



Tennessee Education Savings Account Program

Next Steps Following Family School Selection

Once a student's application is approved, the parent, guardian, or student over 18 years old must log in to their ESA Portal Account to select their school for the 2024-25 school year. **Directions to complete this step have been shared with all approved families.**

Note: If a student has an application status that says anything other than "Approved," (i.e. Conditionally Eligible, Appealed, Denied) the "Select School" option **will not be LIVE for that student.**

1. **ACTION IN THE ESA PORTAL REQUIRED:** Once a family selects your school, the child will show up on your list in the *Families & Students* tab at the top of your school's account. To verify individual student enrollment, click the "Verify" button. **The deadline to verify enrollment for Fall 2024 participation is August 31, 2024.**

Est.	Student Name	Parent Name	Status
09/08/23	Student Name (#A999) School Name	Parent Name email@gmail.com	Verify
09/08/23	Student Name (#A999) School Name	Parent Name email@gmail.com	Verify
09/08/23	Student Name (#A999) School Name	Parent Name email@gmail.com	Verify
09/08/23	Student Name (#A999) School Name	Parent Name email@gmail.com	Verify

Note: For each ESA student, enrollment verification is required. If a school does not verify the student's enrollment in the portal, the student will not be able to move forward in the process (i.e., complete the account holder contract and expense pre-approval process).

2. **ACTION IN THE ESA PORTAL REQUIRED:** To verify enrollment, fill in the information provided on the form for each student. This includes the enrollment date and tuition and fees for the 2024-25 school year. Click the "add fee" button to include any additional fees the student may have.
 - Enrollment date: If a student enrolls **after** the first day of school, please list the first date of attendance as the enrollment date.
 - Tuition and fees: The tuition and fees you include should be student specific and should indicate what the family is responsible for paying **AFTER** any school-determined financial aid or discounts

(i.e., financial aid, employee, or sibling discounts). **The ESA award is not a school-determined financial aid or discount.**

- Example 1: Tuition for 10th graders at your school is \$10,000, but the student received **school-determined financial aid** of \$2,000. When verifying enrollment, the tuition listed for that student should be \$8,000.
- Example 2: A family receives a sibling discount; sibling 1 owes \$10,000 in tuition and sibling 2 owes \$9,000 in tuition. When verifying enrollment, the school should list student 1's tuition as \$10,000 and student 2's tuition as \$9,000.

Verify #99999

School Official

First: Admin First, Last: Admin Last

Student Name: Theodore Simunic
Parent Name: Brenda Simunic
Address: 304 W Kirkwood Ave, Bloomington, IN 47404

Confirm Enrollment

Is this student enrolled in your school?
Yes

Enrollment Date
Month, Day, Year

Tuition for Student

Please enter the total tuition the family is responsible for AFTER any discounts or adjustments

+ Add Fee

I attest that the information above is correct and accurate

Submit Enrollment

3. If a student's name appears on your school's list, but the student has not completed the admissions process or been accepted to your school, please select "No" to the question that asks, "Is this student enrolled in your school?" This student will be removed from your school's list, and the family will receive a notification with information and next steps.

Starting June 7, families that have verified enrollment can log in to their account and complete the ESA Account Holder Contract and the expense pre-approval process (i.e. how they would like to use ESA funds).

- Families must complete the ESA Account Holder Contract to establish an account and receive ESA funds. Once they sign the ESA Account Holder Contract, they will then be prompted to list how they plan to spend ESA funds.