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: *** _____

*** 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 (26, 27): edit & submit app
	Charter Schools Grant Cohort Director (26, 27)*: 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
	Preschool Development Grant (Voluntary Pre-K Director)
	TISA Existing Educator Salary Increases Director
	Restore all roles
	Other: _____

	Fiscal, View, & Approve Roles
	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**

If replacing another user, provide name(s) of previous user(s). _____

☐ Remove all access ☐ Remove access selected above *only.*

New User Signature	**Supervisor's Signature**
New User Title	**Supervisor's Title**
Date	**Date**
CFO Signature **Required for Fiscal Update users*	**Director of Schools, Executive Director, or Founder Signature**

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