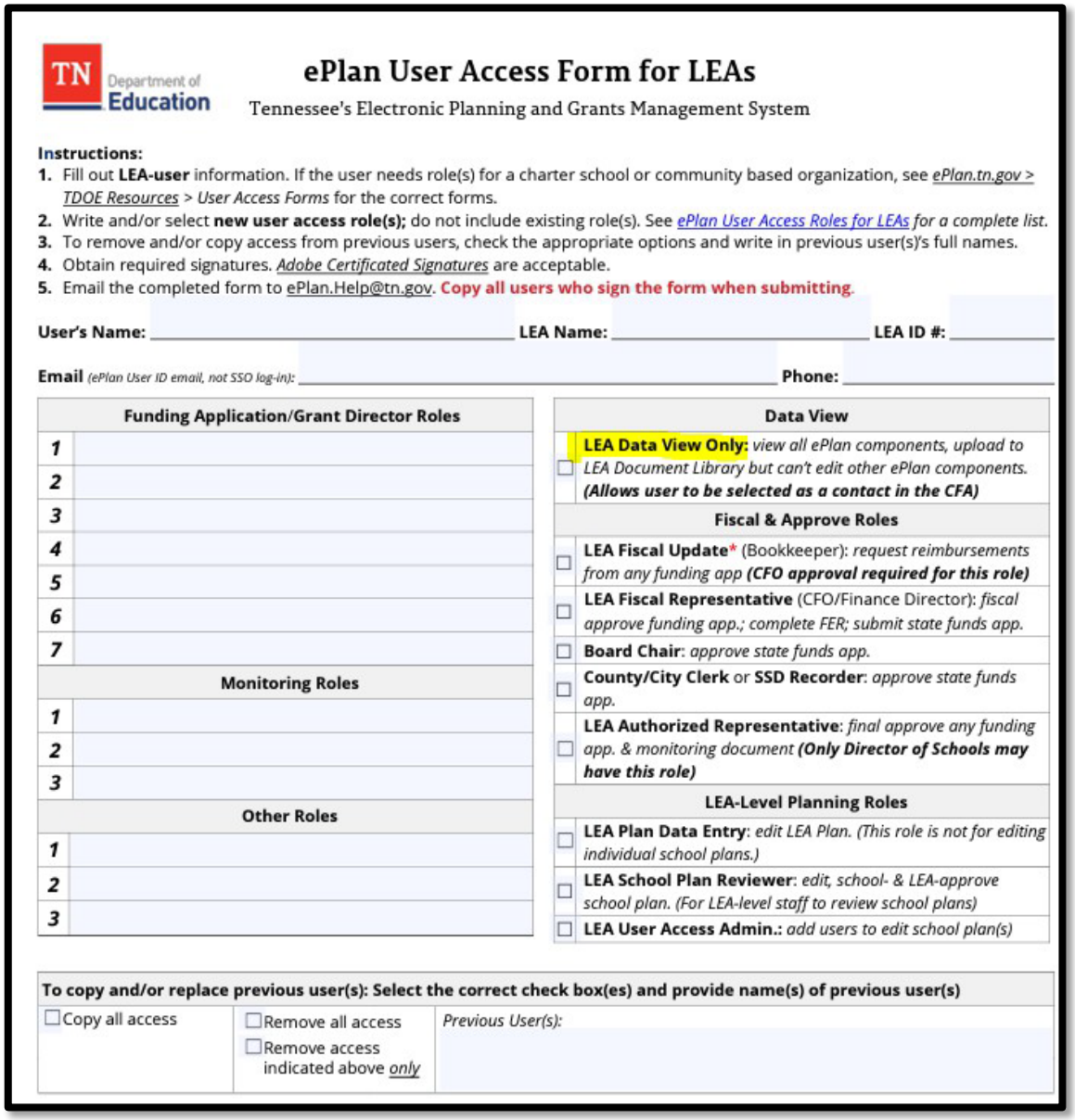
2025 LEA Compliance Report
ePlan Submission Instructions

The 2025 LEA compliance report is due in ePlan by **November 28, 2025**. Below are instructions for uploading the report and, if applicable, the corresponding corrective action plan to ePlan.

1. Any district user with an LEA role can upload or download to the LEA Document Library.
    a. The LEA User Access Form features roles that permit users to access the LEA Document Library.
    b. Below is a screenshot of the form that shows the common **LEA Data View** role, which allows users to upload and download from ePlan's LEA Document Library.
    c. School planning roles do not permit users to access the LEA Document Library.



ePlan User Access Form for LEAs

Tennessee's Electronic Planning and Grants Management System

Instructions:
1. Fill out **LEA-user** information. If the user needs role(s) for a charter school or community based organization, see *ePlan.tn.gov > TDOE Resources > User Access Forms* for the correct forms.
2. Write and/or select **new user access role(s);** do not include existing role(s). See *ePlan User Access Roles for LEAs for a complete list.*
3. To remove and/or copy access from previous users, check the appropriate options and write in previous user(s)'s full names.
4. Obtain required signatures. *Adobe Certificated Signatures* are acceptable.
5. Email the completed form to ePlan.Help@tn.gov. **Copy all users who sign the form when submitting.**

User's Name: _____ **LEA Name:** _____ **LEA ID #:** _____

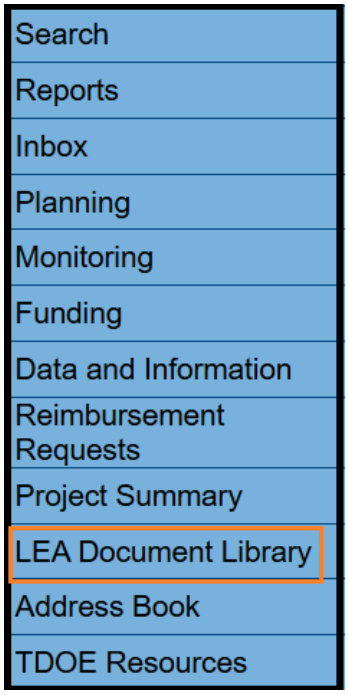
Email *(ePlan User ID email, not SSO log-in):* _____ **Phone:** _____

Funding Application/Grant Director Roles	
1	
2	
3	
4	
5	
6	
7	
Monitoring Roles	
1	
2	
3	
Other Roles	
1	
2	
3	

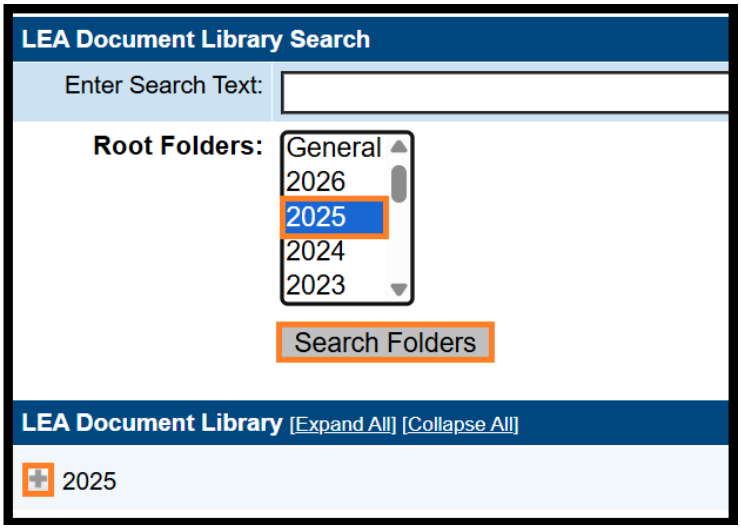
Data View	
☐	**LEA Data View Only:** *view all ePlan components, upload to LEA Document Library but can't edit other ePlan components.* ***(Allows user to be selected as a contact in the CFA)***
Fiscal & Approve Roles	
☐	**LEA Fiscal Update*** (Bookkeeper): *request reimbursements from any funding app* ***(CFO approval required for this role)***
☐	**LEA Fiscal Representative** (CFO/Finance Director): *fiscal approve funding app.; complete FER; submit state funds app.*
☐	**Board Chair**: *approve state funds app.*
☐	**County/City Clerk** or **SSD Recorder**: *approve state funds app.*
☐	**LEA Authorized Representative**: *final approve any funding app. & monitoring document* ***(Only Director of Schools may have this role)***
LEA-Level Planning Roles	
☐	**LEA Plan Data Entry**: *edit LEA Plan. (This role is not for editing individual school plans.)*
☐	**LEA School Plan Reviewer**: *edit, school- & LEA-approve school plan. (For LEA-level staff to review school plans)*
☐	**LEA User Access Admin.:** *add users to edit school plan(s)*

To copy and/or replace previous user(s): Select the correct check box(es) and provide name(s) of previous user(s)		
☐ Copy all access	☐ Remove all access ☐ Remove access indicated above *only*	*Previous User(s):*

2. After signing in, select the **LEA Document Library** from the ePlan main menu.

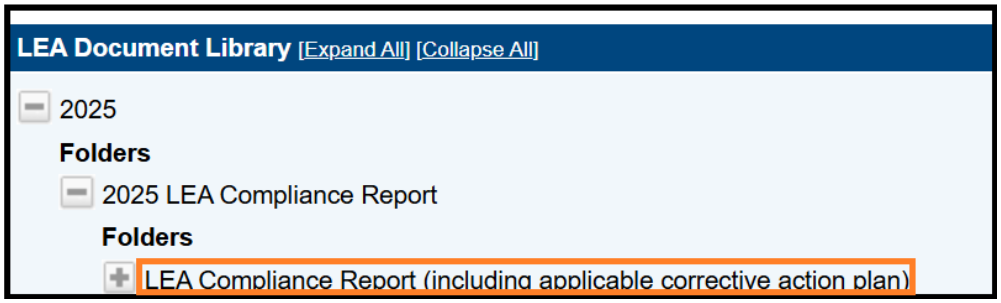


3. To open the 2025 LEA Document Library, click **2025** and then click **Search Folders**. Next, click the **+ icon** in front of **2025** as shown below.

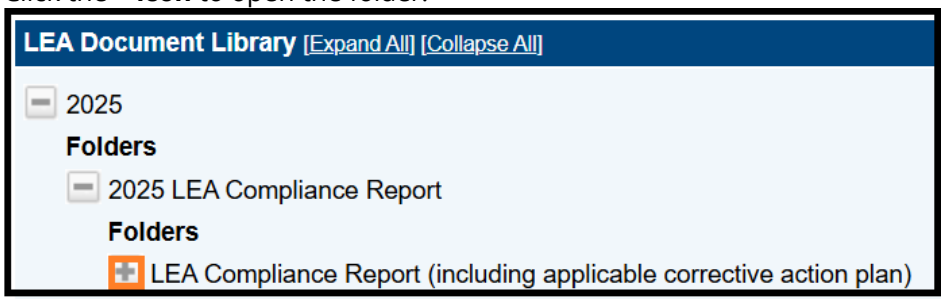


4. Click the **+ icon** to open the 2025 LEA Compliance Report folder.

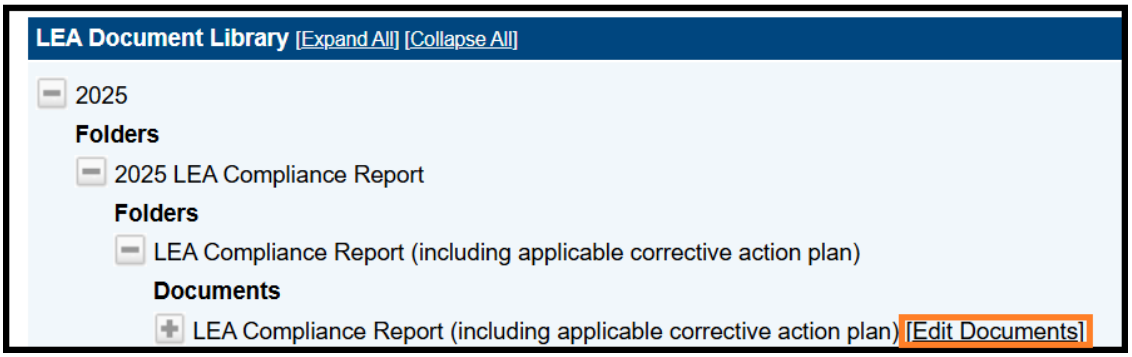
5. There is one (1) subfolder here: LEA Compliance Report.



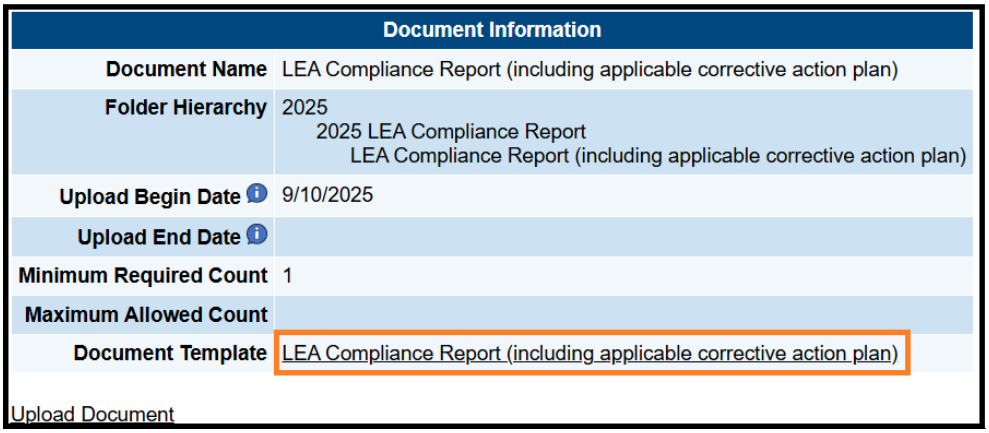
6. Click the **+ icon** to open the folder.



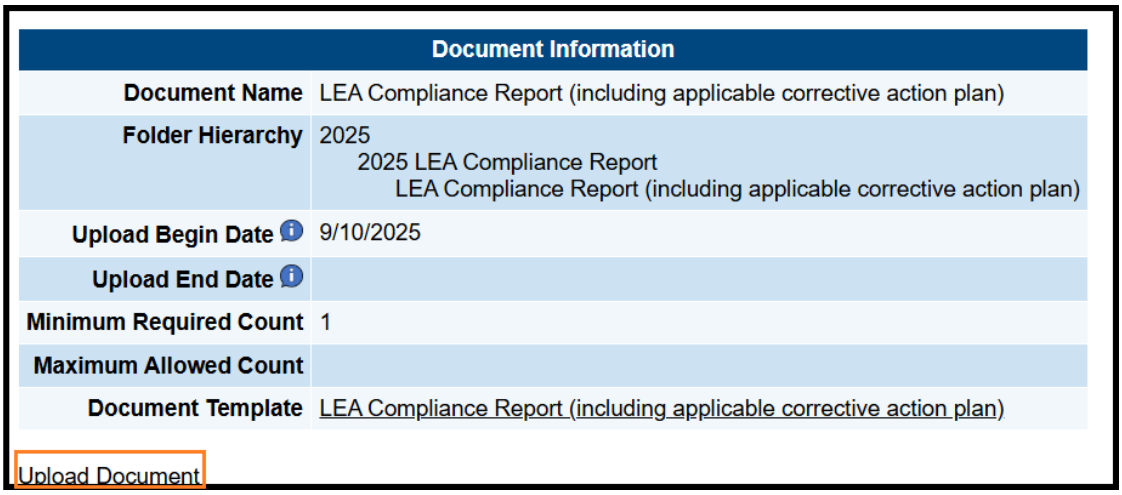
7. Click **Edit Documents.**



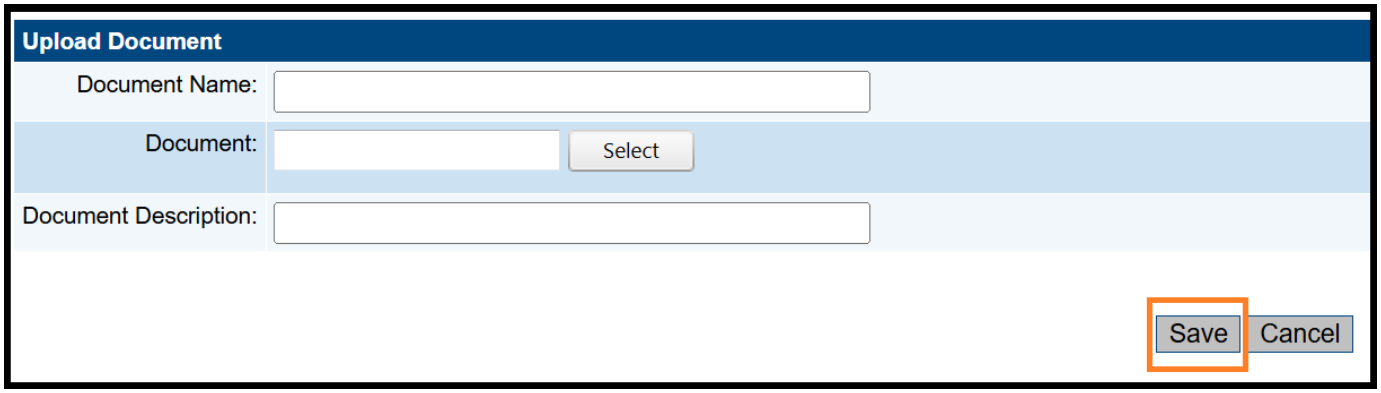
8. If needed, download the report template by clicking on the **Document Template** link. Otherwise, proceed to the next step.



9. Before completing this step, please ensure the LEA compliance report does not reflect an omission in a required field (e.g., LEA name, signature, date). Click **Upload Document.**



Document Information	
Document Name	LEA Compliance Report (including applicable corrective action plan)
Folder Hierarchy	2025 2025 LEA Compliance Report LEA Compliance Report (including applicable corrective action plan)
Upload Begin Date	9/10/2025
Upload End Date	
Minimum Required Count	1
Maximum Allowed Count	
Document Template	LEA Compliance Report (including applicable corrective action plan)

Upload Document

10. Next, fill in each field reflected in the screenshot below and then click **Save**. If the report reflects an indication of noncompliance and the corresponding corrective action plan is a standalone document instead of the final page of the report, repeat this and the previous step to submit the corrective action plan.