



Tennessee Department of Human Services
Educational Exemption Request Checklist

Request date:

Exemption Program: Educational

Program Name:

Primary Contact:

Alternate Contact:

Valid contact phone number and e-mail:

The physical address of the program:

Sole or primary purpose of the program is to prepare children for advancement to the next educational level through a prescribed course of study or curriculum that is not typically available in a department-regulated child care setting.

Detailed curriculum attached

Provides specialized tutoring services to assist children with the passage of mandatory educational proficiency examinations; **or**

Provides education-only services to special needs children; **and**

Clear and convincing documentation attached supporting the request

The program time scheduled to be dedicated to the educational activity is reasonably age appropriate for the type of activity and the ages served.

Days program will operate

Hours of operation

Ages of children served

Per 71-3-503.(e), the request is notarized.

Additional information to support your program's exemption request:

The number of participants anticipated

Copy of registration form and/or website for registration

Flyers/brochures/advertisements

Parent hand-outs

Social media pages