

# ESA Application Checklist 2023-24



Here's everything you will need to gather before filling out the Education Savings Account (ESA) application. The application is online at [www.tn.gov/education/esa.html](http://www.tn.gov/education/esa.html) and should be printed and mailed to the Tennessee Department of Education (TDOE) at the address below.

## Completion Checklist

- Application completed in ink** (pages 2, 3, and 6 complete and signed)
- Supporting documents** as listed in the table below. At least **three supporting documents are required**.
- If the child attended *any* school outside of Tennessee in 2022-23**, include the child's 2022-23 transcript with the application
- If the child is a foster child:** include supporting documentation such as a placement contract and DCS Placement in Private School approval form
- Any additional documentation** for unique circumstances. Please email [ESA.Applications@tn.gov](mailto:ESA.Applications@tn.gov) or leave a message at 615-741-9360 for guidance with unique circumstances. If your child entered a nonpublic school for the first time in the 2019-20, 2020-21, or 2021-22 school year, submit documentation supporting the change in enrollment.
- Envelope with proper postage addressed to**

ESA Program c/o TDOE  
Andrew Johnson Tower, 10th Floor  
710 James Robertson Parkway Nashville, TN 37243

## Required Documents

In order for an application to be considered, **copies** of the following required documents **must** be included with the application.

- Proof of income eligibility.** You must have **one** of the following:
  - Federal tax return (Form 1040, most recent for 2022)
  - Tennessee Assistance for Needy Families (TANF) most recent benefits statement or letter of eligibility
- Proof of address.** You must have **two** of the following indicating the student is zoned for a school within Memphis-Shelby County Schools, Metro Nashville Public Schools, Hamilton County Schools, or the Achievement School District:
  - Valid, non-expired driver's license or state ID
  - Property tax receipt (from past year)
  - Signed lease agreement (indicating current lease)
  - A utility bill (water, electric, gas, or internet) from the past 3 months
  - Voter registration card issued within the past year
  - Homeowner's insurance or renter's insurance bill from past 3 months
  - Vehicle registration from past year
  - Affidavit from landlord or owner of current residence (signed within the past 30 days)

*Both proofs of address must show the **same current address** and Parent 1 or Parent 2 as the responsible party.*

The department may request additional copies of documentation after receipt of application.

Questions? Please email [ESA.Applications@tn.gov](mailto:ESA.Applications@tn.gov) or leave a message at 615-741-9360.