

ePlan: Updating Contacts and the Address Book

This document outlines the steps to update a LEA’s address book and contacts. The address book must be updated when a person leaves or enters a role.

There are two sections of contacts in the LEA Address Book:

- LEA Funding Application Contacts:** This section lists all individuals identified as contacts on the Contact pages in the LEA’s funding applications for the current fiscal year. For some bigger applications, like the Consolidated Funding Application, multiple contact types and contacts are listed. One person can hold multiple contact types within a funding application. Contacts are updated in the address book when the funding application contact page is saved.
- LEA Roles:** This section lists all individuals with an active User Access Role in ePlan. LEA Roles are updated in the address book when a role is added for an individual by the LEA’s User Access Administrator or the Tennessee Department of Education’s ePlan Help team. Users must complete an ePlan User Access Form to request User Access roles.

The LEA Funding Application Contacts section of the Address Book:

Application	Contact Type	Contact
Consolidated	Director of Schools	Stovall, Tess
	ESEA Bookkeeper	Harrell, Melanie
	ESEA Director	Harrell, Melanie
		Kroneman, Kelly
	Family Engagement Liaison	Harrell, Melanie
		Kroneman, Kelly
	Foster Care Point of Contact	Kroneman, Kelly
	Homeless Children Liaison	Kroneman, Kelly
	Homeschool Coordinator	Harrell, Melanie
	IDEA Bookkeeper	Harrell, Melanie
		Kroneman, Kelly
	IDEA Director	Eggs, Reggie
		Kroneman, Kelly
	IDEA, Part B Contact	Kroneman, Kelly
	IDEA Preschool Contact	Kroneman, Kelly
	Juvenile Justice/Incarcerated Youth Contact (Attendance Officer unless otherwise noted)	Harrell, Melanie
		Kroneman, Kelly
	Migrant Liaison	Kroneman, Kelly
	Private Schools Contact	Harrell, Melanie
	Relief Funding Contact	Pascual, Gomer
	Title I-A Contact	Kroneman, Kelly
	Title I: N & D Contact	Harrell, Melanie
	Title II-A Contact	Harrell, Melanie
Title III-EL Contact	Eggs, Reggie	
	Kroneman, Kelly	
Title IV Contact	Harrell, Melanie	
Title V Contact	Harrell, Melanie	
Treasurer or CFO	Harrell, Melanie	
Safe Schools	Safe Schools Act Grant Manager	Kimbrough, Pamela
	SAVE Act Compliance Coordinator	Kimbrough, Pamela
Lottery for Education: Afterschool Programs	Agency Director	Stovall, Tess
	Fiscal Director	Pascual, Gomer
	Grant Director	Kroneman, Kelly

This Address Book section displays each LEA Funding Application, the Contact Type, and the Contact Name.

To update the LEA’s contact page or address book for the LEA Funding Application Contacts, follow these steps.

1. Only existing ePlan users can be added as a contact on a funding application. Certain roles are identified for each contact type. An individual without the correct user access role must request the role using the ePlan User Access form linked on the ePlan homepage or in TDOE Resources.
2. If the contacts’ names are no longer current for any funding application in the address book then the LEA must open the current year funding application where updates need to be made.
3. If the application not currently being revised, the LEA will need to start a revision on the funding application to update the contact for this application. For example, the Voluntary Pre-K person in the Address book is no longer with the LEA. The new Voluntary Pre-K director must start a revision of the Voluntary Pre-K application and update the information on the Contacts page in the Voluntary Pre-K application.
4. Once the contact name has been updated on the appropriate funding application, the new contact name will appear in the LEA Address Book.

The LEA Role section of the Address Book:

Role	Contact
Civil Rights and Bullying Compliance Report Director	Kimbrough, Pamela
County Clerk	Godwin, Emily
	Gordon, Shannon
LEA 21st CCLC / LEAPS Director	Kroneman, Kelly
	Pascual, Gomer
LEA ARP Homeless 1.0 Director	Harrell, Melanie
LEA ARP Homeless 2.0 Director	Kroneman, Kelly
	Stovall, Tess
LEA ARP Homeless System Navigator Director	Kroneman, Kelly
	Stovall, Tess
LEA ARP IDEA Director	Kroneman, Kelly
	Pascual, Gomer
LEA ATSI/Focus Grant Director	Harrell, Melanie
LEA Authorized Representative	Stovall, Tess
LEA Best for All District Grant Director	Harrell, Melanie
	Kimbrough, Pamela
	Kroneman, Kelly
	Pascual, Gomer
LEA Best For All Monitoring Director	Harrell, Melanie
	Kimbrough, Pamela

This Address Book section displays the ePlan user access roles and names for every individual with ePlan roles in the LEA. This section automatically updates when User Access Roles are added. To request a role, complete the User Access Form linked on the ePlan homepage or in TDOE Resources.