



Tennessee Education Savings Account Program

Appeal Process for Applicant Families and Participating Families

Families may appeal the department's decision to deny, suspend, or terminate a student's participation in the ESA Program pursuant to the following two-step appeal process as cited in State Board of Education Rule 0520-01-16-.11:

Step 1: The appeal shall be submitted to the Commissioner of Education within 10 business days of receipt of the notice of application denial, suspension, termination, and/or removal. Notice of application denial, suspension, termination, and/or removal shall be provided electronically and via first-class USPS mail and be deemed received three (3) business days after the date of postmark. The appeal shall be reviewed by the Commissioner of Education, or the Commissioner's designee, and a decision shall be issued within 45 calendar days. To file a step one appeal, complete the appeal form, and email the completed form to ESA.Questions@tn.gov. Appeal forms submitted after the deadline, incomplete appeal forms, or appeal forms with vague language that do not clearly articulate the issue on appeal will not be reviewed.

Step 2: The appellant shall be notified of the Commissioner's or Commissioner's designee's decision in step one (1) of the appeal process electronically and via first-class USPS mail. Such notice shall be deemed received three (3) business days after the date of postmark. An appeal of the step one (1) decision shall be filed with the Commissioner by the appellant within thirty (30) calendar days of receipt and shall be heard as a contested case hearing pursuant to the Uniform Administrative Procedures Act (T.C.A. § Title 4, Chapter 5).

Note: If a family is appealing the decision for multiple children, a separate appeal form must be completed for each child.

To contact the ESA team, email ESA.Questions@tn.gov or call 615-741-9360.