



Department of Education

2025-26 Tennessee School Directory Authorization and Data Verification Guide

TNSD Guide | Updated in April 2026



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April 2026 Updates

This document is updated to provide more clarification regarding the new school classification system starting 2026-27. Specifically,

- Alternative school type has been added back to the new classification system as a valid school type. This document has been updated accordingly to reflect this change. See [Appendix B](#) for more detail on the updated assurance terms and required documentation for alternative school application and recertification.
- A new school type, Opportunity Public Charter School, has been added to the new classification system pursuant to [Tenn. Code Ann. 49-13-133](#) and [Tennessee State Board of Education Rule 0520-14-01](#). See [Appendix B](#) for more detail.
- Section 3 has been updated to include a summary of the 2025-26 TNSD Data Verification file (see [Section 3.3](#) for detail).
- Section 4 has been updated to include an overview of the 2026-7 TNSD Data Verification file (see [Section 4.1](#) for detail).
- The assurance terms for Adult High School, Hybrid School, and Public Virtual School are updated to provide more detailed guidance. See Appendix B for more information.
- Forms A and B are updated to address the above changes.
- Form C is updated to address a prior typo.

For questions or additional support, please contact School.Directory@tn.gov.

Section 1: Overview

The Tennessee School Directory (TNSD) is a central source for the Tennessee Department of Education (department) to store and track district and school information over time. Its main purposes are:

- **Objective 1.** Assign unique IDs to new schools or districts and keep historical records for all entities, both active and inactive.
- **Objective 2.** Offer up-to-date contact information on the [TNSD website](#), enabling the public to search for schools and districts statewide.
- **Objective 3.** Supply accurate information for the department's data systems, assessment platforms, applications, and reports.

To support these goals, TNSD must maintain current information throughout the year. Starting in 2025–26, the TNSD process has been updated to fully meet these objectives. This guide outlines the procedures, documentation, and timelines for the annual TNSD update, ensuring compliance with state law and State Board of Education regulations while reflecting changes in schools and districts statewide. Specifically,

- Section 2 discusses the required Tennessee School Directory (TNSD) Public School Authorization Forms ([Appendix A](#)). Fillable forms are available on the [School Directory webpage](#).
- Section 3 outlines the 2025-26 school directory review and update process for maintaining school directory accuracy required by federal and state reporting.
- Section 4 discusses the process for reviewing and updating the 2026-27 school directory to ensure accurate information for the [TNSD website](#) release on July 1, 2026.
- Section 5 describes the submission form, process, and timeline.
- Section 6 lists answers to frequently asked questions.

Beginning in the 2026-27 school year, the department will implement a new school classification system. Legacy classifications will be retired, and districts will be required to reclassify or recertify affected schools to ensure all schools are properly classified under the new classification system (see Section 2 for more information). The updated qualification criteria and requirements by school type are provided in Appendix B.

The [TNSD website](#) contains information for both public and non-public schools. This document specifies the processes and timeline for public schools only. For non-public schools-related

processes and questions, please visit the [Non-Public Schools webpage](#) or contact Private.Schools@tn.gov for information. For questions or assistance, please contact School.Directory@tn.gov.

Section 2: Tennessee School Directory Public School Authorization Forms

There are four submission forms, and three of which—Form A, B, or C—require department review and approval, as summarized in Table 1. This section provides guidance on selecting the appropriate form and completing the submission process. When submitting Form A, B, or C, each application must be completed separately and include the required supporting documentation as specified in Appendix A. Detailed instructions for completing each form are provided in the following sections.

Note. Within the context of TNSD, a school can be a program or center (i.e., PreK program/center).

Table 1. TNSD Submission Forms by Change Type

Required Form	Change Type	Department Approval Required
Form A: New School Application Form	Open a new school	Yes
Form B: School Closure Form	Close an existing school	Yes
Form C: School Entity Information Update Form	Change school name, address, grade span ¹	Yes
Form D: School/District Contact Information Update Form	Basic school/district information update (e.g., principal, phone, email, school website, director, phone, email, district website, etc.)	No

¹ School grade configuration changes are restricted by [EDFacts](#) to preserve historical records. Schools may only change the grades they serve by three grades or fewer each year (not including pre-kindergarten or kindergarten as grades). Changing grade spans in a school by more than three grades requires the district to submit a school closure request (Form B) and a school opening request (Form A).

2.1 Form A: New School Application Instructions

Before opening a new school² in Tennessee, districts must submit a new school application ([Form A](#)) along with all required supporting documentation to the department for review and approval. To assist districts in selecting the appropriate classification (i.e., school type) in accordance with state laws and state board rules and policies, the department has updated and standardized the classification system for schools opening in the 2026-27 school year. Table 2 shows the legacy versus new classification systems:

Table 2. School Type Classification System: Legacy vs. New

Legacy School Classification System	New School Classification System
<ul style="list-style-type: none"> • Adult High School • Career and Technical Education (CTE) School • Early Postsecondary School * • ELL Newcomer Program/Center * • Hybrid Non-Traditional School * • Non-Traditional, Alternative School • Non-Traditional School * • Pre-Kindergarten Program • Public Charter School • Public Virtual School • Special Education School • State Special Education School • Traditional Public School 	<ul style="list-style-type: none"> • Adult High School ** • Alternative School ** • CTE School ** • Hybrid School *** • Opportunity Public Charter School *** • Pre-Kindergarten Program • Public Charter School • Public Virtual School • Special Education School ** • State Special School • Traditional Public School

* Retired school type

** School type with changes to qualification criteria (see Appendix B for the updated guidance)

*** New school type (see Appendix B for qualification criteria)

² Pursuant to [Tennessee State Board of Education Rule 0520-01-02-.01](#): (1) A public school is the basic administrative unit of a state, county, city, or special district school system, consisting of one (1) or more grade groups, one (1) or more teachers to give instruction, and one (1) principal, which school shall be subject to the statutes of the State of Tennessee, and to the rules, regulations, and minimum standards of the State Board of Education. Per [Tenn. Code Ann. § 49-5-412](#), each school having nine (9) or more teachers shall have at least one (1) full-time supervising principal.

Schools currently identified under retired classifications (see * in Table 2) must undergo reclassification. Districts shall also review school types with updated qualification criteria (see ** in Table 2) and recertify the classification. For additional details, please refer to [Section 4.1](#). Districts seeking to identify the appropriate classification for a new school or one requiring reclassification or recertification should consult [Appendix B](#) and select the most suitable school type accordingly. For further assistance or consultation, contact School.Directory@tn.gov.

Additionally, under certain circumstances, districts are required to submit a Form B (School Closure Form) together with a Form A submission as described below:

- **School merger:** When a district merges two or more schools into one, and the merger changes grades offered by three or fewer grades, the district can submit [Form C](#) to update grade information and retain the existing school ID. If the change affects more than three grades, the district should submit [Form B](#) applications to close the merging schools and a [Form A](#) application to open a new school and obtain a new school ID. **Note:** When counting grade level changes, pre-kindergarten and kindergarten are not counted.
- **School split:** When a district intends to divide a school into two separate institutions, the district is required to submit a [Form B](#) to close the original school and provide two [Form A](#) applications to establish two new schools, each with its own school ID.
- **Grade spans change:** For cases where a school's grade span changes by more than three levels, districts must submit a [Form B](#) to close the affected school and a [Form A](#) to reopen it, assigning a new school ID following ED Facts reporting guidelines.
- **School type change:** If a district determines that school type reclassification is necessary for an existing school, a [Form B](#) should be filed to close the current school and a [Form A](#) submitted to reopen it under a new school ID.

When a new school application is received, the department checks it for completeness and sends it to the appropriate program team for review. Districts will get one of three responses:

- **Authorized:** School is approved and assigned a number.
- **Denied:** Request does not meet authorization criteria.
- **Request for Additional Information:** Submission needs clarification or more details.

After authorization, the school appears as "pending" in the Tennessee School Directory. Every July 1, all pending schools become "Active" with that day as their effective date.

Delayed School Opening. Districts approved to open a new school but needing to delay must immediately email School.Directory@tn.gov with the reason and new launch date for accurate

TNSD records. The department will review and, if approved, update the school's status to "pending." By June 1 of the next school year, districts must confirm the accuracy of the original application or submit updates. If necessary, a revised application is due by June 1.

2.2 Form B: School Closure Instructions

Districts are required to submit a Form B (School Closure Form) for each school that is closing. Written confirmation will be provided from School.Directory@tn.gov for all approved closures. Upon approval, the school will be marked as "inactive" in the Tennessee School Directory on June 30th. If a school closes in one district and reopens in another, both districts must provide separate documentation for review and approval.

2.3 Form C: School Entity Information Update Instructions

Districts are required to complete a School Entity Information Update Form (Form C) when making changes to a school's name, address, or grade spans up to three grade levels. Multiple updates pertaining to a single school may be incorporated within one submission; however, each individual school must have a separate form completed. Written confirmation of approval will be provided via School.Directory@tn.gov.

2.4 Form D: School/District Contact Information Update Instructions

Districts must submit Form D for changes in school or district contact details. Use Form D for single school updates and the Form D: Mass Upload [Worksheet template](#) for multiple schools. No additional departmental review is needed for this information.

Section 3: 2025-26 School Directory Review and Update Process

TNSD supplies essential data for updating school and district information in federal and state public reports. For the 2025-26 reporting period, the department will implement a data review and verification process (**new process**) to confirm 2025-26 TNSD data with districts. This section outlines the process and timeline. At the conclusion of this process, all school and district data in the 2025-26 TNSD will be considered final and will be utilized for related public reporting.

Important Note. The goal of the 2025-26 School Directory update is to finalize the 2025-26 TNSD. Any updates involving [Form A](#) (New School Application) or [Form B](#) (School Closure) will be reviewed, and the approved changes will take effect on July 1, 2026, in the 2026-27 TNSD.

Beginning in 2026-27, the department will implement the new school classification system. Legacy school types will be retired effective June 30, 2026. Existing schools with the legacy school types (see * in Table 2), as well as the school types with updated requirements (see ** in Table 2), must be reviewed for proper reclassification or recertification. Districts shall review the updated guidance in Appendix B and take proper action following the instructions specified in [Section 4](#).

3.1 Data Review and Update

To finalize the 2025-26 School Directory, the department will provide the 2025-26 TNSD Data Verification file within the Accountability application for districts to review and submit updates as necessary. ***This data is sourced from TEDS and TNSD as of February 4, 2026, and pertains to the 2025-26 academic year.*** This data file only contains information for public schools, including public charter schools, that have an “active” status in the school directory. Issue flags are included in the data file to assist districts with their data review and update efforts. Table 3 outlines the specific data elements and issue flags included in the 2025-26 TNSD Data Verification file, along with recommended actions for district personnel.

Table 3. 2025-26 Data Elements and Issues with Recommended Action Steps

Data Type	Data Elements	District Action
District contact information	<ul style="list-style-type: none"> • District Number • District Name • District Name_New • Director of Schools Name • Director of Schools Email • District Phone Number • District Fax • District Website (Data source: 2025-26 TNSD)	Complete Form D if any information is inaccurate. Starting 2026-27, the department will standardize district names in the school directory, which will be used in all federal and state reporting and public release (e.g., news release). Districts will preview the updated district name in the data file.
School contact information	<ul style="list-style-type: none"> • School Number • School Name • School Name_New • School Principal Name • School Principal Email • School Phone Number • School Fax Number • School Website (Data source: 2025-26 TNSD)	Use Form D for single school updates, and the Form D: Mass Upload Worksheet template for multiple schools if the information is inaccurate. Starting 2026-27, the department will standardize school names in the school directory, which will be used in all federal and state reporting and public release (e.g., news release). Districts will preview the updated school name in the data file.
School entity information	<ul style="list-style-type: none"> • School Name • Address • Grade levels offered by grades from PreK to Grade 12: Y/N for each grade (Data source: 2025-26 TNSD)	Complete Form C ; or Form A and Form B , depending on the type of updates needed (see Section 2.1 for more details).
Pre-K Enrollment information	<ul style="list-style-type: none"> • PreK enrollment³ counts • PreK primary enrollment counts • PreK secondary enrollment counts (Data source: 2025-26 TEDS)	Review enrollment information to identify potential data quality and classification issues in the school directory. See Enrollment Review section for common issues observed in TNSD.

³ Include both primary and secondary P3 and P4 enrollment

Data Type	Data Elements	District Action
K-12 Enrollment	<ul style="list-style-type: none"> • K-12 enrollment⁴ counts • Total K-12 primary enrollment only • Total K-12 secondary enrollment only • K-12 enrollment counts by grade (primary + secondary enrollments) (Data source: 2025-26 TEDS)	Review enrollment information to identify potential data quality and classification issues in the school directory. See Enrollment Review section for common issues observed in TNSD.
School Status	<ul style="list-style-type: none"> • Active or inactive (Data source: 2025-26 TNSD)	Submit Form B for schools that are no longer active. See Enrollment Review section for common issues observed in TNSD.
Legacy School Type	<ul style="list-style-type: none"> • Adult High School ** • CTE School ** • Early Postsecondary School * • ELL Newcomer Program/Center * • Hybrid Non-Traditional School * • Non-Traditional, Alternative School ** • Non-Traditional School * • Pre-Kindergarten Program • Public Charter School • Public Virtual School • Special Education School ** • State Special Education School • Traditional Public School (Data source: 2025-26 TNSD)	Schools with legacy school types (*) shall be reclassified. Schools with updated requirements (**) shall be recertified or reclassified, whichever is appropriate. See Reclassification and Recertification Review section for more guidance.
Issue Flags	<ul style="list-style-type: none"> • Grades_Offered_Error • Zero_Enrollment • Potential_Closure • Retired_Classification • Potential_Recertification 	Review and address all issue flags as necessary. See Reclassification and Recertification Review section. Contact School.Directory@tn.gov with questions.

⁴ Include both primary and secondary enrollment

Enrollment Review

The 2025-26 TNSD Data Verification file includes enrollment information from TEDS as of February 4, 2026,⁵ to help identify potential data quality and classification issues in the 2025-26 school directory. Below are the common data-related issues observed in the current school directory:

- Misalignment between Grades Offered and Grades with Enrollment.** When reviewing the data, districts should first confirm that the grade levels offered and enrollment counts by grade information are accurate. Schools may have zero enrollment in some offered grades but must not enroll students in grades they do not offer. When counting grade level changes, pre-kindergarten and kindergarten are not counted.

District Action: When there is a misalignment, districts must take action to address it. An issue flag, **Grades_Offered_Error (Yes/No)**, is included in the data file to identify any schools with the misalignment issue. Below are the steps to address the issue:

- Correct enrollment data in TEDS if that is the root cause of the misalignment. If misalignment disappears after correcting enrollment data in TEDS, No Action is needed. If misalignment persists, districts should submit updated grade levels offered information in the school directory.
- If the misalignment is three grades or less (pre-kindergarten and kindergarten excluded), districts should submit [Form C](#) to correct grade levels offered for the 2025-26 school directory.
- If the misalignment is greater than three grades (pre-kindergarten and kindergarten excluded), districts must submit [Form B](#) to close the school and [Form A](#) to reopen it with a new ID, effective July 1, 2026.

Table 4 lists misalignment examples and recommended actions.

Table 4. Examples of Misalignment between Grade Levels Offered and Grades with Enrollment

School	Grade Levels Offered	Grade Levels with Enrollment (Based on TEDS)	Difference in Grade Levels (PreK and K enrollment not counted)	Proper Course of Action
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⁵ Students actively enrolled as of October 1st, 2025.

School A	1, 2, 3, 4 , 5, 6, 7, 8	5, 6, 7, 8	4	Submit Forms A and B
School B	Pre-K, K, 1, 2, 3, 4, 5, 6, 7, 8	1, 2, 3, 4, 5, 6, 7, 8	0	No Action Needed
School C	Pre-K, K, 1, 2, 3, 4, 5	1, 2, 3, 4, 5, 6, 7, 8	3	Submit Form C
School D	3, 4, 5	1, 2 , 3, 4, 5	2	Submit Form C

- **Zero enrollments.** If the Pre-K enrollment count plus the K-12 enrollment count equals zero, this indicates that the school is inactive.

District Action: An issue flag, **Zero_Enrollments (Yes/No)**, is included in the data file to identify any schools with zero enrollment in 2025-26. Another issue flag, **Potential_Closure (Yes/No)**, is also included in the data file to identify any schools with zero enrollment in 2023-24, 2024-25, and 2025-26. Below are the steps to address these two issue flags:

- Correct 2025-26 enrollment data in TEDS if that is the root cause of the issue.
- If the school indeed has zero enrollments for the 2025-26 school year and is no longer in operation, submit [Form B](#) to close the school. If approved, the school status will be changed to “inactive” as of June 30, 2026, for the 2025-26 school year.
- If the school has zero enrollments for the 2025-26 school year due to temporary closure, the district should submit an update with a full explanation and a tentative reopening date for the school (see Section 5 for submission instructions). If approved, the school status will be changed to “pending” as of June 30, 2026, for the 2025-26 school year. Districts must update the pending status annually.
- If the school has zero enrollments in three consecutive years in 2023-24, 2024-25, 2025-26 (i.e., Potential_Closure = Y), the school’s status in TNSD will be set as “inactive” as of June 30, 2026, for the 2025-26 school year if the district does not take any action during the data verification process.

Reclassification and Recertification Review

As discussed in [Section 2.1](#), the new school classification system will be in effect on July 1, 2026. It is critical that districts review the updated guidelines for each school type as specified in [Appendix B](#) and submit reclassification or recertification requests as appropriate. Specifically, the following legacy school types will be retired.

- Early Postsecondary School
- ELL Newcomer Program/Center
- Hybrid Non-Traditional School
- Non-Traditional School

Additionally, the qualification criteria for the following school types have been updated:

- Adult high school
- Alternative school
- CTE school
- Special education school

District Action: Two issue flags have been created to assist districts during the review. These are:

- The **Retired_Classification (Yes/No)** flag is included in the data file to identify any schools with a classification that will be retired. District must submit a [Form A](#) and [Form B](#) to reclassify the school.
- The **Potential_Recertification (Yes/No)** flag is included to identify school types with updated qualification criteria. If the current classification still applies, districts should complete [Form A](#) (New School Application Form) to recertify that decision. If approved, the school will maintain its current school ID. If denied, reclassification will be needed. For instance, when recertifying CTE schools, districts should be aware that under the new classification system, all students are enrolled as secondary, and they must have concurrent primary enrollment at another TN public school. Any recertification application for CTE schools that have both primary and secondary enrollments will be denied. If a district determines the school should be recertified as a CTE school, the district must ensure the school does not have any primary enrollment in TEDS. Otherwise, the recertification application will be denied. If the school will serve students with primary and secondary enrollment in 2026-27, the district should submit a reclassification request.

3.2 Information Note Regarding Special Education Service Schools

Beginning in 2025-26, the department has created Special Education Service Schools in each district for reporting students who do not receive general education instruction through their public school district. These schools are assigned “Service School” status in the school directory; therefore, they are not visible to the public on the [TNSD website](#). Districts must use the department-created Service School to enroll students who are solely receiving special

education services. Districts that currently operate an active school serving this same purpose should contact School.Directory@tn.gov to confirm next steps for the 2026-27 school year. For detailed enrollment guidance, consult the [Guidance for Special Education Service Schools](#).

3.3 2025-26 TNSD Data File Update

The main sources of data for the finalized 2025-26 TNSD Data Verification file include:

- Approved applications pertaining to 2025-26 school directory
- TEDS enrollment data as of March 31, 2026

The finalized data file will include schools with active status during the 2025-26 school year after reflecting all updates made to TNSD for the 2025-26 school year. Three key flags will be maintained in the data file for district awareness, including:

- **Grades_Offered_Error**—This indicator is triggered when TEDS enrollment data does not align with the grade levels (K-12) offered. Such misalignments lead to discrepancies among the TNSD website, State Report Card, and EdFacts reports.⁶ A "Y" denotes that the district did not resolve this issue during the 2025-26 TNSD verification; therefore, inconsistencies will persist. Districts are encouraged to address this matter in the 2026-27 verification process to enhance data integrity and ensure consistent reporting across all platforms.
- **Zero_Enrollment**—This flag is triggered when active schools have zero primary and secondary enrollment in 2025-26. These schools will appear on the State Report Card as active, but with zero enrollment and no performance data.
- **Zero_Enrollment_Last3Yrs (new)**—This flag is newly created to identify schools that have zero enrollment for three consecutive years. These schools currently have active status in the 2025-26 school directory. Their status will become inactive on June 30,

⁶ The department uses information collected through the TNSD process to prepare school and district data for the annual State Report Card and EdFacts reporting. When there is a misalignment between the grade levels offered in TNSD and enrollment data in TEDS, established business rules are applied. Specifically, any grade levels with primary enrollment reflected in TEDS are treated as grades offered, and any grade levels identified as offered in TNSD are retained even if enrollment for those grades is zero in TEDS.

2026, if districts did not take any action by June 1, 2026. Contact School.Directory@tn.gov with questions.

Section 4: 2026-27 School Directory Review and Update Process

The department updates the school and district status on the [TNSD website](#) annually on July 1. This section describes the process necessary to ensure the July 1 release contains the most up to date information about Tennessee schools and districts at the beginning of the 2026-27 school year.

4.1 Data Review and Verification

In preparation for the initial release of the 2026-27 School Directory on July 1, 2026, the department will release the 2026-27 TNSD Data Verification file in the Accountability application for districts to review and submit updates as appropriate.

2026-27 TNSD Data File Overview

The main sources of data for the preparation of the 2026-27 TNSD Data Verification file include:

- The finalized 2025-26 School Directory (see [Section 3.3](#) for more details)
- Approved applications pertaining to the 2026-27 school directory as of March 31, 2026
- TEDS enrollment data as of March 31, 2026

This data file reflects the information and status of schools and districts for the 2026-27 school directory as of the date of file release. Table 5 shows the key data elements that district will review during the 2026-27 TNSD Data Verification process. Recommended district actions are provided.

Important Notes:

- Starting July 1, 2026, the department will consistently use ***District Name_New*** and ***School Name_New*** for all federal and state reporting. Districts are encouraged to carefully review these names, and if they prefer not to proceed with the transition, they should contact School.Directory@tn.gov by June 1, 2026.
- The data file lists school status for 2025-26 and 2026-27. The 2026-27 TNSD Data Verification file includes schools active in 2025-26. The 2026-27 School Status column notes any changes based on departmental decisions. Possible values are:

- Active in 2026-27: Existing school remains open.
- Inactive in 2026-27: Existing school will close.
- Approved for 2026-27: New school opening.
- Under Review: Application pending.
- District Action Needed: [Retired Classification](#) or [Potential Recertification](#) requires attention (**critical issue**).
- Four issue flags are included in the 2026-27 TNSD Data Verification file.
 - **Grades_Offered_Error**— This indicator is triggered when TEDS enrollment data does not align with the grade levels (K-12) offered. Such misalignments lead to discrepancies among the TNSD website, State Report Card, and ED Facts reports.⁷ A "Y" denotes that the district did not resolve this issue during the 2025-26 TNSD verification. Districts are encouraged to address this matter in the 2026-27 verification process to enhance data integrity and ensure consistent reporting across all platforms.
 - **Zero_Enrollment**—This flag is set when active schools have no primary or secondary enrollment in 2025-26. Schools with zero enrollment for three straight years (2024-25, 2025-26, 2026-27) may have their School ID deactivated in spring 2026-27.
 - **Zero_Enrollment_Last3Yrs**—This flag identifies schools that have zero enrollment for three consecutive years. These schools currently have active status in the 2025-26 school directory. Their status will become inactive on June 30, 2026, if districts did not take any action by June 1, 2026. Contact School.Directory@tn.gov with questions.
 - **Retired_Classification**—This flag indicates schools having a retired classification, and the district has not yet submitted an application to resolve the matter. District must submit a [Form A](#) and [Form B](#) to reclassify the school by June 1, 2026.
 - **Potential_Recertification**—This flag indicates schools having a classification

⁷ The department uses information collected through the TNSD process to prepare school and district data for the annual State Report Card and EdFacts reporting. When there is a misalignment between the grade levels offered in TNSD and enrollment data in TEDS, established business rules are applied. Specifically, any grade levels with primary enrollment reflected in TEDS are treated as grades offered, and any grade levels identified as offered in TNSD are retained even if enrollment for those grades is zero in TEDS.

requiring recertification, and the district has yet submitted an application to resolve the matter (please consult the [Reclassification and Recertification Review](#) section for more detail). Districts must address this issue by June 1, 2026.

Table 5. 2026-27 Data Elements and Issues with Recommended Action Steps

Data Type	Data Elements	District Action
<i>District contact information</i>	<ul style="list-style-type: none"> • District Number • District Name • District Name_New • Director of School Name • Director of School Email • District Phone Number • District Fax • District Website <p>(Data source: 2025-26 TNSD)</p>	Complete Form D if any information will change in 2026-27.
<i>School contact information</i>	<ul style="list-style-type: none"> • School Number • School Name • School Name_New • School Principal Name • School Principal Email • School Phone Number • School Fax Number • School Website <p>(Data source: 2025-26 TNSD)</p>	Complete Form D for single school updates if any information will change in 2026-27, and use the Form D: Mass Upload Worksheet template for multiple schools.
<i>School entity information</i>	<ul style="list-style-type: none"> • School Name • Address • Grade levels offered by grades from PreK to Grade 12: Y/N for each grade <p>(Data source: 2025-26 TNSD)</p>	Complete Form C ; or Form A and Form B , depending on the type of updates needed in 2026-27 (see Section 2.1 for more details).
<i>Pre-K</i>	<ul style="list-style-type: none"> • PreK enrollment⁸ counts • PreK primary enrollment 	Review enrollment information to

⁸ Include both primary and secondary P3 and P4 enrollment

Data Type	Data Elements	District Action
<i>Enrollment information</i>	<ul style="list-style-type: none"> counts PreK secondary enrollment counts <p>(Data source: 2025-26 TEDS)</p>	identify potential data quality and classification issues in the school directory. See Enrollment Review section in Section 3 for common issues observed in TNSD.
<i>K-12 Enrollment</i>	<ul style="list-style-type: none"> K-12 enrollment⁹ counts Total K-12 primary enrollment only Total K-12 secondary enrollment only K-12 enrollment counts by grade (primary + secondary enrollments) <p>(Data source: 2025-26 TEDS)</p>	Review enrollment information to identify potential data quality and classification issues in the school directory. See Enrollment Review section in Section 3 for common issues observed in TNSD.
<i>2025-26 School Status</i>	<ul style="list-style-type: none"> Active in 2025-26 <p>(Data source: 2025-26 TNSD)</p>	This is a reference data point. No Action needed.
<i>2026-27 School Status</i>	<ul style="list-style-type: none"> Active in 2026-27; Inactive in 2026-27; Approved for 2026-27; Under Review; District Action Needed <p>(Data source: Applications submitted by districts)</p>	This field shows the state of school status as of the date of data release. District shall review the schools identified as “District Action Needed” by June 1, 2026. The most appropriate action would be the review of the Retired_Classification and/or Potential_Recertification flags.
<i>2025-26 School Type</i>	<ul style="list-style-type: none"> Adult High School CTE School Early Postsecondary School ELL Newcomer Program/Center Hybrid Non-Traditional 	This is a reference data point. No Action Needed

⁹ Include both primary and secondary enrollment

Data Type	Data Elements	District Action
	School <ul style="list-style-type: none"> • Non-Traditional, Alternative School • Non-Traditional School • Pre-Kindergarten Program • Public Charter School • Public Virtual School • Special Education School • State Special Education School • Traditional Public School <i>(Data source: 2025-26 TNSD)</i>	
<i>2026-27 School Type</i>	<ul style="list-style-type: none"> • Adult High School • Alternative School • CTE School • Hybrid School • Opportunity Public Charter School • Pre-Kindergarten Program • Public Charter School • Public Virtual School • Special Education School • State Special Education School • Traditional Public School <i>(Data source: Applications submitted by districts)</i>	Schools marked as “District Action Needed” in the 2026-27 School Status column have a blank cell in this column. Districts must resolve this by June 1, 2026. See Reclassification and Recertification Review section for more guidance.
<i>Issue Flags</i>	<ul style="list-style-type: none"> • Grades_Offered_Error • Zero_Enrollment • Zero_Enrollment_Last3Yrs • Retired_Classification • Potential_Recertification <i>(Data source: Applications submitted by districts)</i>	Review and address all issue flags as necessary. See Reclassification and Recertification Review section. Contact School.Directory@tn.gov with questions.

Section 5. Submission Form, Process, and Timeline

Districts may start submitting any school directory updates for the current year or the following school year on September 1, 2025. Any update for the 2025-26 school directory must be submitted by March 20, 2026. Any update for the 2026-27 school directory must be submitted by June 1, 2026. Table 6 outlines the School Directory submission timeline for the 2025-26 school year.

Adherence to the submission procedures and timeline outlined below will assist districts in submitting any new applications or updates for the 2025-26 and 2026-27 school years in a timely manner, ensuring thorough departmental review and approval.

Table 6. School Directory Submission Timeline

Date	Milestones
September 1, 2025	<ul style="list-style-type: none"> School Directory submission window opened
February 10, 2026	<ul style="list-style-type: none"> 2025-26 School Directory Review and Update Process Overview Webinar
February 17, 2026	<ul style="list-style-type: none"> 2025-26 TNSD Data Verification file released in the Accountability application
March 20, 2026	<ul style="list-style-type: none"> 2025-26 School Directory update submission window closes
April 3, 2026	<ul style="list-style-type: none"> 2025-26 School Directory final and data updated on TNSD website 2025-26 TNSD Data Verification file updated and released in the Accountability application 2026-27 TNSD Data Verification file released in the Accountability application
April 17, 2026	<ul style="list-style-type: none"> 2026-27 School Directory Review and Update Process Overview Webinar
June 1, 2026	<ul style="list-style-type: none"> 2026-27 School Directory update submission window closes
June 26, 2026	<ul style="list-style-type: none"> Districts are notified of any outstanding applications or requests (Forms A, B, C) that are pending departmental final approval, if any
June 30, 2026	<ul style="list-style-type: none"> All approved Form B (School Closure) schools will be marked inactive in the School Directory

Date	Milestones
	<ul style="list-style-type: none"> 2026-27 TNSD Data Verification file updated and released in the Accountability application
July 1, 2026	<ul style="list-style-type: none"> 2026-27 School Directory released on TNSD website reflecting all approved updates

5.1 Tennessee School Directory Submission Form

All school directory updates must be submitted via the [Tennessee School Directory Submission Form](#) following the timeline specified in Table 6. The submission form is structured by submission type as summarized below. Districts may submit up to 10 applications for each type in one submission and may submit as many submissions as necessary throughout the school year.

- Opening New School.** Each new school application submission, including schools for recertification, should include one [Form A](#) (New School Application Form) and the required supporting materials (if any) and be saved in **ONE** PDF file.
 - Please use the naming convention: ###_FormA_New School Name _Date. ### is district ID. Enter new school name in the file name.
- Closing School.** Each school closing application submission should include one [Form B](#) (School Closure Form) and the required supporting materials (if any) and be saved in **ONE** PDF file.
 - Please use the naming convention: ###_FormB_School Name _Date. ### is district ID. Enter closing school name in the file name.
- Update School Entity Information.** Each school entity information update submission should include one [Form C](#) (School Entity Information Update Form) and the required supporting materials (if any) and be saved in **ONE** PDF file.
 - Please use the naming convention: ###_FormC_School Name _Date. ### is district ID. Enter school name in the file name.
 - Note.** Any submission requesting a change to grade levels offered that involves more than three grade levels must be submitted under **Closing and Reopening a School**.
- Update School/District Contact Information.** Each district or school contact information update submission should include one [Form D](#) (School/District Contact Update Form) and the required supporting materials (if any) and be saved in **ONE** PDF file. Districts may opt to use the [Form D: Mass Upload worksheet](#) when submitting updates for multiple schools. There is no limit to the number of school updates when

the worksheet is used.

- For district contact update, save the file in PDF, and follow the naming convention: ###_FormD_Date. ### is district ID.
 - For one single school contact update, use [Form D](#), save the file in PDF, and follow the naming convention: ###_FormD_School Name _Date. ### is district ID. Enter school name in the file name.
 - For multiple school contact updates, use the [Form D: Mass Upload Worksheet](#), save as an Excel file, and follow the naming convention: ###_FormD_MassUpdate_Date.
- **Closing and Reopening a School.** Districts should apply to close a school and reopen it under a different school ID under certain circumstances. Districts may submit up to 10 such applications in one submission.
 - Merge with another school
 - School split
 - Modification of grade spans by more than three grades
 - Change in school type, such as reclassification or incorrect classification

This type of application should include one [Form B](#) (School Closure Form), one [Form A](#) (New School Application Form), and the required supporting materials (if any), and should be saved in **ONE** PDF file.

- Please use the naming convention: ###_FormAB_School Name_Date. ### is district ID. Enter the closing school's name in the file name.
- **Delayed School Opening Request.** Districts approved to open a new school but needing to delay the opening date may submit a request via the [Tennessee School Directory Submission Form](#). Please answer the following questions:
 - School ID
 - School Name
 - Reason for the delay
 - New launch date

If approved, school status will be changed to "pending" in the school directory. By June 1 of the next school year, districts must confirm the accuracy of the original application or submit updates. If necessary, a revised application is due by June 1.

- **Temporary Closure Request.** Districts may submit a request to temporarily close a school without closing the school completely in the school directory by submitting a request via the [Tennessee School Directory Submission Form](#). Please answer the following questions:

- School ID
- School Name
- Reason for the temporary closure
- New launch date

If approved, the school status will be changed to “pending” in the school directory.

Districts must update the pending status annually. If the school has zero enrollments in three consecutive years and fails to update its pending status annually, the school will be inactivated by the department if the district does not take any action during the data verification process.

It is critical that districts follow the instructions and naming conventions. Any deviation from the instructions may delay the review process.

Section 6. Frequently Asked Questions (FAQ)

What is the Tennessee School Directory (TNSD)?

The TNSD is the official statewide system for tracking and updating school and district information. It assigns unique IDs, maintains contact details, and supports accurate reporting for state and federal requirements.

Who is responsible for TNSD updates?

District school directory staff must review and update TNSD data annually or as changes occur, to ensure compliance and accuracy.

Which forms do I use for TNSD submissions?

- [Form A](#): New School Application (open/reopen a school)
- [Form B](#): School Closure (close a school)
- [Form C](#): School Entity Information Update (change name, address, or grade span)
- [Form D](#): School/District Contact Information Update (update contact info; no department approval needed)

How does the department use the information from the Tennessee School Directory (TNSD)?

The department uses TNSD data for various critical federal and state reporting, including but not limited to State Report Card, Educator Portal, Parent Portal, TVAAS reporting, ED Facts, and so on. The accuracy of the data is critically important for public communication and reporting.

How are school numbers assigned?

All newly authorized schools are assigned a new, unique four-digit school number. The following numbering structure applies:

- Public schools, including any school type not listed below: 0001-2999
- Pre-Kindergarten programs: 7000 series
- Private schools: 9000 series
- Public charter schools: 8000 series
- Special Education Service schools: 4000 series

If a previously inactive school is reactivated, its historic number will be reactivated if the school type and grade levels offered information remain unchanged.

Can a school operate under one school identification number while maintaining two separate campuses at different physical addresses?

Yes. A high school may operate under a single school number while maintaining multiple campuses. However, districts should be aware that this configuration may have implications for specific funding allocations, particularly School Resource Officer (SRO) funding. It is recommended that districts consult with the department to ensure compliance with policies and evaluate any potential impacts.

Can a single school, located at one physical address, be split into two separate schools?

Yes. If a school is split or merged, this may result in one or more schools becoming inactive, depending on the restructuring. Submit [Form B](#) to close the original and [Form A](#) for each new school. Schools with existing state or federal designations (e.g., Priority Schools) that are divided or merged will retain their designation status in accordance with the department's school accountability business rules governing changes in school composition. Please consult the [federal accountability protocol](#) for more information. Additionally, school grade configuration changes are restricted by federal ED Facts reporting guidelines. A school may only adjust the grades it serves by no more than three grade levels within a given year (excluding pre-kindergarten and kindergarten). The department highly encourages districts to contact School.Directory@tn.gov when planning a merger or restructuring of an existing school.

Can multiple schools in a district share a principal?

Tenn. Code Ann. § 49-5-412 requires that each school employing nine (9) or more teachers must have at least one (1) full-time supervising principal. Districts are encouraged to periodically review and verify that principal assignments are accurate and up to date in the Tennessee School Directory to ensure compliance with state law and to support accurate reporting.

How should districts use Special Education (SPED) Service schools created by the department?

Beginning with the 2025-26 school year, the department created a Special Education Service school in each district for the use of enrolling students who are enrolled in a Tennessee public school solely for the purpose of receiving special education services. Districts should consult the [Guidance for Special Education Service Schools](#) for more guidance on how to enroll students in these SPED Service Schools.

When should districts consider closing and reopening a school, and how to do that?

Districts may consider closing and reopening a school when there are significant structural changes, such as a merger, a split, a major change in grade span, or a change in school type. In these cases, both closure and reauthorization are required to ensure accurate tracking and reporting. To complete this process:

- Submit [Form B](#) to request the closure of the existing school.
- Submit [Form A](#) to request the opening or reclassification of the new or restructured school.

Each form must include the required documentation and follow the established naming conventions outlined in [Section 5](#).

How do I request a delayed school opening?

If a newly authorized school cannot open as scheduled, immediately email School.Directory@tn.gov with the reason and new launch date. The department will update the school's status to "pending" if approved. By June 1 of the following school year, confirm or update the application as needed.

How do I request temporary closure?

For temporary closures (not permanent), submit a request with the school ID, name, reason, and tentative reopening date via the [Tennessee School Directory Submission Form](#). If approved, the school status changes to "pending." Districts must update this status annually. If the school has zero enrollments in three consecutive years and fails to update its pending status annually, the school will be inactivated by the department if district does not take any action during the data verification process.

What should I do if enrollment data and grade levels offered do not align?

If grade levels offered in TNSD do not align with primary enrollment data reported in TEDS, a Grades_Offered_Error flag will appear in the TNSD Data Verification file. To resolve the issue:

- Confirm that enrollment data in TEDS is accurate
- If TEDS data is incorrect, work with your SIS supervisor to update the data in TEDS.
- If TEDS data is accurate:
 - Submit [Form C](#) if the grade change involves three grade levels or fewer (excluding Pre-K and Kindergarten).
 - Submit [Form C](#) if P3 or P4 is offered at the school but currently is not identified as grades offered in TNSD.
 - Submit [Form B](#) and [Form A](#) if the grade change exceeds three grade levels.

School directory information in SWORD is not synced with TNSD currently and should not be used for verification purposes.

Why is a school flagged as zero enrollment?

A Zero_Enrollment flag appears when a school's total enrollment is zero, including both primary and secondary enrollment, as of October 1. In the TNSD Data Verification file, if both Pre-K enrollment and K-12 enrollment equal zero, the school is flagged as "Y" under the "Zero_Enrollment" flag.

Districts should:

- Confirm that enrollment data, including primary and secondary enrollment, in TEDS is accurate.
- If enrollment data is incorrect, work with your SIS supervisor to update the data in TEDS. This flag will be resolved automatically once the enrollment data is updated in TEDS.
- If the school is no longer operating, submit [Form B](#) (School Closure Form).
- If the school is temporarily closed but intends to reopen, submit a temporary closure request through the [Tennessee School Directory Submission Form](#).

What is the Potential_Deactivation_SchID flag?

A Potential_Deactivation_SchID flag appears when a school:

- Has zero enrollment for three consecutive school years; or
- Is operating under a school classification that will be retired in 2026-27.

This flag indicates that action may be required during the TNSD data verification process. Districts should:

- Update 2025-26 enrollment data in TEDS if the root cause for the identification is due to incorrect enrollment information
- Submit [Form B](#) (School Closure Form) if the school is no longer active.
- Submit the required form(s) to recertify or reclassify the school for the 2026-27 school year if the school is classified as one of the retired school types in 2025-26.

If no action is taken during the data verification process, the department may proceed with closing the school and marking it inactive in TNSD for the 2026-27 school year.

What is the Opportunity Public Charter School classification?

Beginning in the 2026-27 school year, Opportunity Public Charter School is recognized as a distinct school type under [Tenn. Code Ann. 49-13-133](#) and [Tennessee State Board of Education Rule 0520-14-01](#). Districts seeking to open an Opportunity Public Charter School should review [Appendix B](#) and submit the required documentation through [Form A](#) (New School Application Form).

Can a Hybrid School offer adult education program, virtual education program, or alternative education program?

A Hybrid School can serve various non-traditional learners through their program offerings (e.g., adult education, virtual education programs, alternative education students) with proper enrollment records. Additionally, a Hybrid School must award Tennessee high school diplomas to students graduating with primary enrollment and may not operate as a Public Virtual School or Adult High School. Districts seeking to open a Hybrid School should review [Appendix B](#) and submit the required documentation through [Form A](#) (New School Application).

What is the timeline for submitting school directory updates?

- **September 1, 2025:** Submission window opened
- **March 20, 2026:** Deadline for 2025-26 updates
- **June 1, 2026:** Deadline for 2026-27 updates
- **July 1, 2026:** 2026-27 directory released

Who do I contact for help or questions?

Email School.Directory@tn.gov or visit the TNSD website for support.

Appendix A. Tennessee School Directory (TNSD) Public School Authorization Forms

This appendix provides four forms for use by districts when opening a new school, closing a school, updating entity information, or updating contact information related to Tennessee public schools.

- [Form A](#): New School Application Form
- [Form B](#): School Closure Form
- [Form C](#): School Entity Information Update Form
- [Form D](#): School/District Contact Information Update Form

When submitting Form A, B, or C, each application must be completed separately and include the required supporting documentation. For instance, if a district wishes to submit two new school requests and one school closure request, the district must complete two separate Form A applications, and one Form B application. Fillable forms are available on the [School Directory webpage](#).

Form A: New School Application Form

Step 1: Identify Your New School Request Type. Districts must submit a separate New School Application (Form A) for each new school request. Review the options below and choose the one that best fits your situation. Answer all questions to avoid delays.

Please select a **primary reason** for submitting the new school application.

Reason 1: Establishing a new school

Reason 2: Closing an existing school and reopening it, thereby necessitating a new school identification number. Only answer the questions below if this reason is chosen:

- Please indicate which scenario most accurately reflects the status of the new school (select one):
 - Merge with another school
 - School split

- Modification of grade spans by more than three grades ¹⁰
- Change in school type (please specify the reason):
- Other (please provide an explanation):

- Submit Form B (School Closure Form) with your request. Applications without Form B will be denied. What is the 4-digit school number of the closed school: _____? What is the name of the closed school: _____

Step 2. Identify the Appropriate School Type. The department has updated school classifications for schools opening in 2026-27. Districts should refer to [Appendix B](#) for the full list and choose the correct type for new schools. **Important note.** Districts must update existing schools with outdated classifications during the spring 2026 data verification process. See [Section 3](#) of the TNSD Authorization and Data Verification Guide for details.

Step 3: Provide New School Information. A fillable version of this form is available on the [School Directory webpage](#).

Form A: New School Application Form	
Section 1. New School Information	
District Name:	District Number:
New School Name:	Date Opening (First Day of Classes):
School Number (if available; leave blank if it's a brand-new school):	
School Type <i>(Select One; consult Appendix B for definitions, required conditions, and required documentation for the selected school type)</i>	
<input type="checkbox"/> Adult High School <input type="checkbox"/> Alternative School <input type="checkbox"/> Career and Technical Education (CTE) School <input type="checkbox"/> Hybrid School	<input type="checkbox"/> Public Charter School <input type="checkbox"/> Public Virtual School <input type="checkbox"/> Special Education School <input type="checkbox"/> Traditional Public School

¹⁰ School grade configuration changes are restricted by EdFacts to preserve historical records. Schools may only change the grades they serve by three grades or fewer each year (not including pre-kindergarten or kindergarten as grades). Changing grade spans in a school by more than three grades requires the district to submit a school closure request (Form B) and a school opening request (Form A).

<input type="checkbox"/> Opportunity Public Charter School <input type="checkbox"/> Pre-Kindergarten Program	<ul style="list-style-type: none"> • State Special School¹¹
Education Programs offered at the school: <i>(select programs that will be offered at this school; these programs do not receive a school ID as they are operated under the school)</i>	
<input type="checkbox"/> Adult education program (SBE Rule 0520-01-02-.06(1)) <input type="checkbox"/> Alternative education program (SBE Rule 0520-01-02.09) <input type="checkbox"/> Virtual education program (SBE Rule 0520-01-03-.05(2))	
Principal's Name:	Principal's Email:
Role of the Principal (select one): <input type="checkbox"/> Full-Time Supervising Principal <input type="checkbox"/> Full-Time Teaching Principal <input type="checkbox"/> Full-Time Program Director (only applicable for a Pre-K Program)	
School Phone Number:	School County:
School Email Address:	School Web Address:
School Address, City and Zip Code:	
Grade Levels Offered (select all that apply): <input type="checkbox"/> P3 <input type="checkbox"/> P4 <input type="checkbox"/> Kindergarten <input type="checkbox"/> 1 st Grade <input type="checkbox"/> 2 nd Grade <input type="checkbox"/> 3 rd Grade <input type="checkbox"/> 4 th Grade <input type="checkbox"/> 5 th Grade <input type="checkbox"/> 6 th Grade <input type="checkbox"/> 7 th Grade <input type="checkbox"/> 8 th Grade <input type="checkbox"/> 9 th Grade <input type="checkbox"/> 10 th Grade <input type="checkbox"/> 11 th Grade <input type="checkbox"/> 12 th Grade	
Length of Teacher Day:	Hours Minutes
Length of Student Day:	Hours Minutes
Estimated Student Primary Enrollment: Total	
Estimate Student Secondary Enrollment: Total	
Estimated Number of Teachers:	
Will the school be considered the primary enrollment for all students attending? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, please explain why:	
Will the school be considered the secondary enrollment for students from other schools or districts? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain why:	
What types of Tennessee diplomas will this school award? (select all that apply) <input type="checkbox"/> Do not offer any diploma <input type="checkbox"/> Traditional High School Diploma	

¹¹ State special schools are created and authorized by the Tennessee General Assembly pursuant to [Tenn. Code Ann. § 49-50-1001 et seq.](#)

<input type="checkbox"/> Special Education Diploma <input type="checkbox"/> Occupational Diploma <input type="checkbox"/> Alternate Academic Diploma	
Congressional District:	Enrollment & Attendance Software Package:
Does this new school share a campus with an existing school? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, answer the questions below: <ul style="list-style-type: none"> • What is the 4-digit school number of the existing school: • What is the name of the existing school: <i>Important note.</i> Each school building will have a school resource officer (SRO) assigned. If two schools share the same school building, one SRO will be assigned for the building.	
Does the school principal serve as a principal at another school? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, answer the questions below: <ul style="list-style-type: none"> • What is the 4-digit school number of the school: • What is the name of the school: • How many teachers are staffed at the school? • Is the principal serving as a full-time supervising principal at the school? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Important note.</i> Per Tenn. Code Ann. § 49-5-412, each school having nine (9) or more teachers shall have at least one (1) full-time supervising principal.	
Section 2. Pre-K School/Program/Center Only	
Does this Pre-K program/center have its own stand-alone building/campus? ¹² <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does this Pre-K program serve students beyond pre-school age (i.e., kindergarten and/or higher grade levels)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What type of funding will this Pre-K program/center receive (select all that apply)? <input type="checkbox"/> VPK <input type="checkbox"/> IDEA <input type="checkbox"/> Head Start <input type="checkbox"/> Other:	
Nearest Elementary School 4-digit ID: Nearest Elementary School name:	
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¹² The department only assigns a school ID to a Pre-K school/program/center that has a stand-alone campus/building regardless of the funding sources.

By signing below,

- I certify that all the information provided in this form is accurate and complete, to the best of my knowledge.
- I acknowledge that I have read the corresponding assurance terms for the school type as specified in Appendix B of the TNSD Authorization and Data Verification guide. I understand that our district must follow the assurance terms as a condition of receiving and retaining that particular status.
- I certify that the request in no way circumvents accountability measures under state or federal law, including the federal *Every Student Succeeds Act (ESSA)*.
- I understand that obtaining a new school number does not guarantee receiving a “New School” accountability status (if applicable).
- I understand that if any of the information changes, I am obligated to update the information with the Tennessee Department of Education via the appropriate process presented in the TNSD Authorization and Data Verification Guide.

Director of Schools Signature of Assurances: _____

Print Director of School’s Name:

Date:

Step 4: Department Decision. This is for department use only.

For School Directory Use Only	
Assign a new school number?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the new school number	
If yes, school type approved (Select One): * Additional review of the appropriate program is required (see Appropriate Division Recommendation/Notification section for details)	<input type="checkbox"/> Adult High School <input type="checkbox"/> Alternative School <input type="checkbox"/> CTE School <input type="checkbox"/> Hybrid School <input type="checkbox"/> Opportunity Public Charter School <input type="checkbox"/> Pre-Kindergarten Program <input type="checkbox"/> Public Charter School <input type="checkbox"/> Public Virtual School <input type="checkbox"/> Special Education School <input type="checkbox"/> State Special School <input type="checkbox"/> Traditional Public School
If not, what current school number should be used for this request?	
Requested a review by Accountability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Accountability Recommendation:	
Additional Comments:	
Appropriate Division Recommendation/Notification	
Division	
Authorized Official's Signature	
Print Authorized Official's Name	
Date when the form is signed	
Recommendations:	<input type="checkbox"/> Approve <input type="checkbox"/> Deny
If denied, deny reason	

Form B: School Closure Form

Step 1: Choose Closure Reason. Districts should submit a School Closure Form (Form B) for any of the scenarios listed below. Select the option that best fits your request. Each closure requires a separate application. Answer all questions completely to avoid delays.

Please select a **primary reason** for the school closure (select one):

- Reason 1: No active enrollment
- Reason 2: Merge with another school
- Reason 3: School split
- Reason 4: Modification of grade spans by more than three grades ¹³
- Reason 5: Change in school type or replace an existing school (please specify the reason):
- Reason 6: Other, please explain:

If the school closing has a federal designation, select one: no designation CSI/Priority CSI only TSI ATSI

If you have selected Reason 2, 3, 4, or 5, a Form A (New School Application) must be submitted together with this closure request. Applications without Form A will be denied. What is the name of the new school:

Step 2: Provide School Closure Information. A fillable version of this form is available on the [School Directory webpage](#).

Form B: School Closure Form	
Section 1. School Closure Information	
District Name:	District Number:
School Name:	School Number:
School Type: * Retired school types after 2025-26	

¹³ School grade configuration changes are restricted by EdFacts to preserve historical records. Schools may only change the grades they serve by three grades or fewer each year (not including pre-kindergarten or kindergarten as grades). Changing grade spans in a school by more than three grades requires the district to submit a school closure request (Form B) and a school opening request (Form A).

Form B: School Closure Form

- | | |
|--|---|
| <input type="checkbox"/> Adult High School | <input type="checkbox"/> Opportunity Public Charter School |
| <input type="checkbox"/> Alternative School | <input type="checkbox"/> Pre-Kindergarten Program |
| <input type="checkbox"/> Career and Technical Education (CTE) School | <input type="checkbox"/> Public Charter School |
| <input type="checkbox"/> Early Postsecondary School * | <input type="checkbox"/> Public Virtual School |
| <input type="checkbox"/> ELL Newcomer Program/Center * | <input type="checkbox"/> Special Education School |
| <input type="checkbox"/> Hybrid School | <input type="checkbox"/> Traditional Public School |
| <input type="checkbox"/> Hybrid Non-Traditional School * | <ul style="list-style-type: none">• State Special School¹⁴ |
| <input type="checkbox"/> Non-Traditional School * | |

Date of School Closing: _____

Section 2. Assurances

By signing below,

- I certify that all the information provided in this form is accurate and complete, to the best of my knowledge.
- I certify that the request in no way circumvents accountability measures under state or federal law, including the federal *Every Student Succeeds Act (ESSA)*.
- I understand that if any of the information changes, I am obligated to update the information with the Tennessee Department of Education via the appropriate process presented in the [TNSD Authorization and Data Verification Guide](#).

Director of Schools Signature of Assurances: _____

Print Director of School's Name: _____

Date: _____

¹⁴ State special schools are created and authorized by the Tennessee General Assembly pursuant to [Tenn. Code Ann. § 49-50-1001 et seq.](#)

Step 3. Department Decision. This is for department use only.

For School Directory Use Only	
School closure approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Requested a review by Accountability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Accountability Recommendation:	
Additional Comments:	
Appropriate Division Notification	
Division	
Authorized Official's Signature	
Print Authorized Official's Name	
Date when the form is signed	
Recommendations:	<input type="checkbox"/> Approve <input type="checkbox"/> Deny
If denied, deny reason	

Form C: School Entity Information Update Form

Step 1: Identify Areas of Update. Districts must submit a Form C whenever entity information updates are needed. Multiple areas can be included in a single application, and the department reviews each request. Answer all questions completely to avoid delays.

Select the updates you would like to make (select all that apply):

- Update school name
- Update school address
- Update grade spans changed by three levels or fewer¹⁵

Step 2: Provide Updated School Entity Information. A fillable version of this form is available on the [School Directory webpage](#).

Form C: School Entity Information Update Form	
Section 1. School Name Change	
District Name:	District Number:
Current School Name:	School Number:
New School Name:	Effective Date of Change:
Reason for the Change:	
Section 2. School Address Change	
District Name:	District Number:
School Name:	School Number:
New Address, City, and Zip Code:	
Effective Date of Change:	

¹⁵ School grade configuration changes are restricted by EdFacts to preserve historical records. Schools may only change the grades they serve by three grades or fewer each year (not including pre-kindergarten or kindergarten as grades). Changing grade spans in a school by more than three grades requires the district to submit a school closure request (Form B) and a school opening request (Form A).

Form C: School Entity Information Update Form

Reason for the Change:

Section 3. School Grade Configuration Change

District Name:

District Number:

School Name:

School Number:

Current Grade Levels Offered (select all that apply):

P3 P4 K 1st Grade 2nd Grade
 3rd Grade 4th Grade 5th Grade 6th
 7th Grade 8th Grade 9th
 10th Grade 11th Grade 12th
 Grade

New Grade Levels Offered (select all that apply):

P3 P4 K 1st Grade 2nd Grade 3rd
 4th Grade 5th Grade 6th Grade
 7th Grade 8th Grade 9th Grade 10th
 11th Grade 12th Grade

Current Student Enrollment Count:

New Student Enrollment Count:

Current Number of Teachers:

New Estimated Number of Teachers:

Effective Date of Change:

Section 4. Assurances

By signing below,

- I certify that all the information provided in this form is accurate and complete, to the best of my knowledge.
- I certify that the request in no way circumvents accountability measures under state or federal law, including the federal *Every Student Succeeds Act (ESSA)*.
- I understand that if any of the information changes, I am obligated to update the information with the Tennessee Department of Education via the appropriate process presented in the [TNSD Authorization and Data Verification Guide](#).

Director of Schools Signature of Assurances: _____

Print Director of School's Name:

Date:

Step 3. Department Decision. This is for department use only.

For School Directory Use Only

School name change approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
School address change approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
School grade configuration change approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Requested a review by Accountability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Accountability Recommendation:	
Additional Comments:	
Appropriate Division Notification	
Division	
Authorized Official's Signature	
Print Authorized Official's Name	
Date when the form is signed	
Recommendations:	<input type="checkbox"/> Approve <input type="checkbox"/> Deny
If denied, deny reason	

Form D: School/District Contact Information Update Form

Step 1: Identify Areas of Update. Districts must submit a Form D when contact information changes. Multiple areas can be included in a single application. Answer all questions completely to avoid delays.

Select the updates you would like to make (select all that apply):

Update district contact details; choose changed areas below and enter new info in Step 2 (select all that apply):

- Director of Schools Name
- Director of Schools Email
- District Phone Number
- District Fax
- District Website

Update school contact information; choose changed areas below and enter new info in Step 2 (select all that apply):

- School Principal Email
- School Phone Number
- School Fax
- School Website

If the update is pertaining to one school, complete step 2. If the update involves more than one school, please use the [Form D: Mass Upload Worksheet template](#) to enter updated information.

Step 2: Provide Updated Information. A fillable version of this form is available on the [School Directory webpage](#).

Form D: School/District Contact Information
Section 1. District Contact Information Change
District Name:

Form D: School/District Contact Information

New Director of Schools Name:	Effective Date of Change:
New Director of Schools Email:	New District Fax:
New District Phone Number:	New District Website:

Section 2. School Contact Information Change

School Number:	Effective Date of Change:
School Name:	New School Website:
New School Principal Name:	New School Principal Email:
New School Phone Number	New School Fax:

Section 3. Assurances

By signing below,

- I certify that all the information provided in this form is accurate and complete, to the best of my knowledge.
- I certify that the request in no way circumvents accountability measures under state or federal law, including the federal *Every Student Succeeds Act (ESSA)*.
- I understand that if any of the information changes, I am obligated to update the information with the Tennessee Department of Education via the appropriate process presented in the [TNSD Authorization and Data Verification Guide](#).

Director of Schools Signature of Assurances: _____

Print Director of School's Name:

Date:

Appendix B. Assurances and Required Documentation by School Type

This appendix lists the assurances and the required documentation for each school type under the updated classification system as mandated by state laws and state board of education rules and policies.

Adult High School

Directors of Schools shall review to ensure the following conditions established by [Tenn. Code Ann. § 49-6-409](#) and [Tennessee State Board of Education \(SBE\) Rule 0520-01-02-.05](#) are met when applying to open an adult high school. Questions related to an adult high school may be directed to Matt.Bowser@tn.gov.

1. [SBE Rule 0520-01-02-.05](#) states:
 - (a) Adult high schools may be established and maintained by local boards of education.
 - (b) Before the Full-Time Enrollment Average Daily Membership (FTEADM) of any adult high school shall be counted in distribution of state funds, such schools shall meet the standards of an approved school and shall provide without fee all services, such as free textbooks, to which any student of grades nine through twelve (9-12) is entitled under rules and regulations of the State Board of Education, state and federal statutes, and policies of local boards of education, with the exceptions listed below:
 - i. While in attendance at an adult high school, students may earn all or a portion of the required credits necessary for graduation. Physical education, however, shall not be a requirement for graduation. Students are exempted from state-mandated tests.
 - ii. Adult high schools may operate twelve (12) months per year and provide flexible scheduling necessary for both day and night programs. All terms in a year-round operation are considered regular terms.
 - iii. Adult high school students must be at least seventeen (17) years of age.
 - iv. Adult high school students may register for and earn as few as half (1/2) unit of credit per term.
2. The Adult High School cannot operate as a public virtual school. The Adult High School may offer virtual education programs following the conditions and requirements

specified in [SBE Rule 0520-01-03-.05\(2\)](#).

3. The Adult High School can operate virtually in a remote setting but must follow all adult high school rules in this section and virtual school requirements in the [Public Virtual School](#) section. The school's name must include "Virtual".
4. According to [Chapter 960 of the Public Acts of 2024](#), a local board of education may contract with a nonprofit or for-profit entity for the operation and management of an adult high school. An adult high school operated by a nonprofit or for-profit entity under a contract with a local board of education must receive state and local school funding from the local board of education for the first year of its operation based on anticipated enrollment.

Required Documentation. The following information shall be provided with the application:

1. Description of the student populations to be served
2. Description of the student eligibility requirements, enrollment rules and procedures, and placement processes
3. Instructional delivery plan with rationale for how the plan will address the needs of the student populations served
4. If the adult high school will use technology to deliver a significant portion of instruction to its students via the internet in a virtual or remote setting, then the applicant must complete both the [Adult High School](#) and [Public Virtual School](#) sections of Addendum B within this form.
5. District's plan to monitor and evaluate school performance
6. District's audit plan to ensure that individual school complies with the specified assurance terms and conditions

Alternative School

Directors of Schools shall review to ensure the following conditions established by [Tennessee State Board of Education \(SBE\) Rule 0520-01-02-.09](#) are met when applying to open an Alternative School. Questions related to an Alternative School may be directed to Leslie.Watson@tn.gov.

1. Alternative education is a non-traditional, short-term academic program or school designed to meet the educational, behavioral, and social needs of students who have been suspended or expelled from the regular school program.
2. The Alternative School operates in a standalone facility as defined by the State Board of Education.¹⁶
3. Alternative Schools shall only serve students placed for disciplinary reasons (e.g., suspension or expulsion). Students remain enrolled in their school of origin (i.e., home school) as primary enrollment for accountability purposes, and coursework and credits must be transferred and recorded by the home school.
4. Students enrolled at the Alternative School must participate in required state assessments in accordance with state assessment guidelines.
5. The minimum length of the school day for an Alternative School shall be six and one-half (6½) hours.
6. LEAs must monitor and regularly evaluate the academic progress of students served in the Alternative School and develop transition plans for students entering and exiting the Alternative School.
7. Placement in an Alternative School is intended to be a short-term intervention and students shall transition back to their school of origin when appropriate.
8. Students in pre-kindergarten or kindergarten shall not be assigned to an Alternative School.
9. Placement of students with disabilities in an alternative school must follow all applicable federal and state laws, including manifestation determination and decisions made by the student's Individualized Education Program (IEP) team. IEP teams must consider all continuums of placement options for serving the student in the LEA before determining whether an alternative school is the appropriate setting for serving the student. The prior written notice for the IEP team decision must detail all proposed and rejected

¹⁶ Pursuant to [Tennessee State Board of Education Rule 0520-01-02-.01](#), a public school is the basic administrative unit of a state, county, city, or special district school system, consisting of one (1) or more grade groups, one (1) or more teachers to give instruction, and one (1) principal, which school shall be subject to the statutes of the State of Tennessee, and to the rules, regulations, and minimum standards of the State Board of Education. Per [Tenn. Code Ann. § 49-5-412](#), each school having nine (9) or more teachers shall have at least one (1) full-time supervising principal.

placements, and the reasons why the student's educational needs would best be served in an alternative school setting.

Required Documentation. The following information shall be provided with the application:

1. Description of the student populations to be served.
2. Description of the student eligibility requirements, referral procedures, and placement processes.
3. Description of the instructional program and how the curriculum aligns with Tennessee academic standards and the instructional program of the student's school of origin.
4. District's plan to monitor and evaluate the academic progress of students served in the Alternative School.
5. District's audit plan to ensure that the Alternative School complies with the specified assurance terms and conditions.

Career and Technical Education (CTE) School

Directors of Schools shall review to ensure the following conditions are met when applying to open a CTE school. Questions related to a CTE school may be directed to CTE.Questions@tn.gov.

1. The school has been authorized by the local board of education.
2. The school provides access to a sequential curriculum that meets or exceeds the curriculum standards adopted by the Tennessee State Board of Education.
3. The LEA reviewed the CTE school curriculum and determined that the curriculum meets or exceeds the curriculum standards adopted by the Tennessee State Board of Education.
4. The CTE school offers programs of study that are aligned with postsecondary offerings and current/projected regional labor market demands.
5. The LEA documented student selection and enrollment criteria.
6. The LEA evaluates the CTE school annually and includes within the evaluation the following criteria:
 - (a) The extent to which the school demonstrates increases in student achievement.
 - (b) The accountability and viability of the CTE school, as demonstrated by its academic, fiscal and operational performance.
 - (c) The extent to which the CTE programs of study offered are aligned with current/projected regional labor market demands.
7. The LEA ensures that students with special needs, including students with disabilities and students with limited English proficiency, are not excluded from enrolling and participating in the CTE school.
8. The LEA ensures all teachers employed to provide services to the students enrolled in the CTE school are endorsed in their course content area and qualified to teach in Tennessee.
9. The LEA will meet class size standards as established by Tenn. Code Ann. § 49-1-104.
10. CTE schools do not generate based ADM for TISA funding purposes.
11. Schools that are awarding high school diplomas shall not be classified as CTE schools.
12. The department will only assign a school ID to a CTE school when it meets all criteria below:
 - (a) The school operates in a stand-alone building.
 - (b) All enrollments are secondary.
 - (c) All students maintain primary enrollment at another Tennessee public high school.

13. CTE schools are exempt from school accountability.
14. Students are attributed to their sending schools and districts in which they are primarily enrolled for accountability purposes.

Required Documentation. The following information shall be provided with the application:

1. Proposed sequential curriculum, including the complete list of courses to be offered.
2. Identify each CTE program of study that will be offered by the CTE school. For each identified program of study, interpret and summarize the need for this offering in your community. Attach labor market data and align postsecondary programs to support this need. If applicable, identify the early postsecondary courses included in each program of study.
3. Student eligibility requirements and selection process.
4. District's plan to evaluate the CTE school.
5. District's plan to follow all federal and state laws, rules and regulations relative to administration of special education and ELL services, including the district's plan to identify, provide and monitor special education/related services to eligible students enrolled in the CTE school.
6. District's plan to comply with class size maximums and averages.
7. Description of the student populations to be served.
8. Description of the student eligibility requirements, enrollment rules and procedures, and placement processes.
9. Instructional delivery plan with rationale for how the plan will address the needs of the student populations served.
10. District's plan to monitor and evaluate school performance.
11. District's audit plan to ensure that individual school complies with the specified assurance terms and conditions.

Hybrid School

Directors of Schools shall ensure that the LEA and Hybrid School meet the following requirements when applying to open a Hybrid School. Hybrid Schools may serve as a permanent placement for non-traditional learners who require specialized instructional models and environments, and/or a temporary placement for students for punitive reasons (i.e., suspension, expulsion, etc.). Hybrid Schools are not intended to serve as the least restrictive environment for students with significant or intensive special education needs. Placement decisions for students with disabilities must continue to be determined through the IEP process and based on individual student needs. Students may be enrolled in a Hybrid School as primary or secondary, based on their individual needs. Students who are enrolled as secondary (e.g., alternative program placement or any temporary placement for punitive reasons) must also have a concurrent primary enrollment at another TN public school. Students who are enrolled as primary will contribute to the school's accountability performance evaluation. For more information, please contact School.Directory@tn.gov.

The Director of Schools shall ensure the following:

1. The Hybrid School operates in a standalone facility as defined by the State Board of Education.¹⁷
2. The Hybrid School provides a minimum 6.5-hour instructional day consistent with State Board of Education requirements.
3. The Hybrid School awards Tennessee high school diplomas to students who graduate with primary enrollment status at the institution.
4. The Hybrid School maintains a school improvement plan aligned to the school's intended student population.
5. The Hybrid School serves one or more of the following student groups through programs:

¹⁷ Pursuant to [Tennessee State Board of Education Rule 0520-01-02-.01](#), a public school is the basic administrative unit of a state, county, city, or special district school system, consisting of one (1) or more grade groups, one (1) or more teachers to give instruction, and one (1) principal, which school shall be subject to the statutes of the State of Tennessee, and to the rules, regulations, and minimum standards of the State Board of Education. Per [Tenn. Code Ann. § 49-5-412](#), each school having nine (9) or more teachers shall have at least one (1) full-time supervising principal.

- (a) Non-traditional learners who require specialized instructional models and primary enrollment at the school
 - (b) Students placed in an alternative program for disciplinary or punitive reasons
 - (c) English Learners receiving short-term newcomer support
6. The Hybrid School cannot operate as a public virtual school. The Hybrid School may offer virtual education programs following the conditions and requirements specified in [SBE Rule 0520-01-03-.05\(2\)](#).
 7. The Hybrid School cannot operate as an adult high school. The Hybrid School may offer adult education program following the conditions and requirements specified in [SBE Rule 0520-01-02-.06\(2\)](#). If a student has a secondary enrollment at the Hybrid School through the adult education program, the student must have an active primary enrollment at another public school in Tennessee.
 8. The Hybrid School may offer alternative education programs following the conditions and requirements specified in [SBE Rule 0520-01-02.09](#). If a student has a secondary enrollment at the Hybrid School through the alternative education program, the student must have an active primary enrollment at another public school (i.e., home school) in Tennessee as required by [Tenn. Code Ann. § 49-6-3402\(b\)](#).
 9. Students enrolled as secondary must maintain a concurrent primary enrollment at another Tennessee public school. These students' performance data will be attributed to their schools/districts in which they are primarily enrolled for accountability performance evaluation purposes.

Required Documentation. The following information shall be provided with the application:

1. Description of the student populations to be served
2. Description of the student eligibility requirements, enrollment rules and procedures, and placement processes.
3. Instructional delivery plan with rationale for how the plan will address the needs of the student populations served.
4. District's audit plan to ensure that individual schools comply with the specified assurance terms and conditions.

Opportunity Public Charter School

Directors of Schools shall review to ensure the following conditions are met when applying to open an Opportunity Public Charter School. Opportunity Public Charter Schools must comply with all requirements under [Tenn. Code Ann. 49-13-133](#) and [Tennessee State Board of Education Rule 0520-14-01](#). Questions related to Opportunity Public Charter Schools may be directed to Charter.Schools@tn.gov.

The Director of Schools shall ensure the following:

1. The school has been authorized by the local board of education or Tennessee Public Charter School Commission in accordance with [Tenn. Code Ann. 49-13-101](#) et seq.
2. The school serves students in grades six through twelve (6-12).
3. The school meets or exceeds an annual average of seventy-five percent (75%) at-risk student enrollment, as defined in [Tenn. Code Ann. 49-13-104](#).
4. The school shall operate in accordance with its approved charter agreement and applicable State Board of Education rules governing public charter schools, including [SBE Rule 0520-14-01](#).
5. The school shall provide instruction aligned to Tennessee academic standards adopted by the State Board of Education.
6. The school complies with all applicable federal and state laws, State Board of Education rules, and department policies governing public charter schools, including [SBE Rule 0520-14-01](#).

Required Documentation. The following information shall be provided with the application:

1. Completed Form A (New School Application Form) and all required assurances.
2. Approved charter application
3. Executed charter agreement
4. Charter Contact Information Form

Charter Contact Information Form

1. Provide the charter agreement¹⁸ start and expiration dates.

Charter Agreement Start Date (Date that the charter agreement goes into effect)	Charter Agreement Expiration Date ¹⁹ (Date the charter agreement ends)

2. Provide contact information for the **LEA staff** who serve as the authorizer’s primary contacts.

Contact Type	Name	Job Title	Direct Phone Number & Extension	Email Address
Primary Contact				
Financial Contact				

3. Provide contact information for the **charter school staff** who serve as the school’s primary contacts.

Contact Type	Name	Job Title	Direct Phone Number & Extension	Email Address
Primary Contact				
Academic Contact				
Operations Contact				
Financial Contact				

¹⁸ “Charter agreement” means a fixed-term renewable agreement between a public charter school and the authorizer that outlines the rights, responsibilities, and performance expectations of each party ([Tenn. Code Ann. § 49-13-104\(5\)](#)).

¹⁹ A charter agreement expires ten (10) academic years after the first day of instruction. A public charter school may delay, for a period not to exceed one (1) academic year, the school's initial opening. If the public charter school requires a delay in the school's initial opening of more than one (1) academic year, then the school must obtain approval of the delay from the school's authorizer. Typically charter agreements expire on June 30 at the end of the 10th school year of operation (Example: Agreement Start Date: 7/1/2022 / Agreement Expiration Date: 6/30/2032 or if charter delays opening for 1 year: Agreement Start Date: 7/1/2021 / Agreement Expiration Date: 6/30/2032).

4. If contracting with a Charter Management Organization, provide the following information.

CMO Name	Federal Employer Identification Number (EIN)

Primary CMO Contact(s)

Contact Type	Name	Job Title	Direct Phone Number & Extension	Email Address
Primary Contact				
Academic Contact				
Operations Contact				
Financial Contact				

Pre-Kindergarten Program

Pre-Kindergarten programs must be authorized by the local board of education in accordance with Tennessee law (Tenn. Code Ann. § 49-6-101 et seq.) and State Board of Education Rule 0520-12-01. Directors of Schools shall ensure that all Pre-Kindergarten program sites comply with the requirements outlined below. Questions related to Pre-Kindergarten programs may be directed to Misty.Moody@tn.gov.

The Director of Schools shall ensure that the following:

1. The Pre-K program is approved by the local board of education in alignment with all applicable state laws and State Board of Education rules.
2. The Pre-K program's physical location is appropriate for assigning a separate school ID.
 - a) A Pre-K program/center may only be assigned a separate school ID if it operates on its own campus and does not share a building with an existing school that already has an active school ID.
 - b) Pre-K programs located within an existing school building may not request or receive a separate school ID.
 - c) The Pre-K program maintains enrollment data in TEDS for state and federal reporting purposes.

Required Documentation. The following information shall be provided with the application:

1. Description of the student populations to be served
2. Description of all funding sources
3. Description of the student eligibility requirements, enrollment rules and procedures, and placement processes
4. Instructional delivery plan with rationale for how the plan will address the needs of the student populations served
5. District's plan to monitor and evaluate program performance
6. District's audit plan to ensure that individual program complies with the specified assurance terms and conditions

Public Charter School

Directors of Schools shall review to ensure the following conditions are met when applying to open a public charter school. For more information, please contact Charter.Schools@tn.gov.

Local education agencies (LEAs) must request a school number for all newly authorized charter schools by combining the following documentation into **one** PDF file and submitting it through the [Tennessee School Directory Submission Form](#).

1. Completed [Form A](#) (New School Application Form)
2. Approved charter application
3. Executed charter agreement
4. Charter Contact Information Form

Charter Contact Information Form

5. Provide the charter agreement²⁰ start and expiration dates.

Charter Agreement Start Date <i>(Date that the charter agreement goes into effect)</i>	Charter Agreement Expiration Date ²¹ <i>(Date the charter agreement ends)</i>

6. Provide contact information for the **LEA staff** who serve as the authorizer’s primary contacts.

Contact Type	Name	Job Title	Direct Phone Number & Extension	Email Address
Primary Contact				

²⁰ “Charter agreement” means a fixed-term renewable agreement between a public charter school and the authorizer that outlines the rights, responsibilities, and performance expectations of each party ([Tenn. Code Ann. § 49-13-104\(5\)](#)).

²¹ A charter agreement expires ten (10) academic years after the first day of instruction. A public charter school may delay, for a period not to exceed one (1) academic year, the school's initial opening. If the public charter school requires a delay in the school's initial opening of more than one (1) academic year, then the school must obtain approval of the delay from the school's authorizer. Typically charter agreements expire on June 30 at the end of the 10th school year of operation (*Example: Agreement Start Date: 7/1/2022 / Agreement Expiration Date: 6/30/2032 or if charter delays opening for 1 year: Agreement Start Date: 7/1/2021 / Agreement Expiration Date: 6/30/2032*).

Contact Type	Name	Job Title	Direct Phone Number & Extension	Email Address
Financial Contact				

7. Provide contact information for the **charter school staff** who serve as the school's primary contacts.

Contact Type	Name	Job Title	Direct Phone Number & Extension	Email Address
Primary Contact				
Academic Contact				
Operations Contact				
Financial Contact				

8. If contracting with a Charter Management Organization, provide the following information.

CMO Name	Federal Employer Identification Number (EIN)

Primary CMO Contact(s)

Contact Type	Name	Job Title	Direct Phone Number & Extension	Email Address
Primary Contact				
Academic Contact				
Operations Contact				
Financial Contact				

Additional Assurances. The Assurances specified below supplement and are incorporated into the Assurances set forth in [Form A](#). By signing the Assurances in Form A, the Director of Schools is also certifying that the following Assurances related to public charter school authorization are accurate and complete:

1. The school has been authorized by the local board of education or Tennessee Public Charter School Commission in accordance with [Tenn. Code Ann. 49-13-101](#) et seq.
2. The school shall operate in accordance with its approved charter agreement and applicable State Board of Education rules governing public charter schools, including [SBE Rule 0520-14-01](#).
3. The school shall provide instruction aligned to Tennessee academic standards adopted by the State Board of Education.
4. The school complies with all applicable federal and state laws, State Board of Education rules, and department policies governing public charter schools, including [SBE Rule 0520-14-01](#).

Public Virtual School

The LEA's Director of Schools shall ensure that the LEA and public virtual school meet the following conditions when applying to open a public virtual school. For more information, please contact Virtual.Schools@tn.gov.

1. The virtual school has been approved by the local board of education on or before the date of submission of this request.
2. The LEA will ensure that the virtual school uses technology to deliver a significant portion of instruction to its students via the Internet in a virtual or remote setting.
3. The LEA will ensure that the virtual school provides instructional materials and ensures access to necessary technology, such as a computer, printer, and Internet connection, to each family with a student enrolled in the virtual school.
4. The LEA will ensure that the virtual school provides access to a sequential curriculum that meets or exceeds the curriculum standards adopted by the [Tennessee State Board of Education in Rule 0520-01-03.03](#). The LEA has reviewed the virtual school curriculum and determined that the curriculum meets or exceeds those standards and is implemented using State-approved textbooks and instructional materials.
5. The LEA will ensure that the virtual school provides the same length of time for learning opportunities per academic year that is required under [Tenn. Code Ann. § 49-6-3004](#) for public school students (minimum of 180 days of instruction and 6.5 hours per day).
6. The LEA will ensure that the virtual school complies with all compulsory attendance requirements and monitors and reports daily attendance for students enrolled in the virtual school, as required by [Tenn. Code Ann. § 49-6-3007](#).
7. The LEA will implement its progressive truancy intervention plan for students enrolled at the virtual school and will report truancy to the applicable juvenile court.
8. The LEA will ensure that the virtual school notifies all LEAs of the enrollment of their students in the virtual school and any changes to the enrollment of their students within the timeframes set forth in [SBE Rule 0520-01-03-.05\(1\)](#).
9. The LEA must report for the virtual school all data required of public schools under state law, State Board rule, and department guidance. The virtual school is subject to the same data reporting requirements, systems, timelines, formats, and standards that apply to all other public schools operated by the LEA.
10. The LEA will ensure that the virtual school meets class size standards as established by [Tenn. Code Ann. § 49-1-104](#) and [State Board of Education Policy 3.206](#), and record and monitor class sizes.

11. The LEA will ensure that students with special needs, including students with disabilities and students with limited English proficiency, are not excluded from enrolling and participating in the virtual school.
12. The LEA will ensure that the virtual school implements the Individualized Education Program (IEP) for each student with an IEP and the Individual Learning Plan (ILP) for each student with an ILP who enrolls in the virtual school.
13. The LEA will ensure that the virtual school assigns a teacher to each course offered by the virtual school and to each student enrolled in such course.
14. The LEA will ensure that all teachers serving as the teacher of record for a class or providing services to the students enrolled in the virtual school are properly endorsed in their course content area and licensed to teach in Tennessee.
15. The LEA will ensure that the virtual school annually evaluates all teachers serving as teachers of record within the virtual school pursuant to [Tenn. Code Ann. § 49-1-302](#) and [State Board of Education Rule 0520-02-01](#).
16. The LEA will ensure that the virtual school administers all state tests required of public school students to students enrolled in the virtual school in a proctored environment consistent with state test administration guidelines.
17. The LEA will evaluate the virtual school annually, utilizing the standardized template provided by the Department of Education, and will include within the evaluation the following criteria:
 - a) The extent to which the virtual school demonstrates increases in student achievement.
 - b) The accountability and viability of the virtual school, as demonstrated by its academic, fiscal, and operational performance.
18. The LEA will publicly report the results of its annual evaluation utilizing the standardized template provided by the department by:
 - a) posting it on the websites of both the virtual school and the LEA; and
 - b) directly distributing the results to all enrolled families.
19. The LEA will ensure that the virtual school maintains and provides the department accurate records and information regarding the operation and compliance of the virtual school.

Required Documentation. The following information shall be provided with the application:

1. Complete [Form A](#) (New School Application Form)

2. Complete the [Public Virtual School Authorization Appendix B Response Template](#) located on the department's [public virtual schools webpage](#) or obtained via an email request to Virtual.Schools@tn.gov.

Applicants should carefully read the Tennessee Virtual School Act established in T.C.A. [§§49-16-201](#) et seq., [SBE Rule 0520-01-03-.05\(1\)](#), and the guidance related to opening a virtual school posted on the department's [Public Virtual School webpage](#).

Special Education School

Special Education Schools serve students with disabilities whose least restrictive environment is a separate school. Directors of Schools shall ensure that all requirements below are met when applying to open a Special Education School. For more information, please contact School.Directory@tn.gov.

The Director of Schools shall ensure the following:

1. Students enrolled at the Special Education School are enrolled as primary enrollment at the school for instructional and academic purposes.
2. The school exclusively serves K-12 students with disabilities as defined by IDEA and applicable state law. The school may offer general education services for PreK students (i.e., P3, P4) without an IEP.
3. The school maintains 100 percent enrollment of students with disabilities, subject to annual monitoring and audit by the department.
4. Special Education School is exempt from school-level accountability.
5. Students are attributed to the district's accountability in which they are primarily enrolled.
6. The student cannot be educated in a less restrictive environment even with the use of supplementary aids and services.

Required Documentation. The following information shall be provided with the application:

1. Description of the student populations to be served
2. Description of the student eligibility requirements, enrollment rules and procedures, and placement processes
3. Instructional delivery plan with rationale for how the plan will address the needs of the student populations served
4. District's plan to monitor and evaluate school performance
5. District's audit plan to ensure that individual school complies with the specified assurance terms and conditions

Traditional Public School

Directors of Schools shall review and ensure that all conditions are met when applying to open a traditional public school. Traditional public schools must be authorized by the local board of education in accordance with applicable Tennessee state laws. These schools remain subject to the rules, regulations, and minimum standards established by the State Board of Education ([State Board of Education Rule 0520-01-02-.01](#)). Questions related to traditional public schools may be directed to School.Directory@tn.gov.

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