

ESA Application Process

1



Get your tax form, TANF letter (if applicable), two proofs of residency and social security number.

2



Visit us at www.esa.tnedu.gov to apply online once applications are open.

3



Print the email confirmation that the student has applied for an ESA to give to private school admission offices.

4



Research and visit participating private schools.

5



Apply to the participating private schools that might be a good fit for your student.

6



Once your student is accepted, upload the acceptance letter into your application account.

Letter must be uploaded by May 30.

7



Once your letter is uploaded, you will receive instructions for how to set up your virtual wallet.

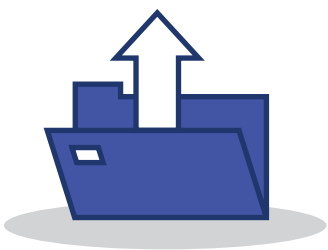
8



Set up a virtual wallet for every student in the family who is awarded an ESA.

The virtual wallet must be set up by June 30.

9



Once per semester, upload the student's tuition bill into the virtual wallet.

10



In January, gather the documents from Step 1 and prepare to reapply for an ESA for the next school year.