

312 Rosa L. Parks Ave., 8th Floor
Nashville, TN 37243
Phone: 615-741-2650
Email: publications.information@tnsos.gov

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Hearings will be conducted in the manner prescribed by the Uniform Administrative Procedures Act, T.C.A. § 4-5-204. For questions and copies of the notice, contact the person listed below.

Agency/Board/Commission:	State Board of Education
Division:	n/a
Contact Person:	Rachel Suppe'
Address:	500 James Robertson Parkway, 8 th Floor, Nashville, TN
Zip:	37243
Phone:	629-279-7565
Email:	Rachel.Suppe@tn.gov

ADA Contact:	Rachel Suppe'
Address:	500 James Robertson Parkway, 8 th Floor, Nashville, TN 37243
Phone:	629-279-7565
Email:	Rachel.Suppe@tn.gov

Address 1:	500 James Robertson Parkway		
Address 2:	Davy Crockett Tower, 1 st Floor Conference Rm 1C		
City:	Nashville, TN		
Zip:	37243		
Hearing Date:	02/05/2025		
Hearing Time:	9:00 AM	x	CST/CDT EST/EDT

Tennessee State Board of Education
Attention: Rachel Suppe'
Davy Crockett Tower, 8th Floor

500 James Robertson Parkway
Nashville, Tennessee 37243

Written comments must be received by **9:00 AM CT on February 6, 2025** in order to ensure consideration.

*****Email comments are preferred as regular mail is running very slow and may not arrive in time*****

For further information, please contact Rachel Suppe' by e-mail at Rachel.Suppe@tn.gov.

If attending the hearing in-person, please bring identification so that you may be checked into the building by security. Conference room 1C is located on the first floor.

Revision Type (check all that apply):

- ☒ Amendment
☐ New
☐ Repeal

Rule(s) (**ALL** chapters and rules contained in filing must be listed. If needed, copy and paste additional tables to accommodate more than one chapter. Please enter only **ONE** Rule Number/Rule Title per row.)

Chapter Number	Chapter Title
0520-01-11	Individualized Education Accounts
Rule Number	Rule Title
0520-01-11-.02	Definitions
0520-01-11-.03	Application
0520-01-11-.04	Term of the IEA
0520-01-11-.06	Account Holder Obligations
0520-01-11-.08	Participating Schools
0520-01-11-.10	Appeals

AMENDMENT

AMEND the Rules of the State Board of Education Chapter 0520-01-11 by amending Rules -.02, -.03, -.04, -.06, -.08, and -.10 so that, as amended, the revised Rule shall read:

RULES OF THE STATE BOARD OF EDUCATION

CHAPTER 0520-01-11 INDIVIDUALIZED EDUCATION ACCOUNTS

0520-01-11-.02 DEFINITIONS.

- (1) "Account Holder" means a parent as defined in subsection (18) of this section or a Participating Student who has attained the age of majority who signs the IEA contract, is the Account Holder for the IEA funds, and is responsible for complying with all of the requirements of the IEA Program.
- (2) "Act" means the Individualized Education Act.
- (3) "Active IEP" means a written statement for a child with a disability that is developed, reviewed, and revised in accordance with 34 CFR §§ 300.320 through 300.324 that is being implemented on the date the application window for the IEA program closes.
- (4) "Agreement" means a document signed by an applicant and a designee of the Department, which qualifies the parent or student who has attained the age of majority to participate in the Program.
- (5) "Applicant" means the parent or legal guardian of a student, or student who has attained the age of majority, who has completed the Standard Application Form.
- (6) "Computer Hardware or Other Technological Devices" means computer hardware or technological devices approved by the Department or a licensed treating physician that is used for the student's educational needs. Computer hardware and technological devices shall meet one (1) of the following criteria:
 - (a) Is a required device for communication or for physical access to instruction due to the adverse impact of the disability for which the student qualifies to receive an IEA, or
 - (b) Allows a student to access instruction or instructional content.
- (7) "Department" means the Tennessee Department of Education.
- (8) "Educational Therapies" means:
 - (a) Individualized services designed to develop or improve academic performance through instructional and therapeutic techniques, and provided by licensed therapists who meet the requirements set by the Department and the State Board of Education as further defined in the Department's IEA handbook or by therapist assistants who meet the requirements set by the Department and the State Board of Education as further defined in the Department's IEA handbook and who provide the services under the direct supervision of a licensed therapist; or
 - (b) Tactile manipulatives recommended by the licensed therapist for the Participating Student pursuant to guidelines set forth by the Department.
- (9) "Eligible Postsecondary Institution" means a Tennessee public community college, college of applied technology, or university of the University of Tennessee system or a locally governed state university within the Tennessee Board of Regents systems, or an accredited private

postsecondary institution accredited by one (1) of the following: any accreditation division of Cognia (the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Northwest Accreditation Commission (NWAC), and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI)), the Middle States Association of Colleges and Schools (MSA), the New England Association of Schools and Colleges (NEASC), the Western Association of Schools and Colleges (WASC), or the Council on Occupational Education (COE).

(10) "Eligible Student" means:

(a) A resident of this state in grades kindergarten through twelve (K-12) with an Active Individualized Education Program (IEP) in accordance with 34 C.F.R §§ 300 et seq., T.C.A. § 49-10-102, and regulations of the State Board of Education with one (1) of the following qualifying disabilities as defined by the rules of the State Board of Education 0520-01-09-.02 as the primary or secondary disability in effect at the time the Department receives the request for participation in the Program. For purposes of this Chapter, the Department receives the request for participation in the Program on the date the application window for the IEA program closes. Qualifying disabilities for eligible students include the following:

1. Autism;
2. Deaf-blindness;
3. Developmental delay;
4. Hearing impairments;
5. Intellectual disability;
6. Multiple disabilities;
7. Orthopedic impairments;
8. Specific learning disability;
9. Traumatic brain injury; or
10. Visual impairments; and

(b) Meets at least one (1) of the following requirements:

1. Was previously enrolled in and attended a Tennessee public school for the one (1) full school year immediately preceding the school year in which the student receives an Individualized Education Account (IEA). For the purposes of these rules, one (1) full school year means that the student was counted in the enrollment figures for the LEA(s) for the entire school year as reported in the state's student information system;
2. Has not previously attended a K-12 school in Tennessee, but is currently eligible to enroll in a kindergarten program in a public school in this state. Students meeting this eligibility requirement shall inform the LEA in which they reside of the student's intent to participate in the program prior to July 1 of the year in which they are enrolled in the IEA Program;
3. Has not previously attended a school in Tennessee for the duration of one (1) full school year immediately preceding the school year in which the student receives

an IEA, and moved to Tennessee less than one (1) year prior to the date of enrollment in the IEA Program; or

4. Received an IEA in the previous school year.

- (11) "Fee-for-Service Transportation Provider" means a commercial transportation provider including a taxi or bus service. It does not include private transportation by a parent or Participating Student in accordance with the conflict of interest provision in these rules.
- (12) "Financial Institution" or "Private Financial Management Firm" means an institution selected by the Department to administer the individualized education accounts.
- (13) "IEA" means a Tennessee Individualized Education Account.
- (14) "Inclusive Educational Setting" means that the Participating School provides a setting that meets the following two (2) criteria:
 - (a) Students with disabilities are educated with students who do not have disabilities; and
 - (b) No more than fifty percent (50%) of the students in an individual classroom or setting are students with disabilities.
- (15) "ISP" means an Individualized Service Plan and is a written statement that describes the special education and related services to be provided by an LEA to a student who is eligible under Individuals with Disabilities Education Act at 20 U.S.C. §§ 1400, et seq., but has been enrolled in a non-public school or independent home school by the student's Parent.
- (16) "Local Education Agency (LEA)," "School System," "Public School System," "Local School System," "School District," or "Local School District" means any county school system, city school system, special school district, unified school system, metropolitan school system or any other local public school system or school district created or authorized by the general assembly.
- (17) "Non-public Online Learning Program or Course" means online programs or courses that meet the requirements set by the Department.
- (18) "Parent" means the parent, legal guardian, person who has custody of the child, or person with caregiving authority for the child.
- (19) "Participating School" means a non-public school that meets the requirements established in T.C.A. §§ 49-10-1401, et seq. and seeks to enroll eligible students.
- (20) "Participating Student" means an eligible student whose parent is participating in the IEA Program or an eligible student who has attained the age of majority and is participating in the IEA Program.
- (21) "Physician" means a person licensed under T.C.A. Title 63, Chapter 3, Chapter 4, Chapter 5, Chapter 6, Chapter 7, Chapter 8, Chapter 9, Chapter 10, Chapter 11, Chapter 14, Chapter 16, Chapter 17, Chapter 19, Chapter 22, Chapter 23, Chapter 24, or Chapter 25.
- (22) "Program" means the Individualized Education Account (IEA) Program created in T.C.A. §§ 49-10-1401, et seq.
- (23) "Provider" means an individual or business that meets the requirements set by the State Board of Education and the Tennessee Department of Education.
- (24) "Standard Application Form" means a document whereby an Applicant may seek to establish an Individualized Education Account (IEA).

- (25) "Tutoring Services" means services provided by a tutor who meets the requirements set by the Department.

Authority: T.C.A. §§ 49-1-302 and 49-10-1401, et seq. **Administrative History:** Emergency rules filed October 28, 2016; effective through April 26, 2017. Emergency rules superseded by new rules filed September 2, 2016; effective December 1, 2016. Emergency rules filed September 22, 2017; effective through March 21, 2018. Amendments filed December 21, 2017; effective March 21, 2018. Amendments filed October 25, 2018; effective January 23, 2019. Amendments filed January 22, 2020; to have become effective April 21, 2020. However, the State Board of Education filed a 34-day stay of the effective date of the rules; new effective date May 25, 2020. Amendments filed December 27, 2021; effective March 27, 2022. Amendments filed January 26, 2023; effective April 26, 2023. Amendments filed January 24, 2024; effective April 23, 2024.

0520-01-11-.03 APPLICATION

- (1) To apply to participate in the Program, an Applicant shall fully complete the Standard Application Form available through the Department's website or through the Department's office by the deadline set by the Department.
 - (a) The Department may assist an Applicant in filing the Standard Application Form.
 - (b) If the student is over eighteen (18) years of age at the time of application, the student's parent or guardian may not apply to the Program on behalf of the student unless the student's parent or guardian attaches proof of a power of attorney, created in accordance with T.C.A. §§ 34-6-101 et seq., or a conservatorship, created in accordance with §§ 34-3-101 et seq., demonstrating that the student's educational and financial decision-making rights have been transferred to his or her parent or guardian.
- (2) The Department shall make a determination of eligibility to participate in the Program and notify the Applicant.
- (3) Once a completed Standard Application Form has been approved by the Department, the Applicant shall complete the enrollment procedures set by the Department to become enrolled in the Program, including execution of an Agreement to participate in the Program by the deadline set by the Department.

Authority: T.C.A. §§ 34-3-101, et seq.; 34-6-101, et seq.; 49-1-302; and 49-10-1405. **Administrative History:** Emergency rules filed October 28, 2016; effective through April 26, 2017. Emergency rules superseded by new rules filed September 2, 2016; effective December 1, 2016. Emergency rules filed September 22, 2017; effective through March 21, 2018. Amendments filed December 21, 2017; effective March 21, 2018. Amendments filed October 25, 2018; effective January 23, 2019. Amendments filed January 22, 2020; to have become effective April 21, 2020. However, the State Board of Education filed a 34-day stay of the effective date of the rules; new effective date May 25, 2020. Amendments filed December 27, 2021; effective March 27, 2022.

0520-01-11-.04 TERM OF THE IEA

- (1) For purposes of continuity of educational attainment, a student who enrolls in the Program shall remain eligible until the Participating Student meets one (1) of the following, whichever occurs first:
 - (a) Enrolls full-time in a public school;
 - (b) Graduates from high school. The student may continue in the Program until such time as he or she receives a high school diploma, or receives a high school equivalency credential approved by the State Board of Education. Certificates of attendance do not

constitute graduation from high school for the purpose of this Program; or

- (c) Reaches twenty-two (22) years of age. The student may complete the school year in which he or she reaches the age of twenty-two (22), provided a student shall not be enrolled in the Program past August 15 of the next school year after they have reached twenty-two (22) years of age.
- (2) The Account Holder may remove the Participating Student from the non-public school and place the student in a public school. The Account Holder shall complete the procedures for withdrawal from the IEA Program set by the Department.
- (3) The Account Holder may move the student from one (1) non-public school to another non-public school in accordance with procedures set by the Department.
- (4) In order for students to continue in the Program, the Account Holder shall annually renew the IEA by following the procedures posted on the Department's website.
- (5) After graduating from high school or reaching twenty-two (22) years of age, unused funds in an IEA from prior years can be used in subsequent years, up to four (4) consecutive years after a student has exited the Program, provided the student attends or takes courses from an Eligible Postsecondary Institution and the expenditures are determined to be qualifying expenses.
- (6) Account Holders are not required to spend the entire sum each year, however, a portion of the funds shall be used each year on approved expenses for the benefit of the student enrolled in the IEA Program, and overall spending shall equal a minimum of fifty (50) percent of the annual award by the deadline set by the Department.
 - (a) If overall spending does not equal a minimum of fifty (50) percent by the deadline set by the Department and if the IEA is renewed for the following year, the Department shall subtract the difference from the payments in the next contract year. If a student withdraws from the IEA Program or if the IEA is not renewed, the IEA shall be closed, and any remaining funds shall be returned to the state treasurer pursuant to T.C.A. § 49-10-1403.
- (7) All benefits and obligations established by participation in the Program, including the right to continue participation in the IEA Program, vest in the Participating Student when the student attains eighteen (18) years of age, unless the student's educational and financial decision-making rights have been transferred to his or her parent or guardian through a power of attorney, created in accordance with T.C.A. §§ 34-6-101 et seq., or a conservatorship, created in accordance with §§ 34-3-101 et seq.

Authority: T.C.A. §§ 34-3-101, et seq.; 34-6-101, et seq.; 49-1-302; and 49-10-1401, et seq.

Administrative History: Emergency rules filed October 28, 2016; effective through April 26, 2017. Emergency rules superseded by new rules filed September 2, 2016; effective December 1, 2016. Emergency rules filed September 22, 2017; effective through March 21, 2018. Amendments filed December 21, 2017; effective March 21, 2018. Amendments filed October 25, 2018; effective January 23, 2019. Amendments filed January 22, 2020; to have become effective April 21, 2020. However, the State Board of Education filed a 34-day stay of the effective date of the rules; new effective date May 25, 2020. Amendments filed December 27, 2021; effective March 27, 2022. Amendments filed January 26, 2023; effective April 26, 2023. Amendments filed January 24, 2024; effective April 23, 2024.

0520-01-11-.06 ACCOUNT HOLDER OBLIGATIONS

- (1) Account Holders shall agree to use the funds deposited in the IEA for any, or any combination of, the following expenses:
 - (a) Tuition or fees at a Participating School;
 - (b) Textbooks required by a Participating School;
 - (c) Tutoring Services provided by an individual tutor who meets the requirements set by the Department or a tutoring organization accredited by one (1) of the following: any accreditation division of Cognia (the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Northwest Accreditation Commission (NWAC), and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI)), the Middle States Association of Colleges and Schools (MSA), the New England Association of Schools and Colleges (NEASC), the Western Association of Schools and Colleges (WASC), or the Council on Occupational Education (COE);
 - (d) Payment for purchase of curriculum, defined as instructional educational materials for an academic course of study for a particular content area, including any supplemental materials required by the curriculum;
 - (e) Fees for transportation paid to a Fee-for-Service Transportation Provider. Transportation fees can only be used for transportation to schools and educational providers (including tutors and therapists);
 - (f) Tuition or fees for a Non-public Online Learning Program or Course that meets the requirements set by the Department;
 - (g) Fees for nationally standardized norm-referenced achievement tests, Advanced Placement examinations, or any examinations related to college or university admission;
 - (h) Contributions to a Coverdell education savings account established under 26 U.S.C. § 530 for the benefit of the Participating Student;
 - (i) Educational Therapies or services, including copays or coinsurance, for Participating Students;
 - (j) Services provided under a contract with a public school, including individual classes and extracurricular programs;
 - (k) Tuition or fees at an Eligible Postsecondary Institution;
 - (l) Textbooks required for courses at an Eligible Postsecondary Institution;
 - (m) Fees for the management of the IEA by private financial management firms;
 - (n) Computer Hardware and Other Technological Devices approved by the Department or a licensed treating physician, if the computer hardware is used for the student's educational needs and is a required device for communication or physical access to instruction due to the adverse impact of the disability for which the student qualifies to receive an IEA or allows a student to access instruction or instructional content; or
 - (o) Contributions to an Achieving a Better Life Experience (ABLE) account in accordance with the ABLE Act, compiled in T.C.A. Title 71, Chapter 4, Part 8, for the benefit of a Participating Student; provided, that the funds are used only for the student's education expenses subject to the rules established by the ABLE Program and that the student meets the qualifications to participate in the ABLE Program pursuant to the ABLE Act, and § 529A of the Internal Revenue Code of 1986 (26 U.S.C. § 529A), as amended, and all rules, regulations, notices, and interpretations released by the United States Department of

Treasury, including the Internal Revenue Service (IRS).

- (2) Account Holders shall obtain pre-approval for Educational Therapies, Computer Hardware and Other Technological Devices, Tutoring Services, and any other expenses identified by the Department. If pre-approval is not obtained, the expense shall be deemed an unapproved expenditure. An Account Holder may request pre-approval by completing and submitting the Department's pre-approval form. For computer hardware and technological devices, a licensed treating physician may also submit the pre-approval form.
- (3) After the initial payment to the IEA, the Account Holder shall report expenses and submit receipts for all IEA funds expended in accordance with the procedures set by the Department before the next IEA payment is disbursed.
- (4) In accordance with the procedures of the Department, the Department may immediately and permanently remove any Participating Student from eligibility for an IEA if the Account Holder fails to comply with the terms of the IEA Agreement or applicable laws, rules or procedures, or misspends funds. The Account Holder may appeal the Department's decision pursuant to the appeal procedures outlined in this Chapter.
- (5) If the Department determines that IEA funds have been misspent, the Department shall notify the Account Holder, and the Account Holder shall repay the misspent amount in the manner and within the timeframe set by the Department. The Department is authorized to freeze, suspend, and/or withdraw funding directly from the student's IEA for reasons including, but not limited to, fraud, misuse of funds, Account Holder failure to comply with the terms of the state laws, rules, procedures, or the Agreement, if the student returns to the LEA, or if funds were deposited into the account in error. The Account Holder may appeal the Department's decision pursuant to the appeal procedures outlined in this Chapter.

Authority: T.C.A. §§ 49-1-302 and 49-10-1401, et seq. **Administrative History:** Emergency rules filed October 28, 2016; effective through April 26, 2017. Emergency rules superseded by new rules filed September 2, 2016; effective December 1, 2016. Emergency rules filed September 22, 2017; effective through March 21, 2018. Amendments filed December 21, 2017; effective March 21, 2018. Amendments filed January 22, 2020; to have become effective April 21, 2020. However, the State Board of Education filed a 34-day stay of the effective date of the rules; new effective date May 25, 2020. Amendments filed December 27, 2021; effective March 27, 2022. Amendments filed January 26, 2023; effective April 26, 2023.

0520-01-11-.08 PARTICIPATING SCHOOLS

- (1) Non-public schools interested in becoming a Participating School shall submit an application to the Department by the deadline set by the Department.
 - (a) The non-public school's application shall, at a minimum:
 1. State the maximum number of students receiving IEAs the school has the capacity to enroll;
 2. Demonstrate financial viability to repay any funds that may be owed to the state by providing the Department with financial information verifying the school has the ability to pay an aggregate amount equal to the maximum number of IEA students that the school has the capacity to enroll as identified in the school's application multiplied by twenty-five percent (25%) of the amount of the average IEA award for the previous contract year. The school may comply with this requirement by filing a surety bond payable to the state from a surety, submitting a statement completed by a certified public accountant, or submitting the school's most recent federal tax return; and
 3. State whether the school provides an Inclusive Educational Setting; however, schools are not required to have an Inclusive Educational Setting to participate in the IEA Program.

- (b) The Department shall determine the application process for non-public schools to participate in the Program. The Department shall create a standard application which shall include, at a minimum, the eligibility requirements set forth in the Act and these rules, and may also include additional eligibility requirements set by the Department.
 - (c) The Department shall review the application and notify the school as to whether the school meets the requirements to enroll students receiving IEAs.
 - (d) If the Department determines that a school is eligible to enroll students receiving IEAs, the Department shall list the school on the Department's website.
- (2) Participating Schools shall:
- (a) Be academically accountable to the Account Holder for meeting the educational needs of the student by:
 - 1. At a minimum, annually providing to the Account Holder a written explanation of the student's progress; and
 - 2. Cooperating with an Account Holder who chooses for the student to participate in the statewide assessments.
 - (b) Comply with all health and safety laws or codes that apply to non-public schools and the profession of the provider;
 - (c) Certify that they shall not discriminate against Participating Students or applicants on the basis of race, color, or national origin;
 - (d) Comply with all requirements for criminal history records checks for employees listed in the State Board of Education Non-Public Schools Approval Process Rule 0520-07-02;
 - (e) Exclude from employment any person not permitted by state law to work or act as a provider in a non-public school;
 - (f) Exclude from employment any person who might reasonably pose a threat to the safety of students; and
 - (g) Provide Account Holders with a receipt for all qualifying expenses.
- (3) Participating Schools shall annually submit to the Department:
- (a) All required documentation and requested information, including the school calendar, the non-public school's student fee schedules, and the maximum number of students receiving IEAs the school has the capacity to enroll;
 - (b) Graduation and completion information of Participating Students;
 - (c) Notice of whether they intend to continue participating in the Program; and
 - (d) Proof of financial viability to repay any funds that may be owed to the State by providing the Department with financial information verifying the school has the ability to pay an aggregate amount equal to the maximum number of IEA students that the school has the capacity to enroll as identified in the school's application multiplied by twenty-five percent (25%) of the amount of the average IEA award for the previous contract year. The school may comply with this requirement by filing a surety bond payable to the State from a surety, submitting a statement completed by a certified public accountant, or submitting the school's most recent federal tax return.
- (4) The Department may require Participating Schools to submit to the Department a financial audit of

the school conducted by a certified public accountant. Such audit shall include a statement that the report is free of material misstatements and fairly represents the Participating School's maximum total tuition and fees. Any funds determined by the Department to be expended in a manner inconsistent with the Act or this Chapter shall be returned to the state.

- (5) The Department may suspend or terminate a Participating School from participating in the Program if the Department determines the school has failed to comply with the requirements of the Act, these rules, and/or the procedures set by the Department.
 - (a) If the Department suspends or terminates a school's participation, the Department shall notify the Account Holder and Participating School of the decision. If a Participating School is suspended or if a Participating School withdraws from the Program, affected Participating Students remain eligible to participate in the Program.
- (6) A Participating School may appeal the Department's decision pursuant to the appeals procedures outlined in this Chapter. If a student withdraws from a Participating School and transfers to another non-public school or returns to the LEA, the Participating School shall refund the tuition and fees on a prorated basis based on the number of days the student was enrolled in the school. If the student transfers to another non-public school, the funds shall be returned to the student's IEA. If the student returns to the LEA, the funds from the IEA shall be returned to the state treasurer pursuant to T.C.A. § 49-10-1403.
- (7) Third parties are prohibited from sending IEAs to collections in order to settle unpaid debts. All contracts entered into are the responsibility of the private parties involved.

Authority: T.C.A. §§ 49-1-302 and 49-10-1405. **Administrative History:** Emergency rules filed October 28, 2016; effective through April 26, 2017. Emergency rules superseded by new rules filed September 2, 2016; effective December 1, 2016. Emergency rules filed September 22, 2017; effective through March 21, 2018. Amendments filed December 21, 2017; effective March 21, 2018. Amendments filed October 25, 2018; effective January 23, 2019. Amendments filed January 22, 2020; to have become effective April 21, 2020. However, the State Board of Education filed a 34-day stay of the effective date of the rules; new effective date May 25, 2020. Amendments filed December 27, 2021; effective March 27, 2022. Amendments filed January 26, 2023; effective April 26, 2023.

0520-01-11-.10 APPEALS

- (1) The following determinations are appealable:
 - (a) An Applicant may appeal the Department's determination that the student is not eligible for the IEA Program.
 - (b) An Account Holder may appeal the Department's determination that the Account Holder has misspent IEA funds or the removal of the Participating Student from the IEA Program.
 - (c) An applicant school may appeal the Department's determination that the school is not qualified to be a Participating School.
 - (d) A Participating School may appeal its suspension or termination from the IEA Program.
- (2) All appeals shall be submitted according to Department guidance. If an appeal is not submitted on the appropriate appeal form, the appeal shall be denied.
- (3) Appeals shall follow the following two-step process:
 - (a) Step one (1): Appeals shall be reviewed by the Department. Step one (1) appeals must be submitted to the Department within ten (10) business days of the Department electronically sending the determination that is being appealed. The day that the Department sends the determination shall not count as part of the ten (10) business days. The Commissioner or Commissioner's Designee shall make a determination and issue an electronic notification to the appealing party within forty-five (45) calendar days of receiving the step one appeal.

- (b) Step two (2): If the Department denies the step one (1) appeal, the appealing party may file a step two (2) appeal. Step two (2) appeals shall be reviewed by an administrative law judge in accordance with the procedures set forth in the Uniform Administrative Procedures Act, T.C.A. §§ 4-5-301 et seq. Step two appeals must be submitted to the Department within thirty (30) calendar days of the Department electronically sending the step one (1) determination. The day that the Department sends the step one (1) determination shall not count as part of the thirty (30) calendar days.
- (4) If the deadline to submit an appeal falls on a weekend or state holiday, the appeal shall be considered timely submitted if it is received by the next business day after the weekend or state holiday.
- (5) If an appeal is not timely submitted, the appeal shall be deemed denied.

Authority: T.C.A. §§ 49-1-302 and 49-10-1401, et seq. **Administrative History:** Emergency rules filed October 28, 2016; effective through April 26, 2017. Emergency rules superseded by new rules filed September 2, 2016; effective December 1, 2016. Emergency rules filed September 22, 2017; effective through March 21, 2018. Amendments filed December 21, 2017; effective March 21, 2018. Amendments filed January 22, 2020; to have become effective April 21, 2020. However, the State Board of Education filed a 34-day stay of the effective date of the rules; new effective date May 25, 2020. Amendments filed December 27, 2021; effective March 27, 2022.

I certify that the information included in this filing is an accurate and complete representation of the intent and scope of rulemaking proposed by the agency.

Date: 12/10/2024

Signature: 

Name of Officer: P. Danielle Nellis

Title of Officer: Deputy General Counsel

Department of State Use Only

Filed with the Department of State on: 12/12/2024



Tre Hargett
Secretary of State

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