

Appeal Form for Families

A parent or student who has attained the age of majority (applicant/account holder) may appeal the Commissioner's decision to deny an appeal pursuant to the rules of the ESA Program. The appeals must include a completed copy of this form and conform to the contested case provisions of the Uniform Administrative Procedures Act (UAPA) (T.C.A. Title 4, Chapter 5, Part 3). To file a UAPA appeal, please complete this UAPA form and email the completed form to ESA.Questions@tn.gov. The UAPA appeal must be filed with the Commissioner by the applicant/account holder within **30 calendar days** of the receipt of the notice of denial of the Step 1 appeal. Such notice shall be provided electronically and shall be deemed received one (1) business day after the e-mail is sent. After the UAPA form has been submitted to the department, you will be notified by an administrative law judge who will set the date and time of your hearing.

Directions: Please complete the following fields and email the completed form to ESA.Questions@tn.gov.

	Student Information Response Field <i>Please complete every field unless otherwise noted.</i>
Student Name	
Home Address	
Date of Birth	
Email Address	
Phone Number	
Today's Date	
Date of Appeal Denial	

In the space below, please provide a detailed description of the reasons why you are appealing the Commissioner's denial of the appeal. Please include specific details to substantiate your claims.

Supporting Documentation

If applicable, attach supporting documents to substantiate your claims. Redact for sensitive information.

Signature

Check the assurance box below to confirm the statement; then sign and date the form.

- I certify the information provided in this form, including any supporting documentation, is truthful and accurate. I further understand that if any false statements or documentation is provided, the department may prohibit the student and/or remove the student from participating in the ESA program.

Account Holder Signature

Date

For office use only:

Date received:

Date of decision:

Decision:

Date replied: