![TN Department of Education logo]

2023 LEA Compliance Report
ePlan Submission Instructions

The LEA compliance report is due in ePlan by **November 30, 2023**. Prior to uploading the report, please confirm all required fields (e.g., **LEA name**, **date of local school board approval**) have been filled in. The department will consider the report incomplete if a required field is blank. Step-by-step report submission (ePlan upload) instructions are below.

1. Any ePlan user with an LEA role can upload to the LEA Document Library.
   a. The LEA User Access Form features roles that permit users to access the **LEA Document Library**.
   b. Below is a screenshot of the form that shows the common **LEA Data View** role, which allows users to upload to the ePlan **LEA Document Library**.
   c. School planning roles do not permit users to access the **LEA Document Library**.

2. Select the **LEA Document Library** from the main menu.
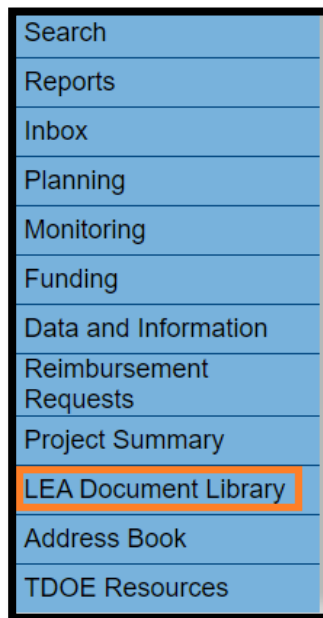
3. To open the **2023 LEA Document Library**, click **2023** and then click **Search Folders**. Next, click the **+ icon** in front of **2023** as shown below.
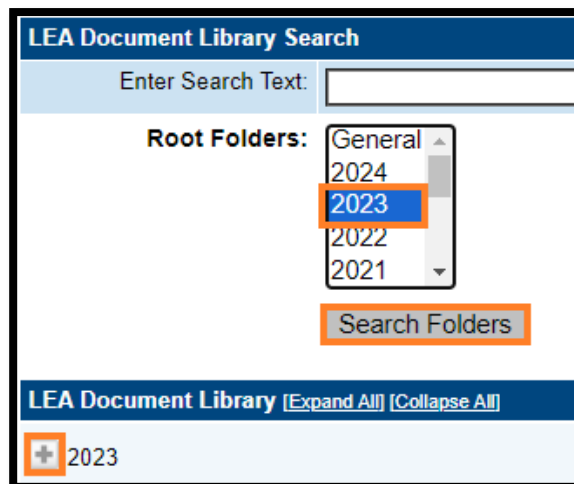
4. Click the **+ icon** to open the 2023 LEA Compliance Report folder.

5. There are two (2) subfolders here:
   a. LEA Compliance Report
      i. **Submission of a completed compliance report is required**.
   b. Corrective Action Plan & Supporting Documentation
      i. **Submission of a completed corrective action plan is required only if noncompliance is indicated in the compliance report.** Including supporting documentation with a corrective action plan is optional.
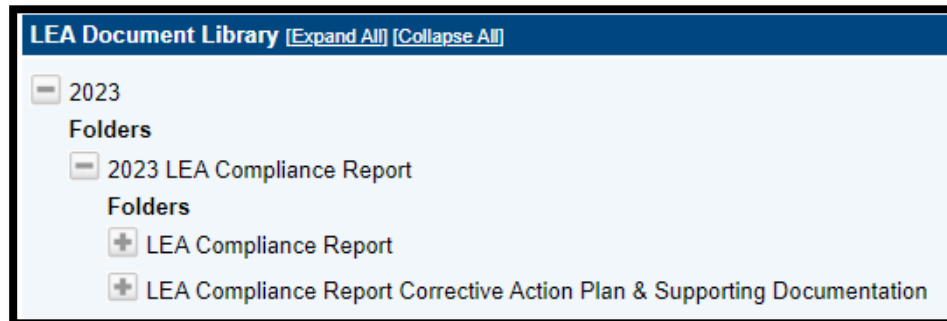
6. Click the **+ icon** to open the LEA Compliance Report or Corrective Action Plan & Supporting Documentation folder.

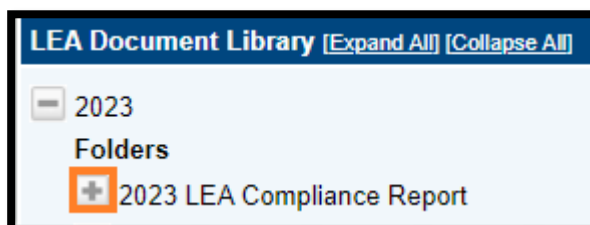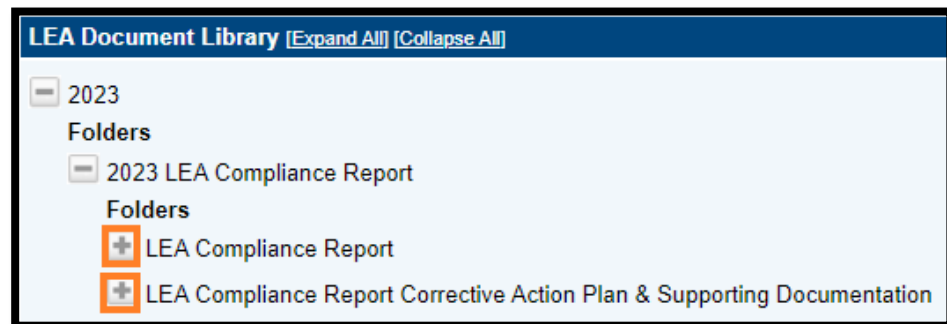7. If needed, the report template can be downloaded after clicking **Edit Documents**. The corrective action plan template is embedded within the compliance template.
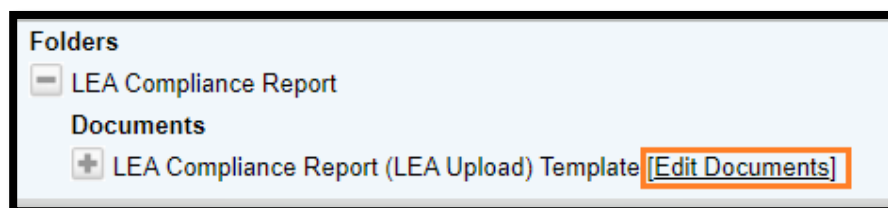
8. To download the report template, click on the template.

9. Click **Upload Document** to upload a completed 2023 report.

Document Information	
Document Name	LEA Compliance Report (LEA Upload) Template

Folder Hierarchy	2023
	    2023 LEA Compliance Report
	        LEA Compliance Report

Upload Begin Date ⓘ	9/13/2023
Upload End Date ⓘ	
Minimum Required Count	1
Maximum Allowed Count	
Document Template	LEA Compliance Report (LEA Upload) Template

Upload Document

10. If applicable, to upload a 2023 corrective action plan and supporting documentation, click **Edit Documents.**

LEA Document Library [Expand All] [Collapse All]

  ☐ 2023
    Folders
    ☐ 2023 LEA Compliance Report
      Folders
      ☐ LEA Compliance Report
        Documents
        ➕ LEA Compliance Report (LEA Upload) Template [Edit Documents]
      ☐ LEA Compliance Report Corrective Action Plan & Supporting Documentation
        Documents
        ➕ LEA Compliance Report Corrective Action Plan & Supporting Documentation [Edit Documents]

11. Next, click **Upload Document** to upload a 2023 corrective action plan and supporting documentation.

Document Information	
Document Name	LEA Compliance Report Corrective Action Plan & Supporting Documentation

Folder Hierarchy	2023
	    2023 LEA Compliance Report
	        LEA Compliance Report Corrective Action Plan & Supporting Documentation

Upload Begin Date ⓘ	9/13/2023
Upload End Date ⓘ	
Minimum Required Count	0
Maximum Allowed Count	

Upload Document