

## Charter School 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.

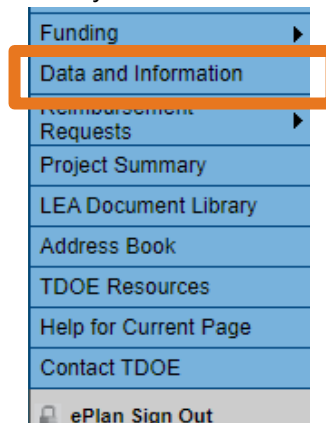
Prior to notification, a public school or public charter school must obtain written permission from the student’s parent or legal guardian or from the student if the student is 18 years of age or older prior to making the notification. Further, notification must be made in accordance with state law, 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*.

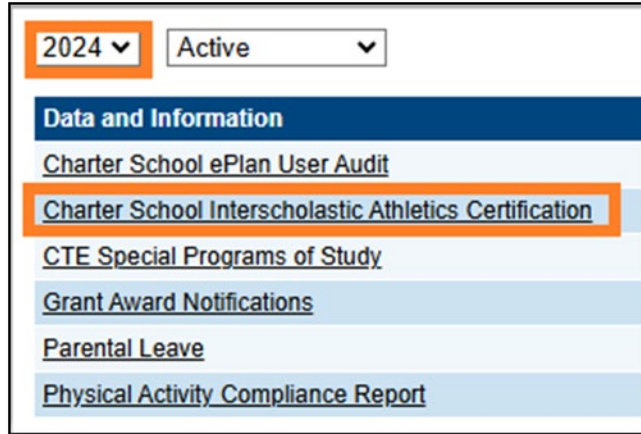
Topic	Contact
ePlan technical support, user access	<a href="mailto:ePlan.Help@tn.gov">ePlan.Help@tn.gov</a>
Interscholastic Athletics Certification requirements	<a href="mailto:LaQuisha.Oliver@tn.gov">LaQuisha.Oliver@tn.gov</a>

### Charter School Interscholastic Athletics Certification Instructions

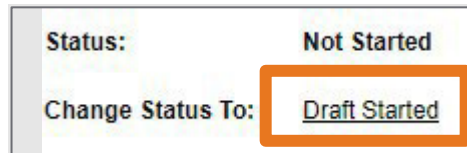
1. The *Charter School Interscholastic Athletics Certification* must be completed by the charter school staff member who is reflected as the **LEA Authorized Representative** for the charter school in ePlan. Refer to the Address Book in ePlan to view the name of the person who is assigned the *LEA Authorized Representative* role for the charter school. If an *LEA Authorized Representative* holds that role for multiple charter schools in ePlan, the representative must submit certification for each school.
2. To navigate to the *Charter School Interscholastic Athletics Certification* from the ePlan homepage, click on *Data and Information* on the ePlan main menu.



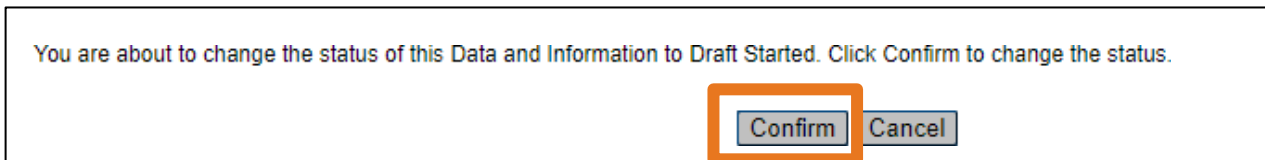
3. Select the *Fiscal Year* from the drop-down box (2024 for the certification due **Jan. 1, 2025**). Select *Charter School Interscholastic Athletics Certification* from the list of *Data and Information* tools.



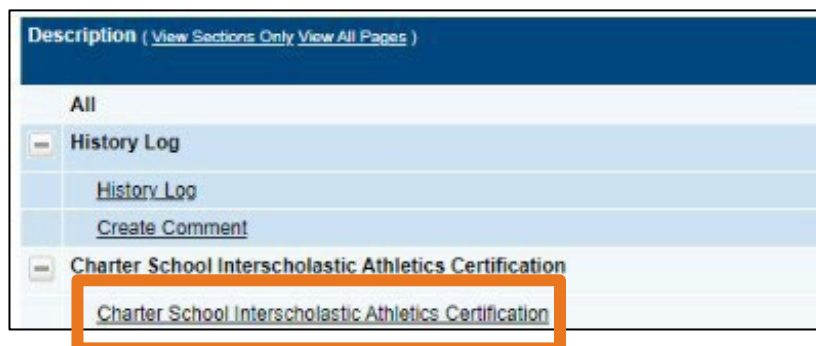
4. Click *Draft Started*. If you are unable to click *Draft Started*, hover over the *Draft Started* button to see a list of individuals who have access. **Only users with the LEA Authorized Representative role may click Draft Started.**



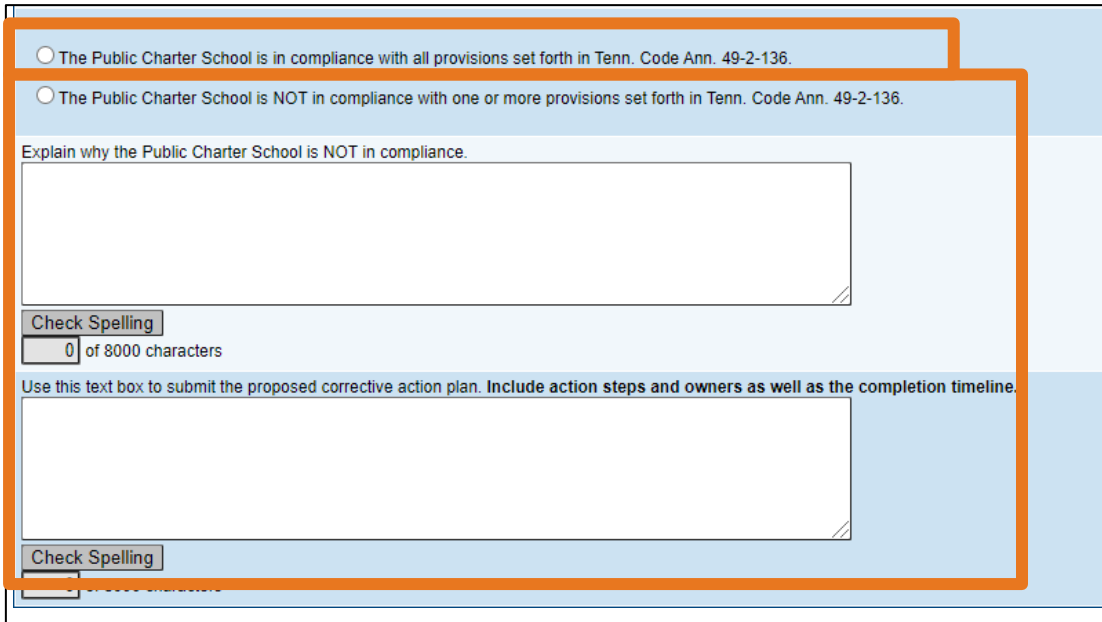
5. Click *Confirm* to change the *Charter School Interscholastic Athletics Certification* status to *Draft Started*.



6. Select the *Charter School Interscholastic Athletics Certification* page.



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



The Public Charter School is in compliance with all provisions set forth in Tenn. Code Ann. 49-2-136.  
 The Public Charter School is NOT in compliance with one or more provisions set forth in Tenn. Code Ann. 49-2-136.

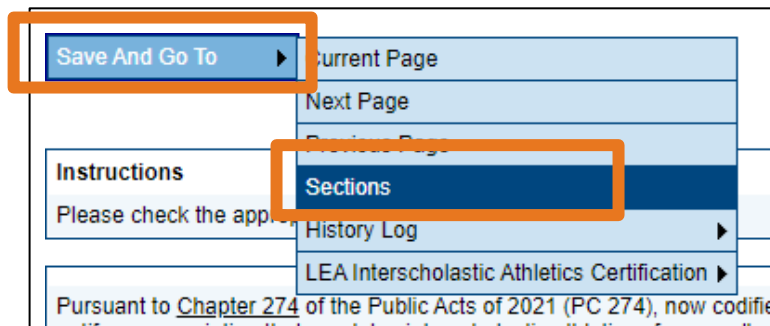
Explain why the Public Charter School is NOT in compliance.

Check Spelling  
0 of 8000 characters

Use this text box to submit the proposed corrective action plan. Include action steps and owners as well as the completion timeline.

Check Spelling

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



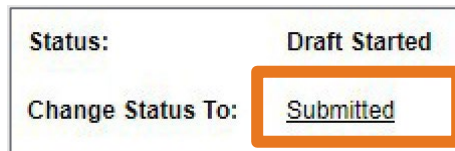
Save And Go To

- Current Page
- Next Page
- Previous Page
- Sections**
- History Log
- LEA Interscholastic Athletics Certification

Instructions  
Please check the app...

Pursuant to [Chapter 274](#) of the Public Acts of 2021 (PC 274), now codified...

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



Status: Draft Started

Change Status To: Submitted

10. Click *Confirm* to submit the *Charter School Interscholastic Athletics Certification*.



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

Confirm Cancel

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

<b>Status:</b>	<b>Submitted</b>
<b>Change Status To:</b>	<a href="#">Revision Started</a>