



Tennessee Department of Education  
Education Savings Account (ESA) Program  
Andrew Johnson Tower  
710 James Robertson Parkway • Nashville, TN 37243

## Uniform Administrative Procedures Act Appeal Form for Applicant Schools & Participating Schools

Applicant schools and participating schools may appeal the Commissioner's decision to deny an appeal pursuant to the ESA rules. 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](mailto:ESA.Questions@tn.gov). The UAPA appeal must be filed with the Commissioner by the applicant/participating school within **30 calendar days** of the receipt of the notice of denial of the Step 1 Appeal. Such notice 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](mailto:ESA.Questions@tn.gov).

<b>School Information</b>	<b>Response Field</b> <i>Please complete every field unless otherwise noted.</i>
<b>School Name</b>	
<b>Physical Address of School (Street, City, and Zip Code)</b>	
<b>Name of School Principal</b>	
<b>Email for School Principal</b>	
<b>School Phone Number</b>	
<b>Date of Step 1 Appeal Denial</b>	

**What appeal denial decision are you appealing?**

**In the space below, please provide a detailed description of the reasons why you are appealing the Commissioner's denial of the Step 1 appeal. Please include specific details to substantiate your claims.**

**Supporting Documentation**

If applicable, upload supporting documents to substantiate your claims.

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 school or and/or remove the school from participating in the ESA Program.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date