



Tennessee Department of Education Individualized Education Account (IEA) Program

Notice of School Transfer Form

If a student enrolled in the Individualized Education Account (IEA) program transfers from one school to another, including transfer from a homeschool to a private school or vice versa, the account holder **must notify the Tennessee Department of Education (the department) within fifteen days from the date the student was withdrawn from the participating school** by submitting this completed form.

If the complete Notice of Transfer is not submitted through the IEA portal within fifteen days from the date the student was withdrawn from the school along with all the required documentation, the department may suspend a student's IEA.

Student Information <i>All fields are required, unless otherwise noted</i>	Response Field
Student Name:	
Student ID Number:	
Parent/ Guardian Name:	
Name of the School Student Withdrew from:	
Address of the School the Student Withdrew from:	
Date of the Initial Enrollment (mm-dd-yyyy):	
Date of the Withdrawal (mm-dd-yyyy):	
Number of Days the Student was in Enrolled in the School:	
Name of the School the Student Enrolled in:	
Address of the School the Student Enrolled in:	
Date of the Enrollment (mm-dd-yyyy):	



Required Documentation

In addition to completing this form, if the student attended a participating school, the account holder must also send the department the following documentation within fifteen **days from the date of withdrawal**:

1. A statement, letter, or other official document from the school the student withdrew from which shows the date of initial enrollment, date of withdrawal, the number of days the student was enrolled in the school, and the amount of tuition and fees refunded
2. A statement, letter, or other official document from the school the student enrolls in from which shows the date of enrollment

This form is not complete until all required documents have been submitted.

Refund Information

If an account holder prepaid for tuition at a participating school for an entire school year, the IEA funds used should be refunded to the department by the participating school within 15 days of the withdrawal date.

If your student is receiving a tuition refund, please fill out the following fields.

Name of Participating School	Refund Amount
Name of Virtual School	Refund Amount
Name of Postsecondary Institution	Refund Amount

Please describe what is being refunded (tuition, fees, etc.)



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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