

ePlan User Access Form for Charter Schools

Tennessee's Electronic Planning and Grants Management System

Instructions: Fill out user information, check role(s), obtain required signatures, and email to: ePlan.Help@tn.gov. **Copy all users who sign the form when submitting**. Be clear on your form for which Charter Schools the role(s) are requested. If there is more than one charter, include the name and ID for each one.

User's Name:					
ePlan User ID Email:	Phone: _				
Charter Name: Example Charter Academy	ID: *123-1234	Charter Name:	ID: *		
Charter Name:	_ID: *	Charter Name:	ID: *		
Charter Name:	_ID: *	Charter Name:	ID: *		
Charter Name:	_ID: *	Charter Name:	ID: *		
Charter Name:	_ID: *	Charter Name:	ID: *		
Charter Name:	_ID: *	Charter Name:	ID: *		

* Please include the three-digit District ID Number in front of the Charter School ID Number Charter ID numbers can be found at https://tnschooldirectory.tnedu.gov/

Funding Application (App) and/or Grant Director Roles			
Academic Special Courses Director			
Charter Schools Facilities Cohort (25, 26): edit & submit app			
Charter Schools Grant Cohort Director (25, 26): edit & submit app			
CTE Special Course and Special Program			
Innovative School Model Grant Director			
Parental Leave Director			
Physical Activity Compliance Director			
Public School Security Grant Director			
Safe Schools Director			
Restore all roles			
Other:			

	Fiscal, View, & Approve Roles
ı	Data View Only: view all ePlan components, but not edit
	Fiscal Update* (Bookkeeper): request reimbursements from any funding app (CFO approval required for this role)
	Fiscal Representative/Parental Leave Director (CFO/Finance Director): fiscal approve funding app.; submit
	Authorized Representative/ePlan Audit Director: final approval of any funding app. & monitoring document (Only Director of Schools, Executive Director, or Founder may

f replacing another user, provide name(s) of ر	orevious user(s)		
	☐ Remove all access	☐ Remove access selected above <i>only</i> .	
New User Signature	Supervisor's Signat	Supervisor's Signature	
New User Title	Supervisor's Title	Supervisor's Title	
Date	Date		
CFO Signature *Required for Fiscal Undate users	Director of Schools	s Executive Director, or Founder Signature	

Note: To complete a funding application, each charter must have users with the respective <u>Application Director</u> role, <u>Fiscal Representative</u> role, and <u>Authorized Representative</u> role.

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