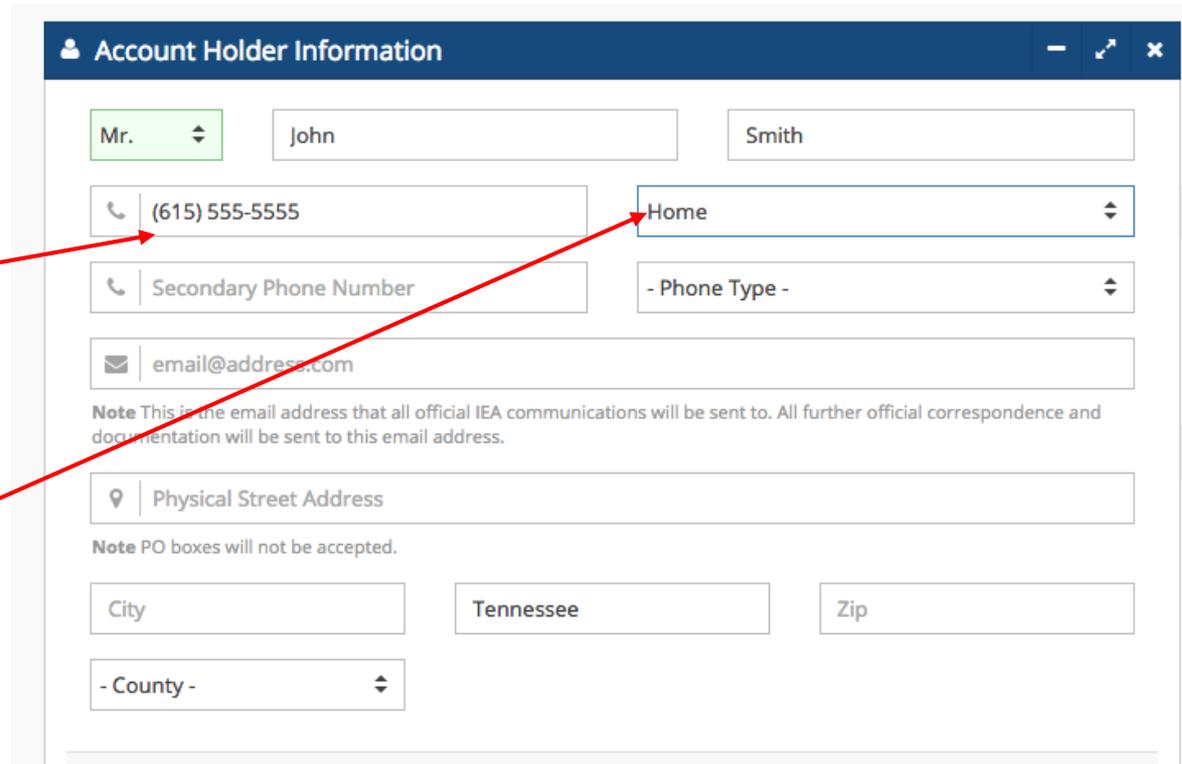
The screenshot shows a web form titled "Account Holder Information". The form contains the following fields and elements:

- A dropdown menu for the title, currently set to "Mr.", with a red arrow pointing to it from the first callout box.
- Text input fields for the first name "John" and the last name "Smith", with a red arrow pointing to the first name field from the second callout box.
- Two rows for phone numbers, each with a "Primary Phone Number" and "Secondary Phone Number" text input and a "- Phone Type -" dropdown menu.
- An email address field containing "email@address.com".
- A "Note" stating: "This is the email address that all official IEA communications will be sent to. All further official correspondence and documentation will be sent to this email address."
- A "Physical Street Address" field with a location pin icon.
- A "Note" stating: "PO boxes will not be accepted."
- Fields for "City", "Tennessee" (in a dropdown), and "Zip".
- A "- County -" dropdown menu.
- At the bottom right, there are "Cancel" and "Update" buttons.

Completing the Account Holder Profile Page

Enter the primary phone number of the applicant.

Use the dropdown menu to select the type of phone.

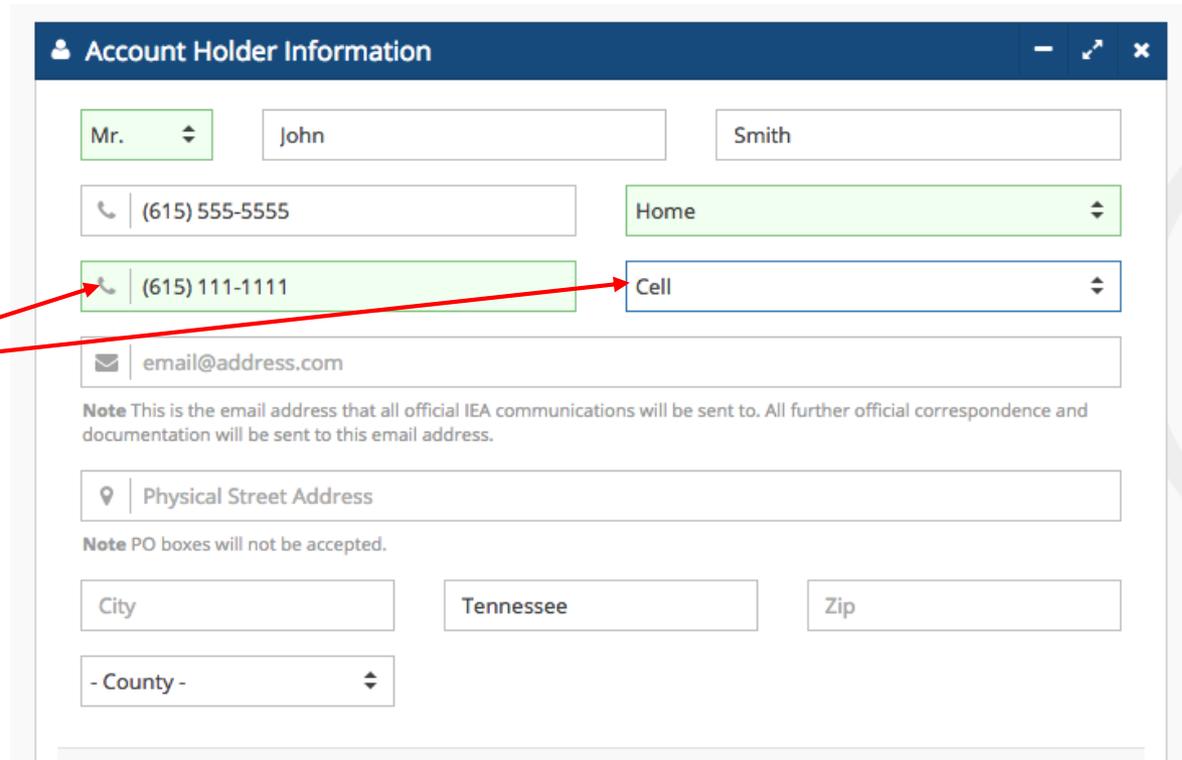


The screenshot shows a web form titled "Account Holder Information". The form includes the following fields and options:

- Salutation: Mr. (dropdown)
- First Name: John
- Last Name: Smith
- Primary Phone Number: (615) 555-5555
- Phone Type: Home (dropdown)
- Secondary Phone Number: (empty)
- Phone Type (Secondary): - Phone Type - (dropdown)
- Email Address: email@address.com
- Physical Street Address: (empty)
- City: (empty)
- State: Tennessee
- Zip: (empty)
- County: - County - (dropdown)

Two red arrows originate from text boxes on the left. One arrow points from the text box "Enter the primary phone number of the applicant." to the primary phone number field. The other arrow points from the text box "Use the dropdown menu to select the type of phone." to the "Home" dropdown menu.

Completing the Account Holder Profile



The screenshot shows a web form titled "Account Holder Information". The form includes fields for name (Mr., John, Smith), phone numbers, and address. A red box highlights the secondary phone number field, which contains "(615) 111-1111", and its dropdown menu, which is set to "Cell". A red arrow points from the text box on the left to the highlighted field.

Account Holder Information

Mr. John Smith

(615) 555-5555 Home

(615) 111-1111 Cell

email@address.com

Note This is the email address that all official IEA communications will be sent to. All further official correspondence and documentation will be sent to this email address.

Physical Street Address

Note PO boxes will not be accepted.

City Tennessee Zip

- County -

If applicable, enter a secondary phone number and use the dropdown menu to select the type of phone.

Completing the Account Holder Profile

Enter the email address of the applicant. All official correspondence from the IEA Team will be sent to this address.

Account Holder Information

Mr. John Smith

(615) 555-5555 Home

(615) 111-1111 Cell

john@smith.com

Note This is the email address that all official IEA communications will be sent to. All further official correspondence and documentation will be sent to this email address.

Physical Street Address

Note PO boxes will not be accepted.

City Tennessee Zip

- County -

Completing the Account Holder Profile

Enter the physical street address of the applicant. Please note that this must be a street address. PO boxes will not be accepted.

The screenshot shows a web form titled "Account Holder Information". The form contains the following fields and elements:

- Name: "Mr." (dropdown), "John" (text), "Smith" (text)
- Home Phone: "(615) 555-5555" (text), "Home" (dropdown)
- Cell Phone: "(615) 111-1111" (text), "Cell" (dropdown)
- Email: "john@smith.com" (text)
- Note: "This is the email address that all official IEA communications will be sent to. All further official correspondence and documentation will be sent to this email address."
- Address: "710 James Robertson Parkway" (text)
- Note: "PO boxes will not be accepted."
- City: (text)
- State: "Tennessee" (text)
- Zip: (text)
- County: "- County -" (dropdown)

Completing the Account Holder Profile

Enter the city and zip code of the applicant. Use the dropdown menu to select the county. Please note that you will be unable to change the state.

Account Holder Information

Mr. John Smith

(615) 555-5555 Home

(615) 111-1111 Cell

john@smith.com

Note This is the email address that all official IEA communications will be sent to. All further official correspondence and documentation will be sent to this email address.

710 James Robertson Parkway

Note PO boxes will not be accepted.

Nashville Tennessee 37243

Davidson

Completing the Account Holder Profile

After all required boxes have been completed, click 'Submit' to finish creating the Account Holder Profile.

The screenshot shows a web form titled "Account Holder Information" with the following fields and options:

- Mr. (dropdown) | John | Smith
- (615) 555-5555 | Home (dropdown)
- (615) 111-1111 | Cell (dropdown)
- john@smith.com
(This is the email address that all official IEA communications will be sent to. All further official correspondence and documentation will be sent to this email address.)
- 710 James Robertson Parkway
(PO boxes will not be accepted.)
- Nashville | Tennessee | 37243
- Davidson (dropdown)
- Back | Submit

A red arrow points from the text box on the left to the "Submit" button.

The logo consists of a red square with the letters 'TN' in white, serif font. Below the red square is a dark blue horizontal bar.

TN

Completing the Student Application

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Student Application

- You **must** submit the application in the same session as when you start it. If you leave the application without submitting it, **you will have to start over.**

Student Application Materials

Before beginning the IEA Student Application, ensure that you have electronic versions of the following documents saved to your computer/smartphone:

1. Copy of account holder's valid driver's license or government-issued ID (non-expired)
2. Copy of the student's birth certificate or proof of guardianship
3. Proof of residency showing the account holder's name and physical address
 - Some examples are: copy of most recent utility bill, current rental agreement, current property tax bill, affidavit from a landlord, or most recent mortgage statement.

Student Application Materials

Optional documentation needed:

1. Proof of legal guardianship (only required if the person completing the application is **not** shown as the mother or father of the student on his/her birth certificate)
2. Copy of the out-of-state IEP if the student moved to Tennessee within six months prior to the date of enrollment in the IEA Program.
 - For example, if the date of enrollment in the IEA Program is Jan. 1, 2017, a student who moved to Tennessee after July 1, 2016 would need to submit an out-of-state IEP.

Creating a Student Application

After completing the Account Holder Profile, click on the **Application** tab on the left side of the screen.

Department of Education Individualized Education Account Program

My Status

Admin Dashboard

Home

Account Profile

Application

Contract

Participating Schools

Account Holder Profile > Please enter your Account Information for Registration

IEA Info

Before completing this application, parent/legal guardian/student who has reached the age of majority (18 years old) must read the following:

- IEA Program law, codified at Title 49, Chapter 14, Part 14
- IEA Program Rules of the State Board of Education Chapter 0520-01-11
- IEA Program Procedures developed by the Tennessee Department of Education (the department)
- IEA Parent Handbook

The IEA Parent Handbook includes the allowable use of IEA funding, the responsibilities of parents, and the duties of the department. Parents/Guardians should read the handbook before applying for the IEA program. If parents/ guardians have questions about the IEA program, please email IEA.Questions@tn.gov

Creating a Student Application

The Application page allows you to enter information about the student who will be participating in the IEA Program.

The screenshot shows the 'Individualized Education Account Program' interface. The header includes the TN Department of Education logo and the program name. A navigation menu on the left lists 'My Status', 'Admin Dashboard', 'Home', 'Account Profile', 'Application' (highlighted), 'Contract', and 'Participating Schools'. The main content area is titled 'Application > Please enter your Student Application Information'. It features a 'Application Instructions' panel with the following text: 'This application shall be completed by either an applicant of the student or the student who has reached the age of majority. The individual completing this application will be the IEA account holder. The term 'applicant' referred to on this page means the individual who will be the account holder and who submits the application. Before completing this application, the applicant or student who has reached the age of majority (18 years old) must read the following:'. A bulleted list follows: 'IEA Program law, codified at Title 49, Chapter 14, Part 14', 'IEA Program Rules of the State Board of Education Chapter 0520-01-11', 'IEA Program Procedures developed by the Tennessee Department of Education (the department)', and 'IEA Parent Handbook'. Below this, a paragraph states: 'The IEA Parent Handbook includes the allowable use of IEA funding, the responsibilities of parents, and the duties of the department. Parents/guardians should read the handbook before applying for the IEA Program. If parents/guardians have questions about the IEA Program, please email IEA.Questions@tn.gov. Before completing the application, it is recommended that the applicant or student who has reached the age of majority gather the documentation required to submit this application. The documentation includes:'. A second bulleted list follows: 'Copy of Parent/Legal Guardian's Valid Driver's License or Government Issued ID (non-expired)', 'Copy of the student's birth certificate', 'Proof of legal guardianship (if applicable)', 'Proof of residency showing the above listed parent/legal guardian's name and physical address.', and 'Copy of the Out-of-State IEP if Student was Not Enrolled in a Tennessee Public School Prior to August 2016 (if applicable)'. On the right side, a 'Calendar' panel shows a list of dates and events: 'Aug. 1, 2016 Student application window opens for Jan. 2017 enrollment...', 'Oct. 14, 2016 Student application materials dues...', 'Feb. 1, 2017 3rd quarter IEA funds disbursed...', 'March 15, 2017 3rd quarter IEA expense report due...', 'April 1, 2017 IEA Account Holder renewal form due...', 'May 1, 2017 4th quarter IEA funds disbursed...', and 'May 15, 2017 4th quarter IEA expense'.

Creating a Student Application

Before entering any student information, answer yes or no to the four questions at the top of the page as they pertain to your situation.

The screenshot shows a web application window titled "Application Form". At the top, there is a tab for the school year "2016-2017" and a button to "+ Add New School Year". Below this is a progress bar with four steps: 1. Student information, 2. School information, 3. Documents Required, and 4. Agreements. Step 1 is currently active. Below the progress bar is a section titled "Questions" with four questions and two columns of radio buttons labeled "YES" and "NO".

	YES	NO
Does the applicant and the student reside in Tennessee?	<input checked="" type="radio"/>	<input type="radio"/>
Did the student attend a Tennessee public school for the two full semesters from Jan. 1 – Dec. 31, 2016?	<input checked="" type="radio"/>	<input type="radio"/>
Is the student entering kindergarten for the first time in January 2017 school year?	<input type="radio"/>	<input checked="" type="radio"/>
Did the student move to Tennessee between July 1, 2016 and December 31, 2016?	<input type="radio"/>	<input checked="" type="radio"/>

Entering Student Information

After answering the four yes/no questions at the top of the page, enter the first, middle, and last name of the student applying to enroll in the IEA Program.

Student Information

Suzy	Anne	Smith
Student ID	Date Of Birth	<input type="checkbox"/> Out of State
Student's State ID Number	08/09/2016	
John Smith	- Primary Disability -	
- Gender -	- Ethnicity -	- Race -
- Relationship -	- Select Grade -	- School District -
📍 Current Address		
City	Tennessee	Zip
- County -		

Previous Next

Entering Student Information

Enter the **State ID number** (found on the student's IEP) of the student who is applying to the IEA Program. (If you are applying to the IEA Program from out of state, this field is not required.)

Select the checkbox entitled 'Out of State' if you have moved to Tennessee between July 1, 2016 and Dec. 31, 2016.

Student Information

Suzy	Anne	Smith
Student ID 123456	Date Of Birth mm/dd/yyyy	<input type="checkbox"/> Out of State
Account Holder	- Primary Disability -	
- Gender -	Ethnicity -	- Race -
- Relationship -	- Current Grade Level -	- School District -
Current Address		
City	Tennessee	Zip
- County -		

Previous Next

Where Can I Find the State ID Number?

The student's **State ID number** is located **here** on the first page of the IEP. This will be a seven to nine-digit number. Please enter this number in the state ID field.



Do **NOT** enter the Student ID number!

TENNESSEE REFERENCE SYSTEM
710 James Robertson Parkway
Nashville, TN 37243

Individual Education Program (IEP)

From: 06/15/2016 To: 06/15/2017

Annual Addendum

Student Information

Student: Student (first) Test (last) **Birthdate:** 05/01/2006 **Grade:** 5th Grade
State ID: TEST555 **Student ID:** ~~XXXXXXXXXX~~ **Gender:** F **Hispanic Ethnicity:** No
Race: American Indian or Alaska Native

School: Sample School
District: Tennessee Reference System

Primary Disability:	Intellectual Disability	Re-evaluation of Eligibility Date:	06/15/2019
Secondary Disability:	None		

Medical Information: Medical summary
Relationship to Student: Both Parents/Guardian
Name: Test Parents Home Phone:
Address: Test Rd, Test, TN, 37000

Entering Student Information

Enter the student's date of birth. This can be done manually or by using the dropdown menu.

Student Information

Suzy	Anne	Smith
Student ID 123456	Date Of Birth 01/01/2001	<input type="checkbox"/> Out of State
Account Holder	- Primary Disability -	
- Gender -	- Ethnicity -	- Race -
- Relationship -	- Current Grade Level -	- School District -
📍 Current Address		
City	Tennessee	Zip
- County -		
Previous		Next

Entering Student Information

Use the dropdown menu to select the primary disability of the student applying to participate in the IEA Program.

Please note that if you select "other" as the primary disability, a box entitled secondary disability will appear, which will allow you to select the student's qualifying secondary disability.

Student Information

Suzy	Anne	Smith
Student ID 123456	Date Of Birth 01/01/2001	<input type="checkbox"/> Out of State
Account Holder	Autism	
- Gender -	- Ethnicity -	- Race -
- Relationship -	- Current Grade Level -	- School District -
Current Address		
City	Tennessee	Zip
- County -		

Previous Next

Where Can I Find the Primary & Secondary Disability?



TENNESSEE REFERENCE SYSTEM
710 James Robertson Parkway
Nashville, TN 37243

Individual Education Program (IEP)

From: 06/15/2016 To: 06/15/2017

Annual Addendum

Student Information

Student: Student (first) Test (last) **Birthdate:** 05/01/2006 **Grade:** 5th Grade
State ID: TEST555 **Student ID:** TEST001 **Gender:** F **Hispanic Ethnicity:** No
Race: American Indian or Alaska Native
School: Sample School
District: Tennessee Reference System

Primary Disability:	Intellectual Disability	Re-evaluation of Eligibility Date:	06/15/2019
Secondary Disability:	None		

Medical Information: Medical summary

Relationship to Student: Both Parents/Guardian
Name: Test Parents
Address: Test Rd, Test, TN, 37000

Home Phone:

The student's **primary and secondary disability** are located **here** on the first page of the IEP.

Entering Student Information

Student Information

Suzy	Anne	Smith
Student ID 123456	Date Of Birth 01/01/2001	<input type="checkbox"/> Out of State
Account Holder	Autism	
Female	- Ethnicity -	- Race -
- Relationship -	- Current Grade Level -	- School District -
📍 Current Address		
City	Tennessee	Zip
- County -		
Previous		Next

Use the dropdown menu to select the gender of the student.



Entering Student Information

Use the dropdown menu to select the ethnicity of the student.

Use the dropdown menu to select the race of the student.

Student Information

Suzy	Anne	Smith
Student ID 123456	Date Of Birth 01/01/2001	<input type="checkbox"/> Out of State
Account Holder	Autism	
Female	Not Hispanic or Latino	White
- Relationship -	- Current Grade Level -	- School District -
9 Current Address		
City	Tennessee	Zip
- County -		

Previous Next

Entering Student Information

Student Information

<input type="text" value="Suzy"/>	<input type="text" value="Anne"/>	<input type="text" value="Smith"/>
Student ID <input type="text" value="123456"/>	Date Of Birth <input type="text" value="01/01/2001"/>	<input type="checkbox"/> Out of State
<input type="text" value="Account Holder"/>	<input type="text" value="Autism"/>	
<input type="text" value="Female"/>	<input type="text" value="Not Hispanic or Latino"/>	<input type="text" value="White"/>
<input type="text" value="Daughter"/>	<input type="text" value="- Current Grade Level -"/>	<input type="text" value="- School District -"/>
<input type="text" value="Current Address"/>		
<input type="text" value="City"/>	<input type="text" value="Tennessee"/>	<input type="text" value="Zip"/>
<input type="text" value="- County -"/>		
<input type="button" value="Previous"/>		<input type="button" value="Next"/>

Use the dropdown menu to select the relationship of the student to the IEA account holder.

Entering Student Information

Student Information

Suzy	Anne	Smith
Student ID 123456	Date Of Birth 01/01/2001	<input type="checkbox"/> Out of State
Account Holder	Autism	
Female	Not Hispanic or Latino	White
Daughter	10th	Davidson School District
Current Address		
City	Tennessee	Zip
- County -		
Previous		Next

Use the dropdown menu to select the current grade level of the student.

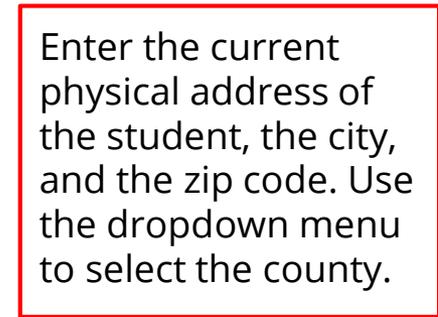
Use the dropdown menu to select the school district in which the student resides.

Entering Student Information

Student Information

Suzy	Anne	Smith
Student ID 123456	Date Of Birth 01/01/2001	<input type="checkbox"/> Out of State
Account Holder	Autism	
Female	Not Hispanic or Latino	White
Daughter	10th	Davidson School District
710 James Robertson Parkway		
Nashville	Tennessee	37243
Davidson		

Enter the current physical address of the student, the city, and the zip code. Use the dropdown menu to select the county.



Entering Student Information

Student Information

Suzy	Anne	Smith
Student ID 123456	Date Of Birth 01/01/2001	<input type="checkbox"/> Out of State
Account Holder	Autism	
Female	Not Hispanic or Latino	White
Daughter	10th	Davidson School District
710 James Robertson Parkway		
Nashville	Tennessee	37243
Davidson		
Previous		Next

After entering all of the required student information, click 'Next' to go to the School Information page.

Entering School Information

This is the School Information page, where you will enter information on the school in which the student is enrolled for the 2016-17 school year.

The screenshot displays a web application window titled "Application Form". At the top, there is a navigation bar with a plus sign and the text "Add New School Year". Below this is a progress indicator with four steps: "1 Student information", "2 School information" (highlighted in blue), "3 Documents Required", and "4 Agreements". The main content area is titled "School Information" and contains two dropdown menus: "Type of school the student will be enrolled in for the January 2017 school year." with a value of "- School Type -", and "Grade level as of August 2016" with a value of "- Grade Level -". A blue banner below the dropdowns reads: "Please verify that the school information is correct. If is not, please contact the IEA Team for assistance". At the bottom of the form, there are "Previous" and "Next" buttons.

Entering School Information

Use the dropdown menu to select the type of school (Home or Private) the student will be enrolled in beginning in January 2017.

The screenshot shows a web application window titled "Application Form". At the top, there is a navigation bar with a home icon, the title "Application Form", and window control buttons (minimize, maximize, close). Below the navigation bar, there is a section for the school year "2016-2017" with a "+ Add New School Year" button. A progress indicator shows four steps: "1 Student information", "2 School information" (highlighted in blue), "3 Documents Required", and "4 Agreements". Below the progress indicator, the "School Information" section is displayed. It contains two dropdown menus: "Type of school the student will be enrolled in for the January 2017 school year." (set to "Private") and "Grade level as of August 2016" (set to "- Grade Level -"). A red box highlights the "Private" dropdown menu, and a red arrow points from the text box on the left to this dropdown menu.

Entering School Information

Use the dropdown menu to select the student's grade level as of August 2016.

The screenshot shows a web application window titled "Application Form". At the top, there is a navigation bar with a minus sign, a refresh icon, and a close button. Below this, the current school year is "2016-2017" with a "+ Add New School Year" button. A progress indicator shows four steps: "1 Student information", "2 School information" (highlighted in blue), "3 Documents Required", and "4 Agreements". The "School Information" section contains two fields: "Type of school the student will be enrolled in for the January 2017 school year." with a dropdown menu set to "Private", and "Grade level as of August 2016" with a dropdown menu set to "10th". A red box on the left contains the text "Use the dropdown menu to select the student's grade level as of August 2016." and a red arrow points from this box to the "Grade level as of August 2016" dropdown menu.

Entering School Information

If you selected Private School as the type of school in which the student will enroll, you will be prompted to enter the name and address of the school in these fields.

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.

Application Form

2016-2017 + Add New School Year

1 Student information 2 School information 3 Documents Required 4 Agreements

School Information

Type of school the student will be enrolled in for the January 2017 school year Private

Grade level as of August 2016 10th

Private School Information

A Private School

710 James Robertson Parkway

Nashville TN 37243

Entering School Information

The information on the public school(s) attended by your child will autopopulate at the bottom of your screen. (This information will only appear for in-state students.) If any of this information is incorrect, email the IEA team at IEA.Questions@tn.gov

After verifying the Tennessee public school information, click 'Next' to navigate to the next page.

Please verify that the school information is correct. If is not, please contact the IEA Team for assistance

Tennessee Public School Information

Name of School District	Name of Public School	Date Enrolled	Last Date Attended
Rutherford County	Barfield Elementary School	07-12-2013	04-16-2014
Rutherford County	Cedar Grove Elementary School	07-10-2014	05-18-2015

Previous Next

Uploading Documents

This page allows the applicant to upload required supporting documentation as part of the application to the IEA Program.

Application Form

2016-2017 + Add New School Year

1 Student information 2 School information 3 Documents Required 4 Agreements

Documents Required

Please upload the following documentation in these acceptable formats: Microsoft Word, Microsoft Excel, Text File, Adobe PDF, Images (jpg,gif,png)

Form Name	Required	Notes	File Upload
Copy of Parent/Legal Guardian's Valid Driver's License or Government Issued ID (non-expired)	Yes	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen
Copy of the student's birth certificate	Yes	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen
Proof of residency showing the above listed parent/legal guardian's name and physical	Yes	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen

Uploading Documents

You will need to upload proof of identification for the application. To upload this document, click the 'Choose File' button and select the appropriate file from your computer.

You can click inside this text box to add any notes about the documents that you are uploading (this is optional).

Application Form

2016-2017 + Add New School Year

1 Student information 2 School information 3 Documents Required 4 Agreements

Documents Required

Please upload the following documentation in these acceptable formats: Microsoft Word, Microsoft Excel, Text File, Adobe PDF, Images (jpg,gif,png)

Form Name	Required	Notes	File Upload
Copy of Parent/Legal Guardian's Valid Driver's License or Government Issued ID (non-expired)	Yes	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
Copy of the student's birth certificate	Yes	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
Proof of residency showing the above listed parent/legal guardian's name and physical	Yes	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

Uploading Documents

You will need to upload an electronic copy of the birth certificate of the student applying to the IEA Program. To upload this document, click the 'Choose File' button and select the appropriate file from your computer.

You can click inside this text box to add any notes about the documents that you are uploading (this is optional).

Documents Required

Please upload the following documentation then click Next

Form Name	Required	Notes	File Upload
Copy of Parent/Legal Guardian's Valid Driver's License or Government Issued ID (non-expired)	Yes	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen
Copy of the student's birth certificate or proof of legal guardianship.	Yes	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen
Proof of residency showing the above listed parent/legal guardian's name and physical address. Examples include: copy of most recent utility bill, current rental agreement, current property tax bill, affidavit from a landlord, or most recent mortgage statement	Yes	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen
(Optional) Copy of the Out-of-State IEP if Student was Not Enrolled in a Tennessee Public School Prior to August 2016 Note: Provide this documentation only if applicable.	No	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen

Uploading Documents

You will need to upload proof of Tennessee residency for the applicant applying to the IEA Program. To upload this document, click the 'Choose File' button and select the appropriate file from your computer.

You can click inside this text box to add any notes about the documents that you are uploading (this is optional).

Documents Required

Please upload the following documentation then click Next

Form Name	Required	Notes	File Upload
Copy of Parent/Legal Guardian's Valid Driver's License or Government Issued ID (non-expired)	Yes	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen
Copy of the student's birth certificate or proof of legal guardianship.	Yes	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen
Proof of residency showing the above listed parent/legal guardian's name and physical address. Examples include: copy of most recent utility bill, current rental agreement, current property tax bill, affidavit from a landlord, or most recent mortgage statement	Yes	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen
(Optional) Copy of the Out-of-State IEP if Student was Not Enrolled in a Tennessee Public School Prior to August 2016 Note: Provide this documentation only if applicable.	No	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen

Uploading Documents

If the student has moved to Tennessee between July 1, 2016 and December 31, 2016, you will need to submit their out-of-state IEP. To do so, click the 'Choose File' button in order to upload the appropriate file from your computer. (Please note that this step is **only** applicable to students who have moved to Tennessee within the past six months.)

You can click inside this text box to add any notes about the document you are uploading (this is optional).

Documents Required

Please upload the following documentation then click Next

Form Name	Required	Notes	File Upload
Copy of Parent/Legal Guardian's Valid Driver's License or Government Issued ID (non-expired)	Yes	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen
Copy of the student's birth certificate or proof of legal guardianship.	Yes	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen
Proof of residency showing the above listed parent/legal guardian's name and physical address. Examples include: copy of most recent utility bill, current rental agreement, current property tax bill, affidavit from a landlord, or most recent mortgage statement	Yes	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen
(Optional) Copy of the Out-of-State IEP if Student was Not Enrolled in a Tennessee Public School Prior to August 2016 Note: Provide this documentation only if applicable.	No	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen

Uploading Documents

If there is any additional documentation that you would like to upload, you may do so here. Click the 'Choose File' button and select the appropriate documents from your computer. (Please note that uploading additional documentation is **not** required.)

You can click inside this text box to add any notes about the documents you are uploading (this is optional).

Documents Required

Please upload the following documentation then click Next

Form Name	Required	Notes	File Upload
Copy of Parent/Legal Guardian's Valid Driver's License or Government Issued ID (non-expired)	Yes	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen
Copy of the student's birth certificate or proof of legal guardianship.	Yes	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen
Proof of residency showing the above listed parent/legal guardian's name and physical address. Examples include: copy of most recent utility bill, current rental agreement, current property tax bill, affidavit from a landlord, or most recent mortgage statement	Yes	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen
(Optional) Copy of the Out-of-State IEP if Student was Not Enrolled in a Tennessee Public School Prior to August 2016 Note: Provide this documentation only if applicable.	No	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen

Uploading Documents

After you have uploaded all necessary supporting documentation, click 'Next' to navigate to the next page.

(Optional) Copy of the Out-of-State IEP if Student was Not Enrolled in a Tennessee Public School Prior to August 2016 Note: Provide this documentation only if applicable.	No	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen
Additional Documentation	No	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen

Agreements

After uploading all required documentation, you will be directed to the Agreements page. Please read all Agreement Statements thoroughly. Applicants may call or email the IEA team if they have any questions regarding the agreements.

Application Form

2016-2017 + Add New School Year

1 Student information 2 School information 3 Documents Required 4 Agreements

Agreements

By selecting the check-box in the right column of each row, you are agreeing to respective statements listed below.

Agreement Statements	Initial
I understand that participation in the IEA program shall have the same effect as a parental refusal to consent to the receipt of services under the federal Individuals with Disabilities Education Act (IDEA - 20 U.S.C. § Section 1414), and I hereby revoke my consent for special education and related services pursuant to IDEA.	<input type="checkbox"/>
I understand that upon enrolling in the IEA program, my student's Individualized Education Program (IEP) will no longer be valid and my student will have no individual entitlement to a free appropriate public education (FAPE) from the public school district, including special education and related services, as long as the student is participating in the IEA program.	<input type="checkbox"/>

Agreements

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

Agreements

By selecting the check-box in the right column of each row, you are agreeing to respective statements listed below.

Agreement Statements	Initial
I understand that participation in the IEA program shall have the same effect as a parental refusal to consent to the receipt of services under the federal Individuals with Disabilities Education Act (IDEA - 20 U.S.C. § Section 1414), and I hereby revoke my consent for special education and related services pursuant to IDEA.	<input checked="" type="checkbox"/>
I understand that upon enrolling in the IEA program, my student's Individualized Education Program (IEP) will no longer be valid and my student will have no individual entitlement to a free appropriate public education (FAPE) from the public school district, including special education and related services, as long as the student is participating in the IEA program.	<input checked="" type="checkbox"/>
I have read and understand the IEA Program law (T.C.A. § Title 49, Chapter 10, Part 14), IEA Program Rules (Rules of the State Board of Education Chapter 0520-01-11), IEA Program Procedures, and IEA Parent Handbook.	<input checked="" type="checkbox"/>
I agree to follow all the state laws, rules, policies, and procedures pertaining to the IEA program, as well as all of the requirements set forth in the IEA Parent Handbook.	<input checked="" type="checkbox"/>
I understand that if an IEA is ultimately awarded, I am required to notify the public school of my child's enrollment in the IEA Program and to withdraw the student from the public school (including public charter schools and public virtual education programs) no later than Dec. 30, 2016.	<input checked="" type="checkbox"/>

Agreements

Type your full name in the signature box to signify that you have read and agree to all of the statements. The date box will autopopulate with today's date.

Signature

Please type in full name below to Sign

 John Smith

 8/11/2016

Previous

Submit

Agreements

After signing the agreements, click the 'Submit' button in order to submit the student application for the IEA Program.

Signature

Please type in full name below to Sign

What's Next?

- After signing and submitting the agreements, you will be directed to the **IEA Student Contract**.
 - Please note that you will **not** be able to sign the contract until **after** your application has been approved by the IEA team.
- 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**.
 - The TDOE is waiting for the rules for the IEA Program to be approved before we can approve/deny applications; therefore, it may take longer than 30 days to process applications.

**Questions? Comments?
Contact the IEA Team at
IEA.Questions@tn.gov**



Districts and schools in Tennessee will exemplify excellence and equity such that all students are equipped with the knowledge and skills to successfully embark on their chosen path in life.

Excellence | Optimism | Judgment | Courage | Teamwork