



Tennessee Department of Education  
 Individualized Education Account (IEA) Program  
 Andrew Johnson Tower, 9th Floor  
 710 James Robertson Parkway • Nashville, TN 37243  
 Tel: (615) 253-3781 • Fax: (615) 741-6793

## Appeal Form for Participating Schools

A provider may appeal the Tennessee Department of Education’s (the department) decision to deny, suspend, or revoke a provider from participating in the Individualized Education Account (IEA) Program pursuant to the following two-step appeals procedures as required in the rules of the SBE Chapter 0520-01-11. The appeal should be submitted to the department on the Appeals Form through the IEA Portal. If the applicant does not have access to the portal, the applicant should download and complete this appeal form and email the completed form to [IEA.Questions@tn.gov](mailto:IEA.Questions@tn.gov).

The appeal should be submitted within 10 business days of receipt of the notice of denial, suspension, termination, and/or removal. Notice of denial, suspension, termination, and/or removal shall be provided electronically and via first-class USPS mail and be deemed received three business days after the date of postmark. The appeal shall be reviewed by the commissioner of education, or the commissioner’s designee, within 30 calendar days. The commissioner’s decision shall be rendered within ten business days of the date of the review.

**Type of Appeal:** Please select the best description for the type of appeal you are making in this form.

<b>Application Denial</b>	
<b>Removal from the IEA Program</b>	
<b>Other</b>	

School Information	Response Field
	<i>Please complete every field unless otherwise noted.</i>
<b>School Name</b>	
<b>Physical Address of School (Street, City, and Zip Code)</b>	
<b>School ID Number (Issued by the department)</b>	



**In the space below, please provide a detailed description of the reason(s) why you are appealing the denial, removal, or other department decision. Please include specific details to substantiate your claims.**

**Supporting Documentation**

If applicable, attach supporting documents to substantiate your claims.

I certify the information provided in this form, including any supporting documentation, is truthful and accurate. I further understand that if any false statements or documentation is provided, the department may prohibit the school and/or remove the school from participating in the IEA Program.

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date