**TN** Department of
Education

Prayer Certification ePlan Instructions

The constitutionally protected prayer certification is required as a condition of receiving funds under the Every Student Succeeds Act (ESSA) § 8524b. Each local educational agency (LEA) must certify, in writing, to the Tennessee Department of Education (department) that no policy of the LEA prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools. The LEA is required to report any instances or complaints if they have occurred. The *Prayer Certification* is due in ePlan by **October 1, each year**.
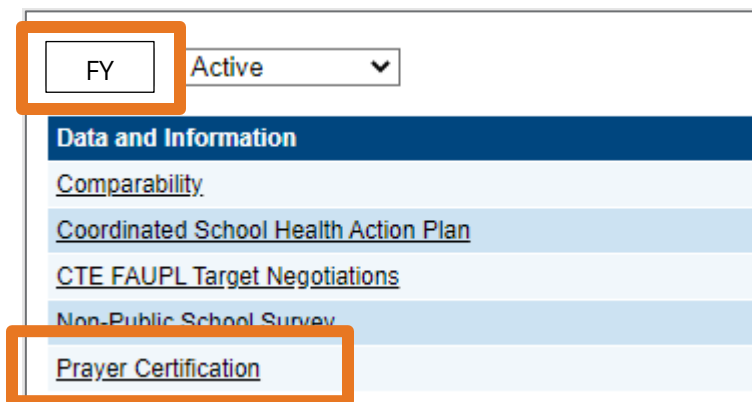
Prayer Certification Platform Overview

The *Prayer Certification form* is now located in the ePlan **Data and Information** tab. To complete and submit the form, follow the instructions below.

1. To navigate to the Prayer Certification Application Supplement from the ePlan homepage, hover your mouse over the **Data and Information** tab in the left menu bar.
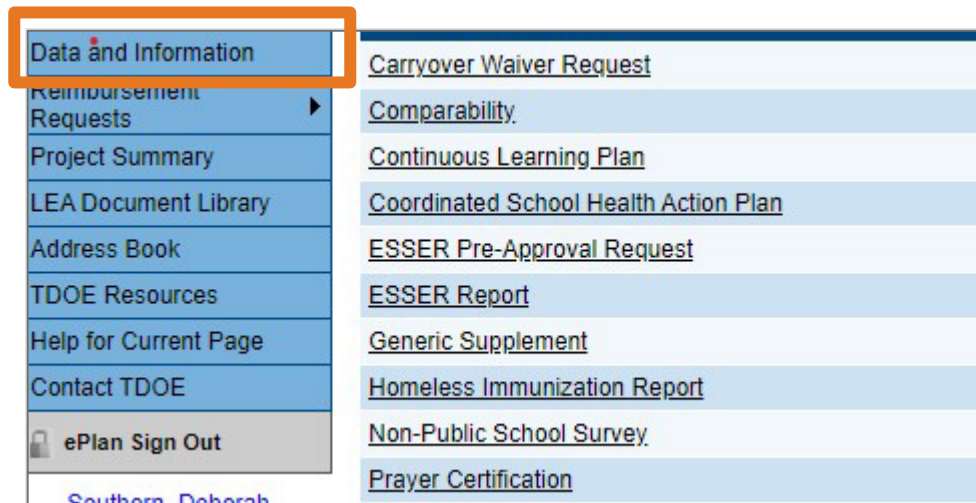
2. Select the **desired current fiscal year** from the drop-down box. Select **Prayer Certification** from the list of Application Supplements.

Division of Federal Programs and Oversight   1 | August 2023
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3. Click *Draft Started* for the Prayer Certification form. (If you are unable to click *Draft Started*, hover over the *Draft Started* button to see a list of individuals who have access.)

Status:	Not Started
Change Status To:	Draft Started

4. Click *Confirm* to change the *Prayer Certification Application Supplement* status to *Draft Started.*

You are about to change the status of this Application Supplement to Draft Started. Click Confirm to change the status.

Confirm   Cancel

5. Select the ***Prayer Certification*** page*.*

Status:	Draft Started
Change Status To:	Submitted

Description (View Sections Only View All Pages)

All

☐ **History Log**
    History Log
    Create Comment

☐ **Prayer Certification**
    Prayer Certification

6. Answer all questions marked with asterisk.

Save And Go To ▶

* As a condition of receiving funds under ESEA, Title VII, Part F, Subpart 2 Section 9524 concerning protected prayer in public schools, each Local Education Agency (LEA) must certify in writing to the Tennessee Department of Education (TDOE) that no policy of the LEA prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools.

○ No district policy prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools as set forth in the guidance related to ESSA, Title VII, Part F, Subpart 2 Section 9524.

○ A district policy prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools as set forth in the guidance related to ESSA, Title VII, Part F, Subpart 2 Section 9524.

Division of Federal Programs and Oversight   2 |August 2023
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7. If the LEA received a complaint regarding constitutionally protected prayer, provide a detailed explanation.

8. Return to the *Sections* page by clicking **Save and Go To**, then Sections

9. On the **Sections** page, change the *Prayer Certification Application Supplement* status to **Submitted** and click **Confirm** (the status will change to **Revision Started** once confirmed).

10. Click **Confirm** to change status to **Submitted** to submit the *Prayer Certification Data and Information* report.

Required Deadlines:

- **October 1**: Prayer Certification due in ePlan

Available Resources:

- Divisional Coordinators
- U.S. Dept of Education- Prayer Guidance

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3 | August 2023