



ESA Application Checklist 2023-24

Here's everything you will need to gather before filling out the ESA application. The application is online at esa.tnedu.gov and should be printed and mailed to the department at the address below.

Completion Checklist

- Application completed in ink** (pages 2, 3, and 6 complete and signed)
- Supporting documents** as listed in the table below. At least **three supporting documents are required**.
- If the child attended *any* school outside of Tennessee in 2022-23**, include the child's 2022-23 transcript with the application
- If the child is a foster child:** include supporting documentation such as a placement contract
- Any additional documentation** for unique circumstances. Please email ESA.Applications@tn.gov or leave a message at 615-741-9360 for guidance with unique circumstances.
- Envelope with proper postage addressed to**

ESA Program c/o TDOE
Andrew Johnson Tower, 10th Floor
710 James Robertson Parkway Nashville, TN 37243

Required Documents

In order for an application to be considered, **copies** of the following required documents **must** be included with the application.

- Proof of income eligibility.** You must have **one** of the following:
 - Federal tax return (Form 1040, most recent for 2022)
 - Tennessee Assistance for Needy Families (TANF) most recent benefits statement or letter of eligibility
- Proof of address.** You must have **two** of the following indicating the student is zoned for a school within Memphis-Shelby County Schools, Metro Nashville Public Schools, or the Achievement School District:
 - Valid, non-expired driver's license or state ID
 - Property tax receipt (from past year)
 - Signed lease agreement (indicating current lease)
 - A utility bill (water, electric, gas, or internet) from the past 3 months
 - Voter registration card issued within the past year
 - Homeowner's insurance or renter's insurance bill from past 3 months
 - Vehicle registration from past year
 - Affidavit from landlord or owner of current residence (signed within the past 30 days)

*Both proofs of address must show the **same current address** and Parent 1 or Parent 2 as the responsible party.*

The department may request additional copies of documentation after receipt of application.

Questions? Please email ESA.Applications@tn.gov or leave a message at 615-741-9360.