

LEA Interscholastic Athletics Certification Guide

Pursuant to Tenn. Code Ann. § 49-2-136, public schools and public charter schools are required to notify an association that regulates interscholastic athletics of an enrolled student's placement in foster care if (a) the student expresses interest in participating in interscholastic athletics and (b) failure to notify the association of the student's placement may result in the student being declared ineligible to participate in athletics for any period of time.

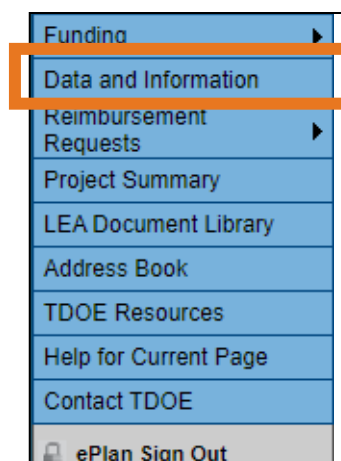
Prior to notification, a public school or public charter school must obtain written permission from the student's parent or legal guardian or from the student if the student is 18 years of age or older prior to making the notification. Further, notification must be made in accordance with state law, the federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g), and other relevant privacy laws.

Local education agencies (LEAs) and public charter schools are required to certify compliance with Tenn. Code Ann. § 49-2-136 by **January 1** each year. Certification is **required even if a public charter school or LEA is not affiliated with an interscholastic athletic association** (e.g., Tennessee Secondary School Athletic Association [TSSAA]). For certification purposes, *inapplicable* is equivalent to *in compliance*.

Topic	Contact
ePlan technical support, user access	ePlan.Help@tn.gov
Interscholastic Athletics Certification requirements	LaQuisha.Oliver@tn.gov

LEA Interscholastic Athletics Certification Instructions

1. The *LEA Interscholastic Athletics Certification* must be completed by the **LEA Authorized Representative**. For LEAs, the director of schools/superintendent is typically reflected as the *LEA Authorized Representative* in ePlan.
2. To navigate to the *LEA Interscholastic Athletics Certification* from the ePlan homepage, click on *Data and Information* on the ePlan main menu.



3. Select the *Fiscal Year* from the drop-down box (e.g., select 2023 for the certification due Jan. 1, 2024).
Select *LEA Interscholastic Athletics Certification* from the list of *Data and Information* tools.

2023 ▼ Active ▼

Data and Information

- [Civil Rights and Bullying Compliance Report](#)
- [Comparability](#)
- [Data Reports for Students with Disabilities](#)
- [EasyIEP LEA User Access Agreement](#)
- [Education Stabilization Fund - ESSERF Data Collection](#)
- [Federal Program Waiver Request](#)
- [Homeless Immunization Report](#)
- [IDEA High Cost](#)
- [LEA ePlan User Audit](#)
- [LEA Interscholastic Athletics Certification](#)

4. Click *Draft Started*. If you are unable to click *Draft Started*, hover over the *Draft Started* button to see a list of individuals who have access. **Only users with the *LEA Authorized Representative* role may click *Draft Started*.**

Status: Not Started

Change Status To: [Draft Started](#)

5. Click *Confirm* to change the *LEA Interscholastic Athletics Certification* status to *Draft Started*.

You are about to change the status of this Data and Information to Draft Started. Click Confirm to change the status.

[Confirm](#) [Cancel](#)

6. Select the [LEA Interscholastic Athletics Certification](#) page.

All

[History Log](#)

[History Log](#)

[Create Comment](#)

[LEA Interscholastic Athletics Certification](#)

[LEA Interscholastic Athletics Certification](#)

All

7. Check the appropriate certification box. If the LEA is **not** in compliance, complete the text boxes to explain why the LEA is not in compliance and to submit the proposed corrective action plan.

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

9. On the *Sections* page, change the *LEA Interscholastic Athletics Certification* status to *Submitted*.

10. Click *Confirm* to submit the *LEA Interscholastic Athletics Certification*.

11. Confirm the certification submission is complete. Completion is indicated in ePlan via the reflection of **“Submitted”** in the **“Status”** field.

Status:	Submitted
Change Status To:	Revision Started