



Tennessee Department of Education Individualized Education Account (IEA) Program

2016-17 Participating School Application & Assurances

Directions

This application and agreement must be **completed and signed by the school principal**.

Before completing this application and agreement, the school principal must read the following:

- IEA Program law, T.C.A. § Title 49, Chapter 10, 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
- IEA Provider Handbook

The IEA Parent and Provider Handbooks include the allowable use of IEA funding, the responsibilities of account holders, the responsibilities of participating schools, and the duties of the department. Principals of schools interested in participating in the IEA program should read both handbooks before applying to participate in the IEA program. If principals have questions about the IEA program, please email IEA.Questions@tn.gov

Completed applications (including all required documentation) must be submitted through the IEA Portal and **received** by the department no later than **Nov. 1, 2016, at 3:00 p.m. CST** in order for schools to participate in the IEA program in the spring 2017 semester.

School Information <i>All fields are required, unless otherwise noted.</i>	Response Field
School Name	
School ID Number <i>Issued by the department</i>	
School Category <i>*Schools must be a Category I, II, or III in order to participate in the IEA Program.</i>	
Physical Street Address <i>Note: P.O. boxes will not be accepted</i>	
City	



Zip code	
County	
State	
Month and Year the School Opened and Began Enrolling Students (mm-yyyy)	
Name of School Principal (Last, First)	
Phone Number	
Email Address	
<p>Maximum Number of IEA Students the School Has the Capacity to Enroll</p> <p><i>The number of IEA students a school enrolls cannot exceed this number unless the school submits a revised maximum enrollment amount to the department along with a new surety bond that reflects the increase in the number of IEA students enrolled.</i></p>	
<p>Daily Tuition Rate</p> <p><i>This is the rate that schools will be able to charge account holders and will be used to calculate the amount of the tuition refund in the case that a student in the IEA program withdraws from the school.</i></p>	
<p>Date School Begins (mm-dd-yyyy)</p> <p><i>This is the first day students begin attending classes at the school for the 2016-17 school year.</i></p>	
<p>Last Day of School (mm-dd-yyyy)</p> <p><i>This is the last day students will attend classes at the school for the 2016-17 school year.</i></p>	



<p>Does the school have an inclusive educational setting?</p> <p><i>For the purposes of the IEA program, a participating nonpublic school is considered to have an inclusive educational setting if the following two criteria are met: 1) Students with disabilities are educated with non-disabled children, and 2) No more than 50 percent of the students in an individual classroom or setting are students with disabilities.</i></p>	
<p>Total Cost for a Student to Attend the School for <u>One Full School Year</u> (\$) Including Tuition, Fees, and Required Textbooks</p> <p><i>*This does not include the cost of optional field trips, supplies, instructional materials, meals, uniforms, and/or services that are optional and not required by the school for the student to attend the school.</i></p>	

Participating School Assurances

By signing your initials in the right-hand column, you are acknowledging your agreement to each statement.

	Initials
<p>I certify that I have the legal authority to submit this application and agreement on behalf of the school.</p>	
<p>I certify that the school meets all the eligibility requirements set forth in 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), the department IEA Program Procedures, IEA Parent Handbook, and IEA Provider Handbook.</p>	
<p>I certify that 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), the department IEA Program Procedures, IEA Parent Handbook, and IEA Provider Handbook.</p>	
<p>I certify that the school will 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 and the IEA Provider Handbook.</p>	



<p>I certify that all school employees have completed a criminal background check pursuant to the Rules of the State Board of Education Chapter 0520-01-11 and attest that they have never been convicted of a felony, including conviction on a plea of guilty, a plea of nolo contendere or order granting pre-trial diversion.</p>	
<p>I certify that I understand that the school shall provide to the department all documentation required for a student's participation, including the school's and student's fee schedules.</p>	
<p>I certify that the school will be academically accountable to the account holder for meeting the educational needs of the student.</p>	
<p>I certify that the school will at a minimum, annually provide to the account holder a written explanation of the student's progress.</p>	
<p>I certify that the school will cooperate with the IEA student whose account holder chooses to participate in the statewide assessments.</p>	
<p>I certify that if the student is in grades 3-8, and if requested by the account holder, the school shall annually administer either a nationally norm-referenced test(s) identified by the department or the Tennessee Comprehensive Assessment Program (TCAP) test(s), or any future replacements of the TCAP test(s).</p>	
<p>I certify that if the school administers a norm-referenced test(s) to an IEA student, the school will provide the student's account holder with an assessment report which shall include, at a minimum:</p> <ul style="list-style-type: none"> • the name of the assessment, • the date the assessment was administered to the student, • the student ID number (issued by the public school district in which the student resides), • the name of the student (first, last and middle initial), and • the student's score on the assessment. 	
<p>I certify that if the school administers a TCAP assessment to an IEA student, the school shall identify on the forms submitted to the department's Assessment Office, the student's ID number issued by the public school district in which the student resides and the IEA program's EIS classification code.</p>	
<p>I certify that annually by the deadline set by the department, the school will report the completion rate and graduation rate of IEA students enrolled in the school to the department following the procedures set forth in the provider handbook.</p>	



I certify that the school will comply with all health and safety laws or codes that apply to nonpublic schools and the profession of the participating provider.	
I certify that the school shall not discriminate against students or applicants on the basis of race, color, or national origin.	
I certify that the school will conduct criminal background checks on employees as defined by the IEA Program Rules (Rules of the State Board of Education Chapter 0520-01-11).	
I certify that the school will exclude from employment any person not permitted by state law to work in a nonpublic school or as a participating provider.	
I certify that the school will exclude from employment any person who might reasonably pose a threat to the safety of students.	
I certify that the school will provide account holders with a receipt for all qualifying expenses.	
I certify that the school will not hold IEA cards and run them on site without the account holder present or copy credit card information for use at a later date.	
I certify that I understand that the account holder is responsible for any contract signed with the school and for ensuring that the terms of the contract are fulfilled. The department cannot void a private contract, give legal advice or arbitrate payment schedules.	
I certify that I understand that IEA contracts are entered into with the account holder, not the private school. Private schools may not hold IEA cards and run them on site without the account holder present or copy credit card information for use at a later date.	
I certify that I understand that the account holder is responsible for payment of all ineligible expenses, and any eligible expenses in excess of the amount of the IEA.	
I certify that the school will verify the continued enrollment and attendance of IEA students by notifying the department quarterly by the following dates and following the procedures posted on the department's website: Sep. 1, Nov. 1, Feb. 1, and April 1. The department may suspend or remove a school from participating in the IEA program if the school fails to verify a student's continued enrollment and attendance.	



<p>I certify that I understand that the department may suspend or remove a school from participating in the IEA program if the school fails to verify a student's continued enrollment and attendance.</p>	
<p>I certify that I understand that in order to continue to participate in the IEA program and enroll IEA students, the school must submit an annual renewal form to the department by the deadline set by the department.</p>	
<p>I consent to submit to the department a financial audit of the school conducted by a certified public accountant if requested by the department following the guidelines set by the department.</p>	
<p>I certify that if a student withdraws from the school and transfers to another participating school or returns to the Local Education Agency (LEA), the school shall refund the tuition and fees on a prorated basis based on the number of days the student was enrolled in the school following the procedures set by the department.</p>	
<p>I certify that upon a student's withdrawal from the school, participating schools and providers shall send all educational records of the participating student to the LEA or other school identified by the account holder.</p>	
<p>I certify that if a student transfers out of a participating school, the school must provide the account holders copies of all the student's educational records within five business days of the transfer regardless of whether the account holders owes money to the school. If a school does not provide the records as required by this part, the department can remove the school from participating in the program.</p>	
<p>I certify that I understand that third parties are prohibited from sending account holder-held IEA to collections in order to settle unpaid debts. All contracts entered into are the responsibility of the private parties involved.</p>	
<p>I certify that I understand that IEA funds 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), the department IEA Program Procedures, and IEA Parent Handbook.</p>	
<p>I certify that I understand that if the school misuses or fraudulently spends IEA funding, the school will be responsible for repaying those funds to the State Treasurer and the school will be immediately removed from the IEA program. 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>I certify that I understand that use of IEA funds must be for the sole benefit of the participating student for which the IEA 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 certify that 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 certify that I understand that it is also 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 that the school will allow the department to conduct site visits in accordance with the department's procedures.</p>	
<p>I certify the information provided in this application and agreement, including any supporting documentation is truthful and accurate. I further understand that any false statements or documentation will result in the denial of the school's application, and if the school is already participating in the IEA program, the school will be removed from the IEA program and will not be allowed to re-apply to participate in the IEA program.</p>	

Required Documentation Checklist

The following documents **MUST** be submitted along with the signed and notarized application and agreement. The application and agreement is not complete until all required documents have been submitted. **Incomplete applications and agreements will not be reviewed.**

Document (All forms are required to be submitted, unless otherwise noted)	Checkbox
<p>Surety Bond Participating schools must demonstrate financial viability to repay any funds that may be owed to the state by filing with the department financial information verifying the school has the ability to pay an aggregate amount equal to the amount of the scholarships expected to be paid during the school year. Schools must comply with this requirement by filing a surety bond payable to the state from a surety. The amount of the surety bond is equal to the maximum number of IEA students the school has the capacity to enroll (listed above) multiplied by \$6,400. This is to be done annually.</p>	



School Calendar The calendar must show all the school days that the student will be attending classes at the school.	
List of all Tuition and Fees Schools must submit an itemized list of all the costs required to attend the school including, but not limited to, tuition, fees, and required textbooks. Schools must also include an itemized list any optional fees/ costs including, but not limited to: instructional materials, field trips, meals, transportation, test administration, services for students with disabilities, instructional materials, textbooks, school uniforms, and computer hardware.	

Signature of School Principal

Date

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