

# FY25 Alternative Education Survey Guidance

## Overview

T.C.A § 49-6-3404 requires the Advisory Council for Alternative Education to, upon request of the governor, the education committee of the senate, either education committee of the house of representatives, or the commissioner of education, make a report on the state of alternative education in this state.

## Alternative Education Survey in ePlan

The alternative education survey is submitted through ePlan. The report will open in ePlan on **Thursday, May 1, 2025**, and must be submitted by **Monday, June 30, 2025**. Directors of Schools and Alternative Education Directors have access to submit the report.

Office hours will be available on Thursdays at 11 a.m. CT | 12 p.m. ET beginning Thursday, May 01, 2025, through Thursday, June 26, 2025.

Microsoft Teams [Need help?](#)

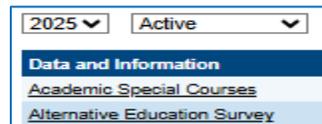
[Join the meeting now](#)

Meeting ID: 273 139 368 636

Passcode: sm2kL7hy

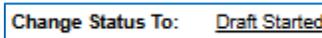
## Instructions

**Step 1:** The report can be found in [ePlan.tn.gov](https://ePlan.tn.gov) > *Data and Information* > 2025 > *Alternative Education Survey*.



A screenshot of a web navigation menu. At the top, there are two dropdown menus: the first is set to '2025' and the second is set to 'Active'. Below these is a list of menu items: 'Data and Information' (highlighted in dark blue), 'Academic Special Courses', and 'Alternative Education Survey' (highlighted in light blue).

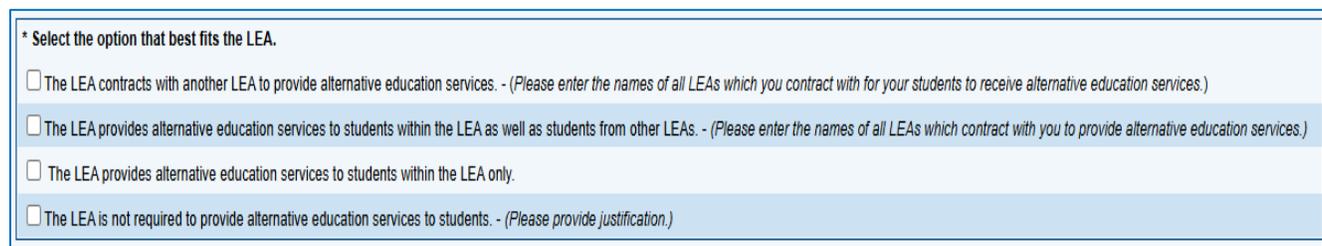
**Step 2:** At the top of the page, click **Draft Started**.



A button labeled 'Change Status To: Draft Started' with a dropdown arrow on the right side.

**Step 3:** Complete the **Cover Page**. Please ensure the contact information is appropriate.

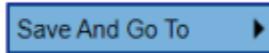
On the **Cover Page**, select the option that best fits the LEA. Select one option only.



A screenshot of a survey question. The question is: '\* Select the option that best fits the LEA.' Below the question are four radio button options, each with a descriptive text in parentheses:

- The LEA contracts with another LEA to provide alternative education services. - (Please enter the names of all LEAs which you contract with for your students to receive alternative education services.)
- The LEA provides alternative education services to students within the LEA as well as students from other LEAs. - (Please enter the names of all LEAs which contract with you to provide alternative education services.)
- The LEA provides alternative education services to students within the LEA only.
- The LEA is not required to provide alternative education services to students. - (Please provide justification.)

**Step 4:** Select **Save And Go To Next Page** to open the **Alternative Education Survey**.



**Directions for completing the Alternative Education Survey:** Choose one of the four options listed below. This should correspond to the selection on the Cover Page in Step 3.

**Option 1: The LEA contracts with another LEA to provide alternative education services.**

1. Enter the number of students served for each grade in grades 1-12 during the 2024-25 school year.
2. The total number of students served in grades 1-5, 6-8, and 9-12 will auto-populate based on the answers for number 1. These numbers cannot be edited.

Total number of students served in grades 1-5 during the 2024-25 school year	Total number of students served in grades 6-8 during the 2024-25 school year	Total number of students served in grades 9-12 during the 2024-25 school year
0	0	0

3. Enter the number of students in grades 1-5, 6-8, and 9-12 placed in an alternative setting more than once during the 2024-2025 school year.
4. Enter the average length of placement (stay) for students in grades 1-5, 6-8, and 9-12.
5. Select Yes or No to indicate if the LEA has established an alternative education advisory committee.
6. Select this box to turn off the Alternative School Program questions.

Check this box if the LEA is contracting with another system to provide all Alternative Education services to students. (I.e. the LEA is not providing any direct Alternative Education services to students)

**Primary Reason for Student Assignment**

**Note:** Report student numbers for students enrolled in your LEA. Please note that each placement should fit into one category. If a student was placed more than once, they may be included in multiple categories.

7. Enter the total number of students placed in an alternative setting for zero-tolerance offenses during the 2024-2025 school year.
8. Enter the total number of students placed in an alternative setting for violations of school rules during the 2024-2025 school year.
9. Enter the total number of students placed in an alternative setting due to a need for an alternative education strategy during the 2024-2025 school year.
10. List any other reasons for placement into an alternative school setting. If there are no other reasons, enter N/A.

**Additional Questions**

11. For questions 1 and 2, select a minimum of one item from each list.
12. Select **Save And Go To Next Page** once all answers have been entered.
13. Select **Upload New** to upload a blank copy of the *LEA Transition Plan*.

Required Documents		
Type	Document Template	Document/Link
(Alt. Ed Survey) Blank Transition Plan (Upload at least 1 document(s))	N/A	<a href="#">Upload New</a>

14. Upload the **Data File** and select **Create**.

**Please select a file to upload.**

Upload Data File: ● Transition Plan ePlan Test Page.docx ✕ Remove

Document Name:

15. Select **Go To Next Page**.

16. Change Status to **Draft Completed**.

17. Return to the **Sections** page and change the status to **LEA Authorized Representative Approved** or **LEA Authorized Representative Returned Not Approved**.

Status: **Draft Completed**

Change Status To: [LEA Authorized Representative Approved](#)  
 or [LEA Authorized Representative Returned Not Approved](#)

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**Option 2: The LEA provides alternative education services to students within the LEA as well as students from other LEAs.** *Note: Only report student numbers for students enrolled in your LEA. Do not include numbers for students enrolled in other LEAs but receiving alternative education services via contract.*

1. Enter the number of students served for each grade in grades 1-12 during the 2024-25 school year.
2. The total number of students served in grades 1-5, 6-8, and 9-12 will auto-populate based on the answers for number 1. These numbers cannot be edited.

Total number of students served in grades 1-5 during the 2024-25 school year	Total number of students served in grades 6-8 during the 2024-25 school year	Total number of students served in grades 9-12 during the 2024-25 school year
0	0	0

3. Enter the number of students in grades 1-5, 6-8, and 9-12 placed in an alternative setting more than once during the 2024-2025 school year.
4. Enter the average length of placement (stay) for students in grades 1-5, 6-8, and 9-12.
5. Select Yes or No to indicate if the LEA has established an alternative education advisory committee.
6. Enter the alternative school or program name and complete the required information in each row. If your LEA has multiple schools or programs, please add a row. Each alternative school or program must be in a separate row.
7. Identify if the alternative setting is a school or a program. State Board Rule 0520-01-02-09 defines alternative schools and programs as follows:

**Alternative school** means a short-term intervention program designed to provide educational services outside of the regular school program for students who have been suspended or expelled. Alternative schools are located in a separate facility from the regular school program.

**Alternative program** means a short-term intervention program designed to provide educational services outside of the regular school program for students who have been suspended or expelled. Alternative programs may be located within the regular school or be a self-contained program within a school. Alternative programs include, but are not limited to, night schools or in-school suspension.

If you have an alternative school, please enter the assigned number from the school directory, which can be found [here](#). Enter N/A in the school number box if you have an alternative program.

8. Enter the name of the Principal/Program Coordinator.
9. Select yes or no to indicate if the person listed is the principal.
10. Enter the email address of the person listed.
11. Enter the contact number of the person listed.
12. Select yes or no to indicate mandatory attendance at the alternative school or program.
13. Select yes or no to indicate if transportation is provided.
14. Enter the total capacity for each specific alternative school or program.
15. Enter the total number of certificated staff assigned to each specific alternative school or program for the 2024-25 school year.
16. Enter the total number of non-certificated staff assigned to each specific alternative school or program for the 2024-25 school year.
17. Enter the total number of classroom(s) serving alternative education students in each specific alternative school or program.

### **Alternative School/Program Elements**

18. Select all elements that apply.

### **Number of Special Faculty/Staff Available to Serve the Alternative School/Program During School Year 2024-25**

19. Enter the total alternative education faculty/staff headcount. This will include all regularly scheduled staff.
20. Enter the total alternative education faculty/staff FTE.
21. Enter the numbers for all special faculty/staff. This can include all special faculty/staff that are available to serve.

### **Primary Reason for Student Assignment**

**Note:** *Only report student numbers for students enrolled in your LEA. Do not include numbers for students enrolled in other LEAs but receiving alternative education services via contract. Please note that each placement should fit into one category. If a student was placed more than once, they may be included in multiple categories.*

22. Enter the total number of students placed in an alternative setting for zero-tolerance offenses during the 2024-2025 school year. (This is a combined total for grades 1-12 for all schools and programs within the LEA.)
23. Enter the total number of students placed in an alternative setting for violations of school rules during the 2024-2025 school year. (This is a combined total for grades 1-12 for all schools and programs within the LEA.)
24. Enter the total number of students placed in an alternative setting due to a need for an alternative education strategy during the 2024-2025 school year. (This is a combined total for grades 1-12 for all schools and programs within the LEA.)
25. List any other reasons for placement into an alternative school setting. If there are no other reasons, enter N/A.

### **Additional Questions**

26. For questions 1 and 2, select a minimum of one item from each list.
27. Select **Save and Go To Next Page** once all answers have been entered.
28. Select **Upload New** to upload a blank copy of the LEA Transition Plan.

[Go To](#) 

Required Documents		
Type	Document Template	Document/Link
(Alt. Ed Survey) Blank Transition Plan [Upload at least 1 document(s)]	N/A	<a href="#">Upload New</a>

29. Upload the **Data File** and select **Create**.

**Please select a file to upload.**

Upload Data File:  [Transition Plan ePlan Test Page.docx](#)  Remove

Document Name:

30. Select **Save And Go To Next Page**.
31. Change status to **Draft Completed**.
32. Return to the **Sections** page and change the status to **LEA Authorized Representative Approved** or **LEA Authorized Representative Not Approved**.

Status: **Draft Completed**

Change Status To: [LEA Authorized Representative Approved](#)  
or  
[LEA Authorized Representative Returned Not Approved](#)

[View Change Log](#)

### Option 3: The LEA provides alternative education services to students within the LEA only.

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Total number of students served in grades 1-5 during the 2024-25 school year	Total number of students served in grades 6-8 during the 2024-25 school year	Total number of students served in grades 9-12 during the 2024-25 school year
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

3. Enter the number of students in grades 1-5, 6-8, and 9-12 placed in an alternative setting more than once during the 2024-2025 school year.
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#### **Alternative School/Program Elements**

18. Select all elements that apply.

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### Additional Questions

- 26. For questions 1 and 2, select a minimum of one item from each list.
- 27. Select **Save and Go To Next Page** once all answers have been entered.
- 28. Select **Upload New** to upload a blank copy of the LEA Transition Plan.

Go To ▶

Required Documents		
Type	Document Template	Document/Link
(Alt. Ed Survey) Blank Transition Plan (Upload at least 1 document(s))	N/A	<a href="#">Upload New</a>

29. Upload the **Data File** and select **Create**.

**Please select a file to upload.**

Upload Data File: ● Transition Plan ePlan Test Page.docx ✖ Remove

Document Name:

- 30. Select **Save and Go To Next Page**.
- 31. Change status to **Draft Completed**.
- 32. Return to the **Sections** page and change the status to **LEA Authorized Representative Approved** or **LEA Authorized Representative Not Approved**.

Status: **Draft Completed**

Change Status To: [LEA Authorized Representative Approved](#)  
 or [LEA Authorized Representative Returned Not Approved](#)

[View Change Log](#)

### Option 4: The LEA is not required to provide alternative education services to students.

- 1. Select this box at the top of the survey page.
- 2. Select **Save And Go To Next Page**.
- 3. Select **Upload New** to upload a statement verifying that your LEA is not required to have a transition plan.

Go To ▶

Required Documents		
Type	Document Template	Document/Link
(Alt. Ed Survey) Blank Transition Plan (Upload at least 1 document(s))	N/A	<a href="#">Upload New</a>

4. Upload the **Data File** and select **Create**.

Please select a file to upload.

Upload Data File:	 Transition Plan ePlan Test Page.docx  Remove
Document Name:	<input type="text"/>
	<input type="button" value="Create"/> <input type="button" value="Cancel"/>

5. Select **Go To Next Page**.
6. Change status to **Draft Completed**.
7. Return to the **Sections** page and change the status to **LEA Authorized Representative Approved** or **LEA Authorized Representative Not Approved**.