

# FY23 Physical Activity Compliance Report Guidance for Principals

## Overview

T.C.A § 49-6-1021 requires the department of education to report annually compliance data related to physical activity and physical education requirements.

### Compliance report in ePlan

New for FY23, the physical activity compliance report will be submitted through ePlan. The report will open in ePlan on **Wednesday, February 1, 2023**, and must be complete and submitted **Wednesday, March 1, 2023**. School Principals will have access to submit the report.

The report can be found in [ePlan](#) > [Data and Information](#) > [FY23 Physical Activity Compliance Report](#).

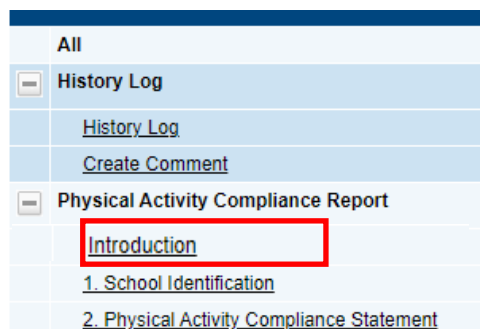
## Instructions

**Step 1:** Data and Information > FY23 > Physical Activity Compliance Report



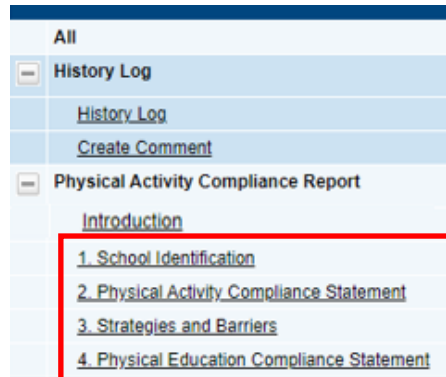
The screenshot shows the 'Data and Information' section of the ePlan system. At the top, there is a dropdown menu set to '2023' and a status dropdown set to 'Active'. Below these, a list of links is displayed. The link 'Physical Activity Compliance Report' is highlighted with an orange box.

**Step 2:** Read the **Introduction**.



The screenshot shows the 'Physical Activity Compliance Report' section. It has a toggle switch set to 'All'. Below this, there are two main sections: 'History Log' and 'Physical Activity Compliance Report'. Under 'Physical Activity Compliance Report', the link 'Introduction' is highlighted with a red box. Below 'Introduction' are two numbered links: '1. School Identification' and '2. Physical Activity Compliance Statement'.

**Step 3:** Complete all four sections of the **Compliance Report** for your school.



All
History Log
History Log
Create Comment
Physical Activity Compliance Report
Introduction
1. School Identification
2. Physical Activity Compliance Statement
3. Strategies and Barriers
4. Physical Education Compliance Statement

**Notes for Completing the Compliance Report:**

1. Complete all four sections for your school.
2. Most districts will have multiple schools listed. Ensure you are entering your responses for the appropriate school on each section.
3. Scroll right on each section to ensure you have completed each question.

**Step 4:** *SCHOOL HEALTH COORDINATORS ONLY:* Change status to **Physical Activity Compliance Report Completed** after reviewing each section for completeness. This will complete your district report and will disable editing.

Change Status To: **Draft Completed**

**Contact and Office Hours**

For questions related to the Physical Activity Compliance Report, please contact [Heather.M.Piergies@tn.gov](mailto:Heather.M.Piergies@tn.gov)

Office hours will be available to assist in navigating ePlan to complete the report on Wednesdays from 11 a.m. – 12 p.m. CST or 12-1 p.m. EST starting February 1 through March 1. Join office hours in Microsoft Teams [here](#).