



## Tennessee Department of Education Individualized Education Account (IEA) Program

### January 2017 Student Application

#### Application Instructions

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](mailto:IEA.Questions@tn.gov).

Please note the following:

- This application shall be completed by either a parent/ legal guardian of the student or the student who has reached the age of majority. The individual completing this application will be the IEA account holder.
- An IEA application must be submitted for each student. If a parent/ guardian has more than one student who is applying to enroll in the IEA Program, the parent/ guardian will need to submit one application per student.
- There can ONLY be one applicant parent/ guardian for each IEA account. Please keep in mind that the applicant parent/ guardian will be required to sign all official documentation pertaining to the IEA.
- **Students must be enrolled in a Tennessee public school district in order to apply for the IEA program** in order for funds to be generated for that student. If a student is entering kindergarten for the first time or is new to the state, the student must still enroll in the public school district. Parents/guardians should contact their resident school district to determine the process for enrolling the student for the purposes of enrolling the student in the IEA program.

Completed applications (including all required documentation) must be submitted to the department through the IEA Portal and **received** by the department no later than **Oct. 14, 2016, at 3 p.m. CST.**



## Application

Student Information Requested	Response Field <i>Please complete every field unless otherwise noted.</i>
<b>Student's Name (Last, First, Middle)</b>	
<b>Grade Level as of August 2016</b>	
<b>Student's Date of Birth (mm-dd-yyyy)</b>	
<b>Student's ID Number</b> <i>Note: This is the same ID number assigned to the student by the school district. The ID number is located on the student's IEP. Parents can contact the district to get the student's ID number.</i>	
<b>Physical Street Address</b> <i>Note: P.O. boxes will not be accepted</i>	
<b>City</b>	
<b>Zip Code</b>	
<b>County</b>	
<b>State</b>	
<b>Resident School District</b>	
<b>Student's Primary Disability that Qualifies Student for IEA Program</b> <i>Note: This is the disability that must be identified on the student's IEP.</i> <i>Note: This field is not required if secondary disability is listed.</i>	
<b>(Optional) Student's Secondary Disability that Qualifies Student for IEA Program, if applicable</b>	



<p><i>Note: This is the disability that must be identified on the student's IEP.</i></p> <p><i>Note: This field is not required if primary disability is listed.</i></p>	
<b>Student's Gender</b>	
<b>Student's Race</b>	
<b>Student's Ethnicity</b>	

**Tennessee Public School(s) Attended from Jan. 1, 2016 – Dec. 31, 2016**

School #1	
<b>Name of School District</b>	
<b>Name of Public School</b>	
<b>Date Enrolled (mm-dd-yyyy)</b>	
<b>Last Date Attended (mm-dd-yyyy)</b>	
School #2	
<b>Name of School District</b>	
<b>Name of Public School</b>	
<b>Date Enrolled (mm-dd-yyyy)</b>	
<b>Last Date Attended (mm-dd-yyyy)</b>	
School #3	
<b>Name of School District</b>	
<b>Name of Public School</b>	
<b>Date Enrolled (mm-dd-yyyy)</b>	
<b>Last Date Attended (mm-dd-yyyy)</b>	



School #4	
<b>Name of School District</b>	
<b>Name of Public School</b>	
<b>Date Enrolled (mm-dd-yyyy)</b>	
<b>Last Date Attended (mm-dd-yyyy)</b>	
<p><b>If your child attended more than four schools from Jan. 1, 2016 - Dec. 30, 2016, please attach a separate page listing the school information.</b></p>	

**School Enrollment for Jan. 1 - June 30, 2017**

<b>Type of School (private school or homeschool) the Student will be Enrolled in Jan. 1 - June 30, 2017</b>	
<b>Name of School</b>	
<b>School Address</b>	

**Need a Section Heading**

Parent/Guardian Information Requested	Response Field
	<i>Please complete every field unless otherwise noted.</i>
<b>Parent/Legal Guardian's Name (Last, First)</b>	
<b>Prefix/Title (Ms., Mrs., Mr., Dr., Miss, Rev.)</b>	
<b>Relationship to Student</b>	
<b>(Optional) Work Phone Number</b> <i>Note: Include area code</i>	
<b>Home Phone Number</b> <i>Note: Include area code</i>	



<b>Cellphone Number</b> <i>Note: Include area code</i>	
<b>(Optional) Second Cellphone Number</b> <i>Note: Include area code</i>	
<b>At which phone number do you prefer to be contacted?</b>	
<b>Parent/Legal Guardian's Email Address</b> <i>Note: This is the email address to which all official IEA communications will be sent. All further official correspondence and documentation will be sent to this email address.</i>	

**Need a Section Heading**

Question	Yes/No Response
Do you and the student reside in Tennessee?	
Did the student attend a Tennessee public school for the two full semesters from Jan. 1 – Dec. 30, 2016?	
Is the student entering kindergarten for the first time in January 2017 school year?	
Did the student move to Tennessee between July 1, 2016 and December 31, 2016?	

**Signature Page**

<b>Agreement Statements</b> <i>By providing your initials in the right column of each row, you are agreeing to respective statements listed below.</i>	<b>Initials</b>
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.	



<p style="text-align: center;"><b>Agreement Statements</b></p> <p style="text-align: center;"><i>By providing your initials in the right column of each row, you are agreeing to respective statements listed below.</i></p>	<p style="text-align: center;"><b>Initials</b></p>
<p>I understand that upon enrolling in the IEA program, my student's Individual 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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>I understand that by signing this, I certify that I have the legal right and responsibility to direct the education of my child.</p>	
<p>I understand that if the IEA is ultimately funded, the monies may only be used for the expenses listed in 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.</p>	
<p>If my student is enrolled in the IEA program, I agree to submit to the department every quarter receipts showing a record of all expenses paid using IEA account funds, by the deadlines set by the department. I understand that failure to submit receipts by the deadline may result in termination from the program.</p>	
<p>I understand that if I misuse or fraudulently spend IEA funding, I will be responsible for repaying those funds to the State Treasurer, my student will be immediately removed from the IEA program, the student's IEA account will be closed, and all funds remaining in the account will be forfeited. Cases of fraud and misuse of funds may also be referred to the State Comptroller's Office or the State Attorney General's Office.</p>	



<p style="text-align: center;"><b>Agreement Statements</b></p> <p style="text-align: center;"><i>By providing your initials in the right column of each row, you are agreeing to respective statements listed below.</i></p>	<p style="text-align: center;"><b>Initials</b></p>
<p>I understand that use of IEA funds must be for the sole benefit of the participating student for which the IEA account is established. Any services, resources, and/or equipment purchased using IEA funds shall only be used by the participating student whose IEA paid for said services, resources, and/or equipment.</p>	
<p>I understand that it is a conflict of interest and is considered a misuse of IEA funds against IEA program rules and procedures for a family member of a participating student, including step parent, or member of an eligible student's household to derive any financial benefit from the IEA program.</p>	
<p>I understand that it is a conflict of interest and against IEA program rules and procedures for a family member of a participating student, including step parent or a member of a participating student's household, to provide a professional recommendation or approval for a service or the use of computer hardware or other technological device for the participating student.</p>	
<p>I certify the information provided in this application, including any supporting documentation is truthful and accurate. I further understand that any false statements or documentation will result in the denial of my student's application. I further understand that, if the student is enrolled in the IEA Program, any false statements or documentation may result in the student's account being frozen, the student being removed from the IEA program, closure of the student's IEA account, and/or forfeiture of all funds remaining in the account. 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.</p>	

\_\_\_\_\_  
 Printed Name of Parent, Legal Guardian, or  
 Student Applicant who is 18 years or older

\_\_\_\_\_  
 Signature of Parent, Legal Guardian, or  
 Student Applicant who is 18 years or older

\_\_\_\_\_  
 Date



### Required Documentation Checklist

The following documents **MUST** be submitted along with the signed application. An application is not complete until all required documents have been submitted. **Incomplete applications will not be reviewed.** If you submit original documentation, it **will not** be returned to you.

<b>Document</b> <i>All forms are required to be submitted, unless otherwise noted</i>	<b>Check Box</b>
<b>Copy of Parent/Legal Guardian's Valid Driver's License or Government Issued ID (non-expired)</b>	
<b>Copy of the student's birth certificate</b>	
<b>Proof of legal guardianship</b> Note: If person listed completing the application as the parent/legal guardian 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 person stated above has the authority to act on behalf of the student. Note: Not required if the person completing the application is shown as the mother or father of the student on his/her birth certificate.	
<b>Proof of residency showing the above listed parent/legal guardian's name and physical address.</b>  <i>Examples include: copy of most recent utility bill, current rental agreement, current property tax bill, affidavit from a landlord, or most recent mortgage statement</i>	
<b>(Optional) Copy of the Out-of-State IEP if Student was Not Enrolled in a Tennessee Public School Prior to August 2016</b> <i>Note: Provide this documentation only if applicable.</i>	
<b>(Optional) Additional Documents</b>	

### Application Submission Instructions

Completed applications (including all required documentation) must be submitted through the IEA Portal and **received** by the department no later than **Oct. 14, 2016, at 3 p.m. CST.**

*Incomplete applications or applications submitted after the deadline will not be reviewed for the spring 2017 IEA enrollment that begins January 2017.*