# ePlan User Access Form for Multiple Non-Public Schools

Tennessee's Electronic Planning and Grants Management System

**Instructions:** Use this form to apply for ePlan user access **for an individual user across multiple non-public schools. The ePlan platform will be used for both monitoring visits with the non-public team and funding applications.** Fill out user information, check role(s), obtain required signatures, and submit via email to ePlan.help@tn.gov. User Access forms may take two business days to process.

Be clear on your form which Non-Public Schools the role(s) are requested for. Please include both your three-digit LEA ID# found at: *https://eplan.tn.gov/documentlibrary/ViewDocument.aspx?DocumentKey=1704201&inline=true* and your four-digit Non-Public School ID Number found at https://k-12.education.tn.gov/sde/.

Please reach out to *Private.Schools@tn.gov* with any questions.

**User's Name:** _____

***ePlan User ID*** **Email:** _____ **Phone:** _____

**User's Title:** _____

| | |
|---|---|
| ☐ | **Annual Compliance-Fall Monitoring Director**—Users with this role can update fall monitoring instruments. |
| ☐ | **Annual Compliance-Spring Monitoring Director**—Users can update spring monitoring instruments. |
| ☐ | **Grant Director**—Users with this role user can enter information into Funding Applications for the grant. |
| ☐ | *Identify which grant(s):* ☐ *Annual Compliance* ☐ *Non-Public School Security Grant* ☐ *Safe Schools* |
| ☐ | **Fiscal Representative**—This role is typically assigned to the CFO/Finance Director. The user with this role provides the fiscal approval for funding applications, submits reimbursement requests, and completes the Final Expenditure Report (FER). |
| ☐ | **Authorized Representative**—This role is only assigned to the Headmaster, Principal, or Governing Agency Director. The user with this role provides final approval for funding applications and monitoring documents. |

**If replacing another user, provide name(s) of previous user(s).** _____

☐ Remove all access ■ Remove access selected above *only.*

**ePlan User Signature**: _____ **Date:** _____

**Headmaster or Principal Signature**: _____ **Date:** _____

**Non-Public Governing Agency Name:** _____

| Non Public School Name | ***LEA ID#*** | ***School ID #*** |
|---|---|---|
| Insert Non-Public School Name | ### | #### |
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**Please check one:** ☐ **This is the only page of this form** ☐ **There are _____ total pages in this form.**

**Submit completed forms via email to ePlan.Help@tn.gov**

# ePlan User Access Form for Multiple Non-Public Schools

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**Supplemental Page: Include this page in your application only if necessary.**

**Check the box on the first page and indicate how many pages are included in this form.**

**User's Name:** _____ ***Date***: _____

***ePlan User ID*** **Email:** _____ **Phone:** _____

**Non-Public Governing Agency Name:** _____

| Non Public School Name | ***LEA ID#*** | ***School ID #*** |
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**ePlan User Signature**: _____ **Date:** _____

**Headmaster or Principal Signature**: _____ **Date:** _____

**Page Number:** _____

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**Supplemental Page: Include this page in your application only if necessary.**

**Check the box on the first page and indicate how many pages are included in this form.**

**User's Name:** _____ ***Date***: _____

***ePlan User ID*** **Email:** _____ **Phone:** _____

**Non-Public Governing Agency Name:** _____

| Non Public School Name | ***LEA ID#*** | ***School ID #*** |
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**ePlan User Signature**: _____ **Date:** _____

**Headmaster or Principal Signature**: _____ **Date:** _____

**Page Number:** _____