



Tennessee Department of Education
Individualized Education Account (IEA) Program
Parent/Guardian and Student Information Update Form

Student Name	
Student ID Number	
Account Holder Name	

Directions

Please provide the new information in the fields on the next page. Leave field(s) blank for information that should not change.

Please Note: For any changes of address, proof of residency showing the above listed parent/legal guardian's name and physical address must be submitted along with this form. Examples include the following: copy of most recent utility bill, current rental agreement, current property tax bill, affidavit from landlord, or most recent mortgage statement.

If the legal name of the student and/or parent is changing, please submit send an email to IEA.Questions@tn.gov requesting the name change and attach a copy of the legal document approving the name change (e.g., marriage certificate).

This form must be submitted to the Tennessee Department of Education (the department) through the IEA portal and received by the department within fifteen days of the change being effective. Failure to provide this information to the department by the deadline may result in the suspension of the IEA account and/or removal of the student from the IEA program.

Student Information	Response Field
Physical Street Address <i>PO boxes will not be accepted</i>	
City	
Zip code	
County	
State	
Resident School District	



Parent/ Guardian Information	Response Field
Work Phone Number <i>Include area code</i>	
Home Phone Number <i>Include area code</i>	
Cellphone Number <i>Include area code</i>	
Second Cellphone Number <i>Include area code</i> <i>*Required</i>	
Preferred Phone Number to Be Contacted At	
Parent/ Legal Guardian Email Address <i>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.</i>	
Physical Street Address <i>PO boxes will not be accepted</i>	
City	
Zip code	
County	
State	



Signature Page

I certify the information provided in this form, including any supporting documentation is truthful and accurate. I further understand that 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.

IEA Account Holder Signature

Date

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