



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

Uniform Administrative Procedures Act Appeal Form for Applicant & Participating Schools

Participating schools may appeal the Commissioner's decision to deny an appeal pursuant to the IEA rules. The appeals must include a completed copy of this form and conform to the contested case provisions of the Uniform Administrative Procedures Act (UAPA) (T.C.A. Title 4, Chapter 5, Part 3). To file a UAPA appeal, please complete this UAPA form and email the completed form to IEA.Questions@tn.gov. The UAPA appeal must be filed with the Commissioner by the applicant/participating school within **30 days** of the receipt of the notice of denial of the step 1 appeal. Such notice shall be deemed received three business days after the date of postmark. After the UAPA form has been submitted to the department, you will be notified by an administrative law judge who will set the date and time of your hearing.

Directions: Please complete the following fields, and email the completed form to IEA.Questions@tn.gov.

School Information	Response Field
	<i>Please complete every field unless otherwise noted.</i>
School Name	
Physical Address of School (Street, City, and Zip Code)	
Name of School Principal	
Email for School Principal	
School Phone Number	
Date of Step 1 Appeal Denial	

What appeal denial decision are you appealing?

In the space below, please provide a detailed description of the reasons why you are appealing the Commissioner's denial of the Step 1 appeal. Please include specific details to substantiate your claims.

Supporting Documentation

If applicable, upload supporting documents to substantiate your claims.

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

Principal Signature

Date