

# 2024-25 Homeless Immunization Report Quick Guide

## Overview

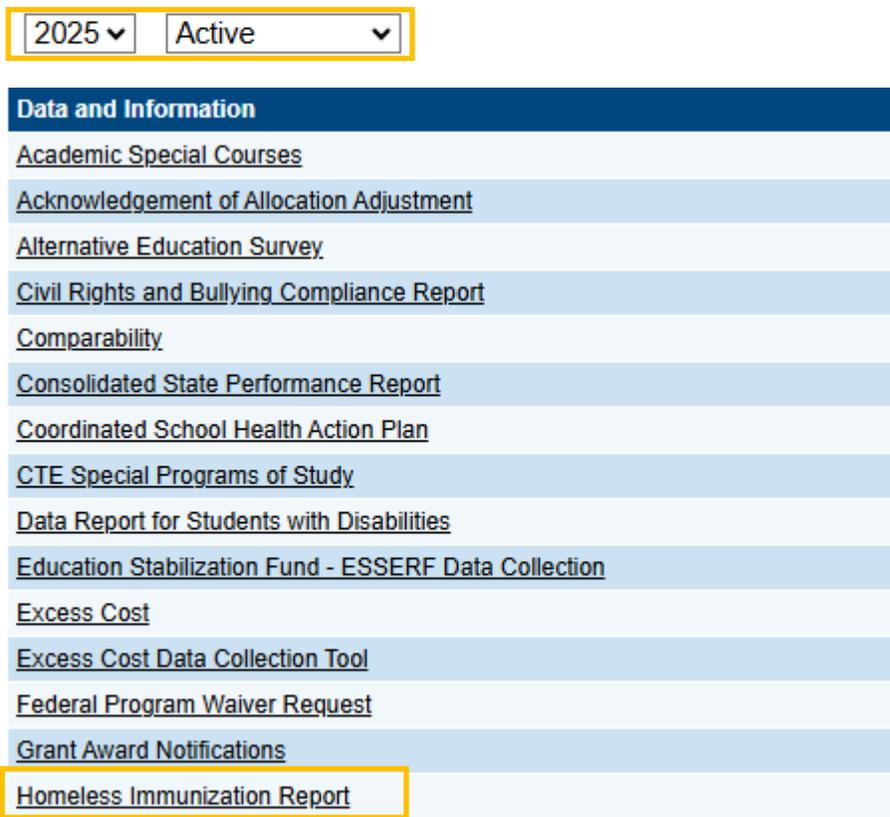
T.C.A § 49-6-5001 requires the commissioner of education to report annually the number of homeless children who enrolled in public schools without immunization or proof of immunization and the average length of time required for these children to be immunized or to obtain immunization records.

The homeless immunization report is submitted through ePlan. The report will open in ePlan on **Thursday, May 8, 2025**, and must be completed and submitted by **Friday, Aug. 15, 2025**. Directors of Schools, Federal Programs Directors, and LEA Homeless Liaisons all have access to submit the report. If you do not have the correct ePlan role, the LEA ePlan user access form can be found [here](#).

The report can be found in [ePlan](#) > *Data and Information* > *FY25 Homeless Immunization Report*.

## Instructions

**Step 1:** Navigate to ePlan > Data and Information > FY25> Active > Homeless Immunization Report.



The screenshot shows the ePlan navigation interface. 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 under the heading 'Data and Information'. The 'Homeless Immunization Report' item is highlighted with a yellow border.

- 2025 ▾
- Active ▾
- Data and Information
- [Academic Special Courses](#)
- [Acknowledgement of Allocation Adjustment](#)
- [Alternative Education Survey](#)
- [Civil Rights and Bullying Compliance Report](#)
- [Comparability](#)
- [Consolidated State Performance Report](#)
- [Coordinated School Health Action Plan](#)
- [CTE Special Programs of Study](#)
- [Data Report for Students with Disabilities](#)
- [Education Stabilization Fund - ESSERF Data Collection](#)
- [Excess Cost](#)
- [Excess Cost Data Collection Tool](#)
- [Federal Program Waiver Request](#)
- [Grant Award Notifications](#)
- Homeless Immunization Report**

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



The screenshot shows a button labeled 'Change Status To: Draft Started'. The 'Draft Started' text is highlighted with a yellow border.

**Step 3:** Complete the **Cover Page**. Please read the contact prompts closely and complete them with the requested information.



**Step 4:** Complete the **Immunization Report**.



**Directions for Completing the Immunization Report:**

1. For each public school, report the number of students enrolled during the 2024-25 school year who were determined to be homeless and who **enrolled without immunization or proof of immunization**.
  - If a school needs to be added or removed, please email [Vanessa.Waters@tn.gov](mailto:Vanessa.Waters@tn.gov) with the name of the school that needs to be added or deleted.
2. Enter the **average length of time** (in days) to be immunized or obtain immunization for each school in the LEA.
  - See the example below.

**Directions**

1. For each public school, report the number of students enrolled during the 2024-25 school year who were determined to be homeless and who **enrolled without immunization or proof of immunization**.
2. Enter the **average length of time** (in days) to be immunized or obtain immunization records.

**Example Scenario**

In *John Doe High School*, Three students determined to be homeless at the time of registration were enrolled.  
 Student A: No immunization records available at time of registration. Records were obtained within 6 days.  
 Student B: Student was not immunized at time of registration. Immunization occurred in 14 days.  
 Student C: Student was not immunized at time of registration. Immunization occurred in 10 days.

1. Enter the number of Students enrolled with no Immunization or proof of Immunization (i.e., 3) in Column 1.  
 The *Average Length of Time in days* is calculated by adding the total number of days for each student (i.e., 6 + 14 + 10 = 30) then dividing that total by the number of students (3).  
 $30 / 3 = 10$
2. Enter the Average Length of Time (i.e., 10) in Column 2.

If no Immunization or Immunization Records were able to be obtained for a student during the entire school year, please use the total number of days in the school year as the total number of days to be immunized or to obtain their immunization records for that student.

LEA Totals: ePlan calculates the LEA Total numbers at the bottom of the page from the school numbers provided.

Reminder: If schools need to be added or deleted from the report table or if there are errors below, please email [Vanessa Waters](mailto:Vanessa.Waters).

**Note:** Totals will auto-populate in each column at the bottom of the page.

School Name	Enter the number of students without immunization or proof of immunization	Enter the <u>average length of time</u> (in days) to be immunized or obtain immunization records
	* <input type="text"/>	* <input type="text"/>
<b>Total</b>	<input type="text" value="0"/>	<input type="text" value="0.00"/>

**Step 5:** Return to the Sections page and change the status to **LEA Homeless Immunization Report Director Draft Completed**.

Change Status To:

LEA Homeless Immunization Report Director Draft Completed

### Contact

For questions related to the Homeless Immunization Report, please contact [Vanessa.Waters@tn.gov](mailto:Vanessa.Waters@tn.gov).