

Guide to Completing the *IEA Student Application*

Before you Apply

Before completing the IEA Student Application, parents/guardians/students should read the following IEA Resources:

- *To find out if your student may be eligible:* Take the [Is My Child Eligible Quiz](#).
- *For a list of things to consider before applying to the program:* Read the [Top Five Things to Consider](#) resource.
- *To learn more about IEA Account Holder responsibilities:* Read the [Parent and Student Responsibilities](#) web page.
- *For a complete description of the IEA Program, including how IEA funds can be used, how IEA funds are distributed, how parents must report uses of funds to the department, and student assessment requirements, read the [Parent Handbook](#).*

When do I complete the IEA Student Application?

The 2019-20 IEA Student Application will launch in Jan. 2019, and the application instructions will be posted on the [IEA webpage](#). To be notified when the IEA applications have launched, subscribe to the [IEA Update](#).

All applications must be received by the department **by 3 p.m. CT on April 15, 2019**. The department will **not review** applications that are received by the department after the deadline has passed.

The IEA application must be completed by either a parent/guardian of the student or the student if the student has reached 18 years of age. The individual completing the application will be the IEA account holder.



What information do I need to know to complete the IEA Student Application?

Information Needed	How do I find this information?
Student's State ID Number	<p>This number can be found on the student's IEP.</p> <p>If you are unsure of what this number is, contact your local public school district.</p>
Student's Primary and/or Secondary Disability Listed on their IEP	<p>This can be found on the student's current and active IEP.</p> <p>If you have any questions about locating this or need a copy of the student's IEP, contact your local public school district.</p>
The Type of School the Student Plans on Attending (i.e., independent home school or private school)	<p>Once enrolled in the IEA Program, students can either be:</p> <ul style="list-style-type: none"> • enrolled in an independent home school registered with the school district, or • enrolled in a private school (including private virtual schools and umbrella programs/schools). <p>Students enrolled in the IEA Program cannot be enrolled full-time in a public school.</p>



When documents do I need to submit with the IEA Student Application?

- Copy of Parent/Legal Guardian's Valid Driver's License or Government Issued ID (non-expired)
- Copy of the Student's Birth Certificate **or** Proof of Legal Guardianship: Proof of legal guardianship is required **if** the account holder's name is not listed on the student's birth certificate.
- IEA Debit Card Account Transactional Consent Form: Complete the form with the account holder's information by downloading the form posted on the IEA webpage [here](#).
- Copy of Conservatorship or Power of Attorney: If a parent is submitting an application on behalf of a student who will have attained the age of 18 years on or before Aug. 1, 2019, the parent must submit a Power of Attorney or order granting Conservatorship with the IEA Application.
- W-9 Form: Complete the form with the **account holder's** (e.g., parent's) information by downloading the form posted [here](#).
 - For more information on how to complete the form, please contact IEA.Questions@tn.gov
- Proof of Residency: If the student moved to Tennessee on or after Aug. 2, 2018, you must also submit: Proof that the student has moved to Tennessee from another state on or after Aug. 2, 2018.
 - Examples include: copy of out-of-state utility bill, rental agreement, property tax bill, affidavit from a landlord, driver's license, or mortgage statement. Enrollment records from schools outside of Tennessee.



How to Upload Supporting Documents

The IEA team will need a **clear and legible** picture or scan of the **original copy** of the supporting documents.

Applicants can use one of the following devices to capture the image:

- a camera (examples include digital cameras or cameras within a cell phone)
- a scanner (can be a standalone scanner or a scanner within a printer)

If the department is unable to read the text in the document, the application will be considered **incomplete**.

Application Submission Instructions

To submit the 2019-20 IEA Student Application, click [here](#).

Complete applications and all supporting documentation must be received by the department by **3 p.m. CT on April 15, 2019. Applications not received by the department by this deadline above will not be reviewed.**

If you have any questions, contact IEA.Questions@tn.gov.

Please note: Due to the volume of calls and emails, it can take up to 10 business days for the IEA team to respond.