



Approved Student Checklist

The Tennessee Department of Education is excited to partner with ESA families throughout the school year. See below for important and helpful information while navigating the application and enrollment process.

For students attending ESA Participating schools (list posted online [here](#)):

- Sign and return the **FERPA Waiver**. Completed waivers should be returned to ESA.Questions@tn.gov. The department requires one form per child approved for the program.
- Share your ESA Approval Letter with each nonpublic school you are applying to, so they are aware of your desire to use an ESA at the school.
- Sign and return the **Account Holder Contract** that was sent to you.
- Review the resource *Considering Your Nonpublic School Options* while you explore and apply to nonpublic schools around you.
- Once you have been accepted at a nonpublic school, send a **copy of your signed school contract** to ESA.Questions@tn.gov.
- Complete the **Financial Pre-Approval** form online. Use the *Finance Worksheet* to assist in completing this form.
 - All ESA funds must be pre-approved before spending.

For students attending non-participating schools:

- Sign and return the **FERPA Waiver**. Completed waivers should be returned to ESA.Questions@tn.gov. The department requires one form per child approved for the program.
- Sign and return the **Account Holder Contract** that was sent to you.
- Review the resource *Considering Your Nonpublic School Options* while you explore and apply to nonpublic schools around you.
- Once you have been accepted at a nonpublic school, send a **copy of your signed school contract** to ESA.Questions@tn.gov.
- Complete the **Financial Pre-Approval** form online. Use the *Finance Worksheet* to assist in completing this form.
 - Note: Students enrolled at non-participating Category I, II, or III schools cannot use ESA funds for tuition, textbooks, uniforms, or technology. See the Use of Funds section in the Family Handbook for more information. All funds must be pre-approved before spending.
- When available, send a copy of your child's school class schedule to ESA.Questions@tn.gov.

Questions? Reach out to the ESA team at any time:

Email: ESA.Questions@tn.gov

Phone: 615-741-9360