ESA Application Process





Print the email confirmation that the student has applied for and may be awarded an ESA to give to private school admission offices.





Research and visit participating private schools.





Get your tax form, TANF letter (if applicable), two proofs of residency and social security numbers.





Visit us at www.school.esa.tnedu.gov to apply online once applications are open.





Apply to the participating private schools that might be a good fit for the student.





Once the student is accepted, upload the acceptance letter into your application account.





Once your letter is uploaded, you will receive instructions for how to set up your virtual wallet.





Set up a virtual wallet for every student in the family who is awarded an ESA.

The virtual wallet must be set up by June 30.





On August 15 and January 15, upload the student's tuition bill into the virtual wallet.





In January, gather the documents from Step 1 and prepare to reapply for an ESA for the next school year.