

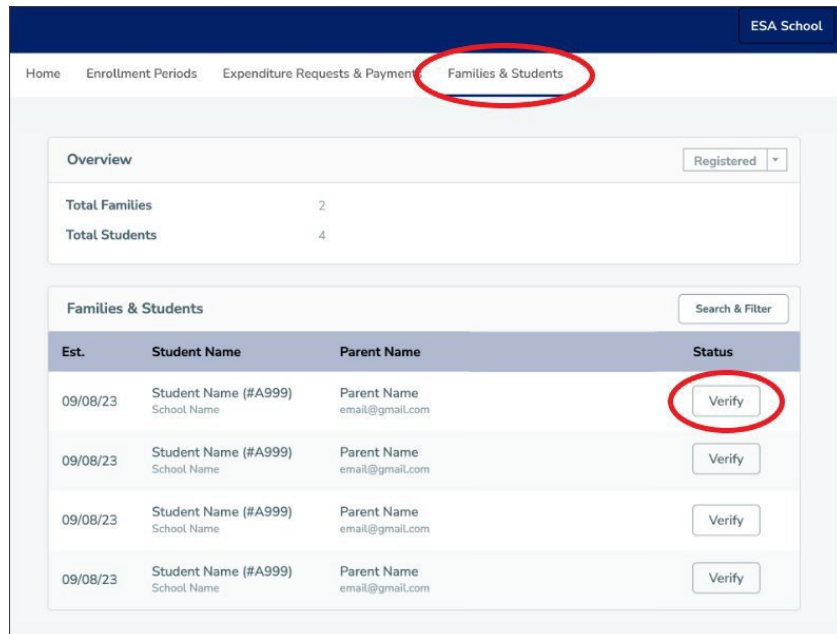
Next Steps for Schools Following Family School Selection

Once a student's application is approved, the parent, guardian, or student over 18 years old must log in to the [Education Savings Account \(ESA\) Portal Account](#) to select their school.

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

Step One

Once a family selects your school, the child will show up on your list in the Families & Students tab at the top of your school's account. To verify individual student enrollment, click the "Verify" button.



The screenshot shows the 'ESA School' portal interface. The 'Families & Students' tab is selected and circled in red. Below the navigation bar, there is an 'Overview' section showing 'Total Families: 2' and 'Total Students: 4'. The main section is titled 'Families & Students' and contains a table with four columns: 'Est.', 'Student Name', 'Parent Name', and 'Status'. The table lists four students, each with a 'Verify' button in the 'Status' column. The first 'Verify' button is circled in red.

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

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

Step Two

To verify enrollment, fill in the information provided on the form for each student. This includes the enrollment date and tuition and fees for the school year. Click the “add fee” button to include any additional fees the student may have.

- Enrollment date: If a student enrolls after the first day of school, please list the first date of attendance as the enrollment date.
- Tuition and fees: The tuition and fees you include should be student specific and should indicate what the family is responsible for paying AFTER any school-determined financial aid or discounts (i.e., financial aid, employee, or sibling discounts). **The ESA award is not a school-determined financial aid or discount.**
 1. Example: Tuition for 10th graders at your school is \$10,000, but the student received school-determined financial aid of \$2,000. When verifying enrollment, the tuition listed for that student should be \$8,000.
 2. Example: A family receives a sibling discount; sibling 1 owes \$10,000 in tuition and sibling 2 owes \$9,000 in tuition. When verifying enrollment, the school should list student 1’s tuition as \$10,000 and student 2’s tuition as \$9,000.

ESA School

← Back to Applications THURSDAY, DECEMBER 21

Verify #99999

School Official

First Last

Admin First Admin Last

Student Name: Theodore Simunic

Parent Name: Brenda Simunic

Address: 304 W Kirkwood Ave, Bloomington, IN 47404

Confirm Enrollment

Is this student enrolled in your school?

Yes

Enrollment Date

Month Day Year

Tuition for Student

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

+ Add Fee

☐ I attest that the information above is correct and accurate

Submit Enrollment

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

Families that have verified enrollment can log into their [ESA Portal Account](#) and complete the ESA Account Holder Contract and the expense pre-approval process (i.e., how they would like to use ESA funds).

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

As a reminder, State Board of Education Rule 0520-01-16-.08(4) prohibits ESA participating schools from charging ESA account holders additional tuition or fees that are not also charged to non-participating students.

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