

ePlan User Access Form for Multiple Non-Public Schools

Tennessee's Electronic Planning and Grants Management System

Instructions: Use this form to apply for ePlan user access **for an individual user across multiple non-public schools. The ePlan platform will be used for both monitoring visits with the non-public team and funding applications.** Fill out user information, check role(s), obtain required signatures, and submit via email to ePlan.help@tn.gov. User Access forms may take two business days to process.

Be clear on your form which Non-Public Schools the role(s) are requested for. Please include both your three-digit LEA ID# found at: <https://eplan.tn.gov/documentlibrary/ViewDocument.aspx?DocumentKey=1704201&inline=true> and your four-digit Non-Public School ID Number found at <https://k-12.education.tn.gov/sde/>.

Please reach out to Private.Schools@tn.gov with any questions.

User's Name: _____

ePlan User ID Email: _____ **Phone:** _____

User's Title: _____

<input type="checkbox"/>	Annual Compliance-Fall Monitoring Director —Users with this role can update fall monitoring instruments.
<input type="checkbox"/>	Annual Compliance-Spring Monitoring Director —Users can update spring monitoring instruments.
<input type="checkbox"/>	Grant Director —Users with this role user can enter information into Funding Applications for the grant.
	<i>Identify which grant(s):</i> <input type="checkbox"/> <i>GEER</i> <input type="checkbox"/> <i>Non-Public School Security Grant</i> <input type="checkbox"/> <i>EANS</i>
<input type="checkbox"/>	Fiscal Representative —This role is typically assigned to the CFO/Finance Director. The user with this role provides the fiscal approval for funding applications, submits reimbursement requests, and completes the Final Expenditure Report (FER).
<input type="checkbox"/>	Authorized Representative —This role is only assigned to the Headmaster, Principal, or Governing Agency Director. The user with this role provides final approval for funding applications and monitoring documents.

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

Remove all access Remove access selected above *only*.

ePlan User Signature: _____ **Date:** _____

Headmaster or Principal Signature: _____ **Date:** _____

Non-Public Governing Agency Name: _____

Non Public School Name	LEA ID#	School ID #

Please check one: This is the only page of this form There are _____ total pages in this form.

Submit completed forms via email to ePlan.help@tn.gov



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Supplemental Page: Include this page in your application only if necessary.

Check the box on the first page and indicate how many pages are included in this form.

User's Name: _____ Date: _____

ePlan User ID Email: _____ Phone: _____

Non-Public Governing Agency Name: _____

Non Public School Name	LEA ID#	School ID #

ePlan User Signature: _____ Date: _____

Headmaster or Principal Signature: _____ Date: _____

Page Number: _____

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User’s Name: _____ Date: _____

ePlan User ID Email: _____ Phone: _____

Non-Public Governing Agency Name: _____

Non Public School Name	LEA ID#	School ID #

ePlan User Signature: _____ Date: _____

Headmaster or Principal Signature: _____ Date: _____

Page Number: _____