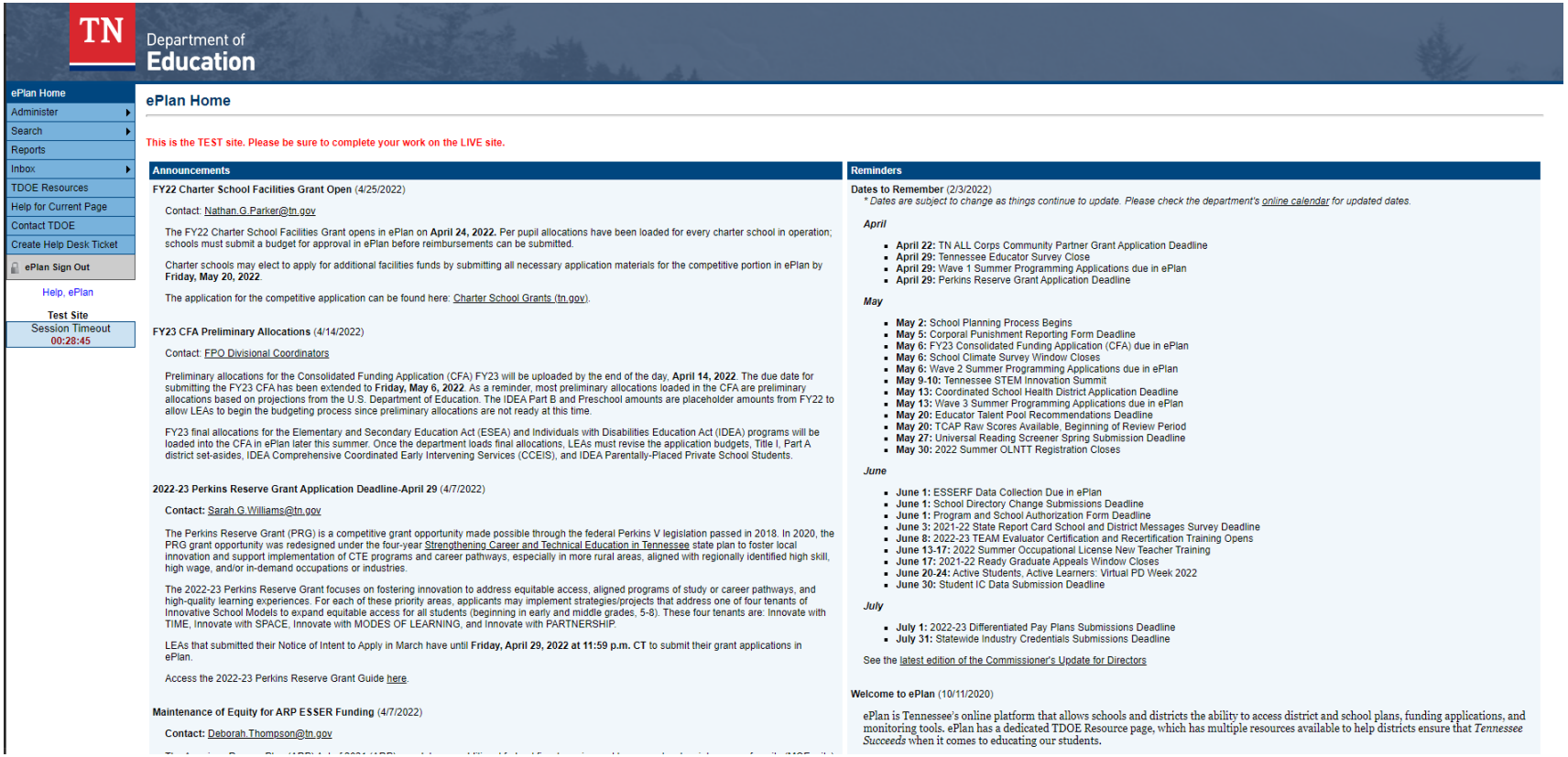
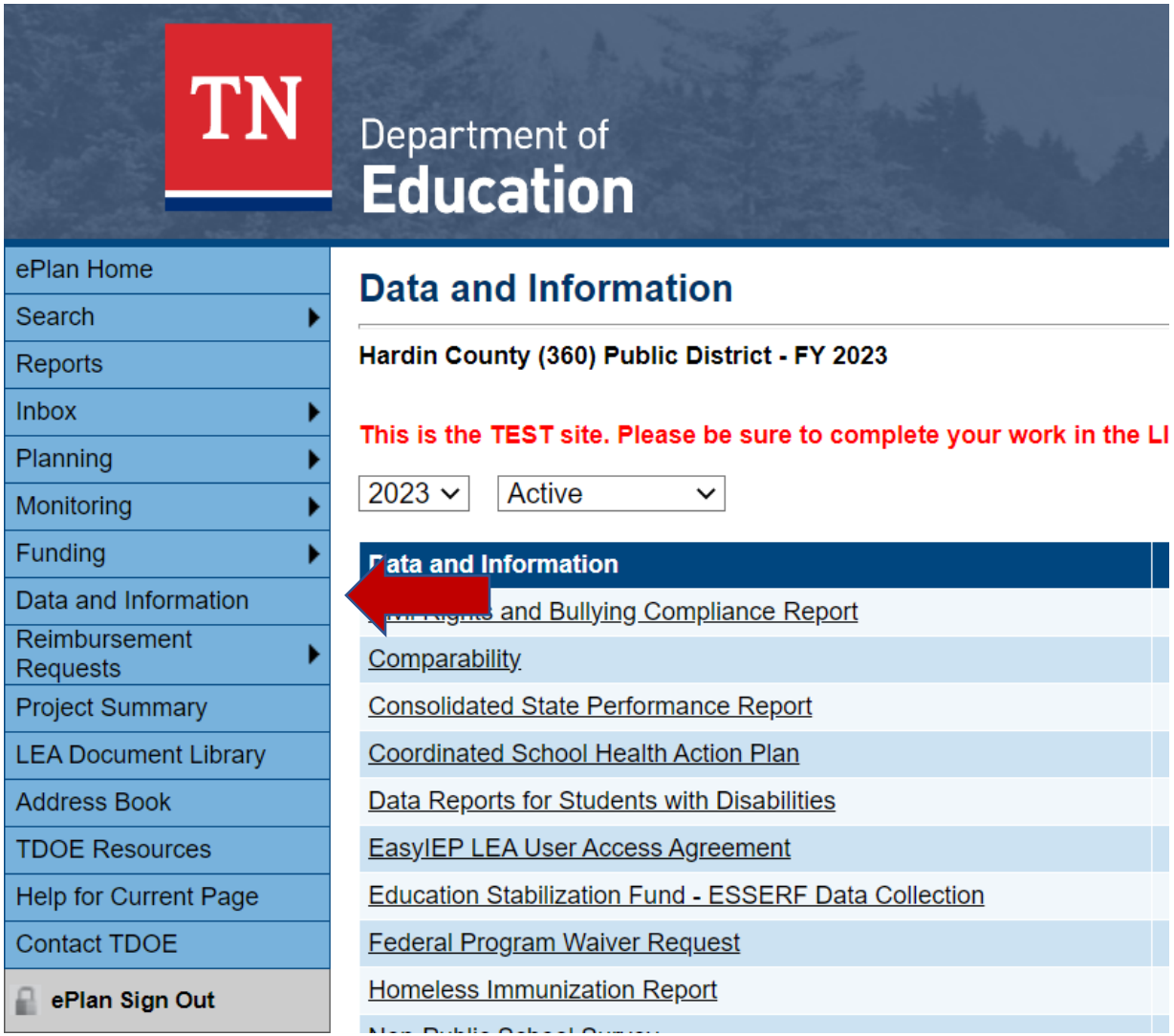
ePlan Instructions for Completing the Civil Rights and Bullying Compliance Report

- For questions relating to ePlan access, please contact ePlan.Help@tn.gov.
- For technical assistance with completing the report, please contact CivilRights.BullyingCompliance@tn.gov.

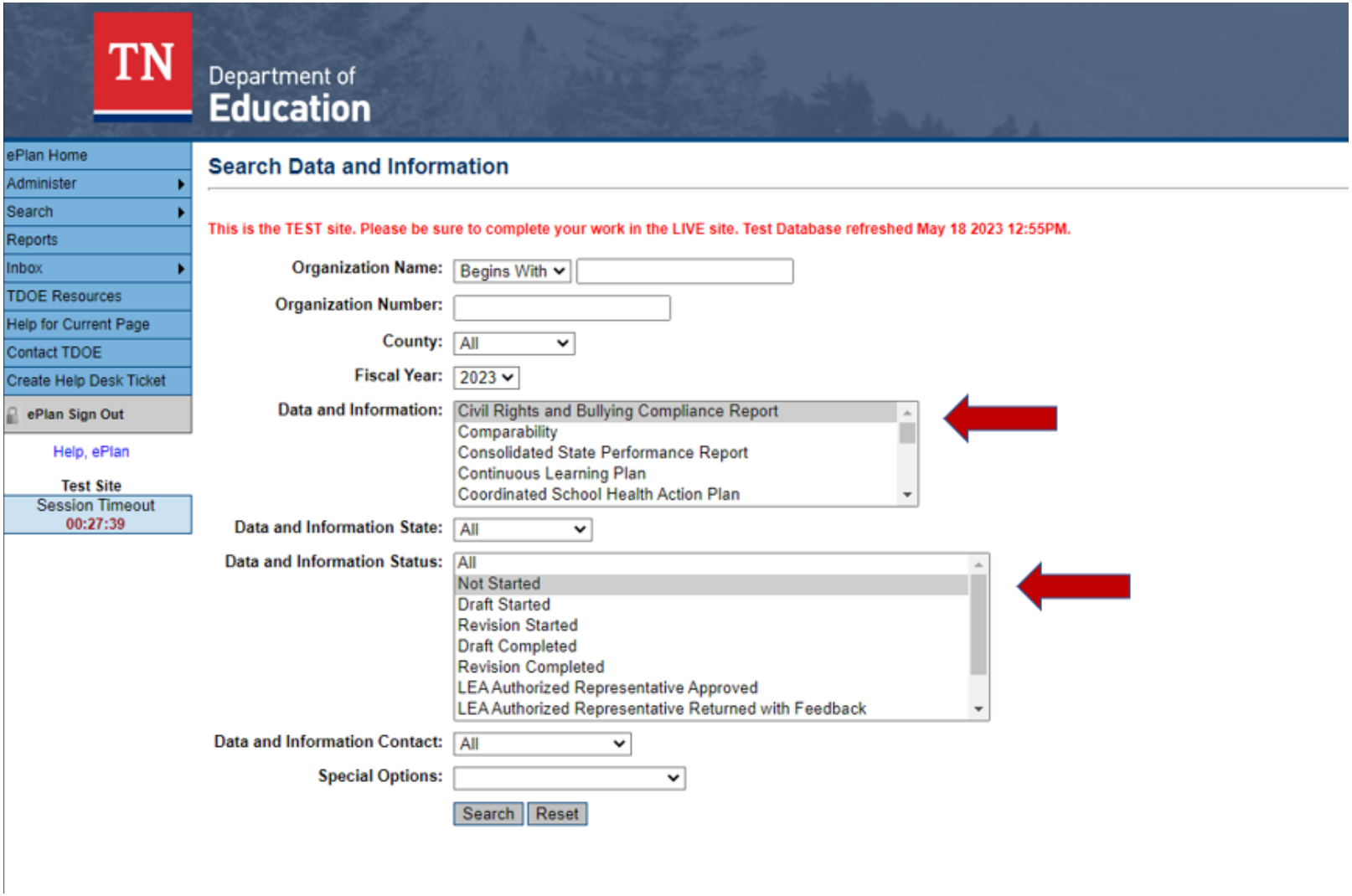
Step 1: After signing in with your ePlan username and password, you will be presented with the ePlan Home Screen.



Step 2: Click the “Data and Information” tab on the menu on the left.



Step 3: Select “Civil Rights and Bullying Compliance Report” in the Data and Information window as shown. Then Select “Not Started” from the Data and Information Status window as shown. Then click the search button. (Please note that for the 2022-23 school year, you will be completing the report for **FY2023**.)



Step 4: Select the school district for which you wish to enter data. You may need to click through several pages to find your district.

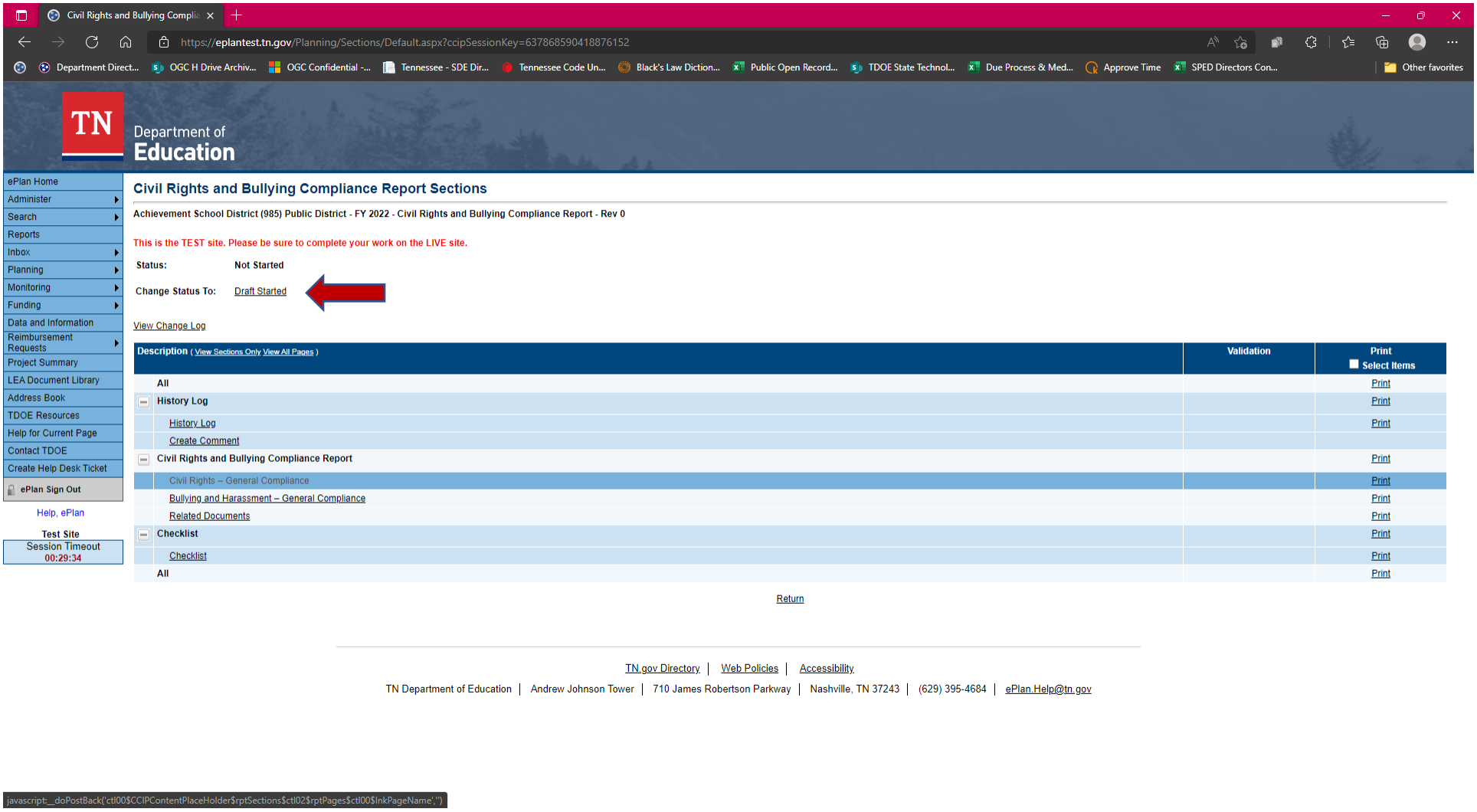
There are **150** matching record(s). Displaying **1** through **25**. [Bulk Email] [Download Data] [Summary]

<< First | < Previous | Next > | Last >>

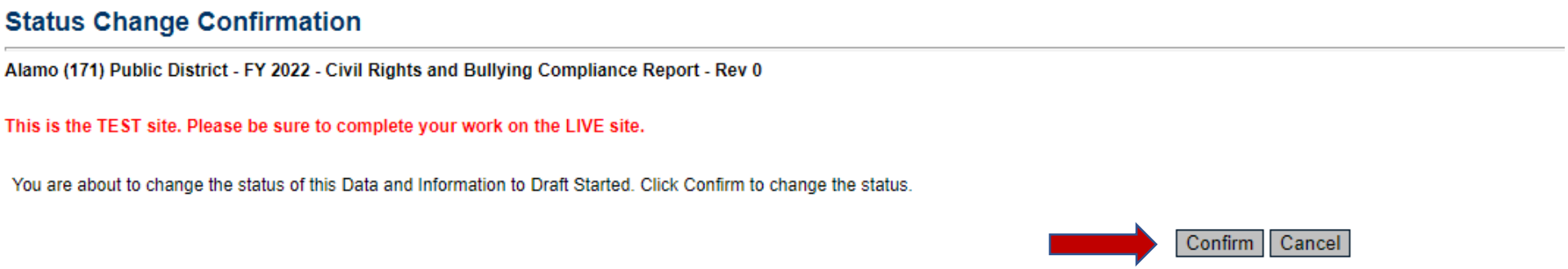
Organization Number	Organization Name	County	Data and Information	Status	Status Date	State
985	Achievement School District	Davidson	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
171	Alamo	Crockett	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
051	Alcoa	Blount	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
961	Alvin C York Institute	Fentress	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
010	Anderson County	Anderson	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
793	Arlington	Shelby	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
541	Athens	McMinn	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
794	Bartlett	Shelby	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
020	Bedford County	Bedford	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
172	Bells	Crockett	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
030	Benton County	Benton	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
040	Bledsoe County	Bledsoe	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
050	Blount County	Blount	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
274	Bradford	Gibson	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
060	Bradley County	Bradley	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
821	Bristol	Sullivan	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
070	Campbell County	Campbell	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
080	Cannon County	Cannon	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
090	Carroll County	Carroll	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
100	Carter County	Carter	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
110	Cheatham County	Cheatham	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
120	Chester County	Chester	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
130	Claiborne County	Claiborne	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
140	Clay County	Clay	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original
061	Cleveland	Bradley	Civil Rights and Bullying Compliance Report	Not Started	4/29/2022 2:55:42 PM	Original

<< First | < Previous | Next > | Last >>

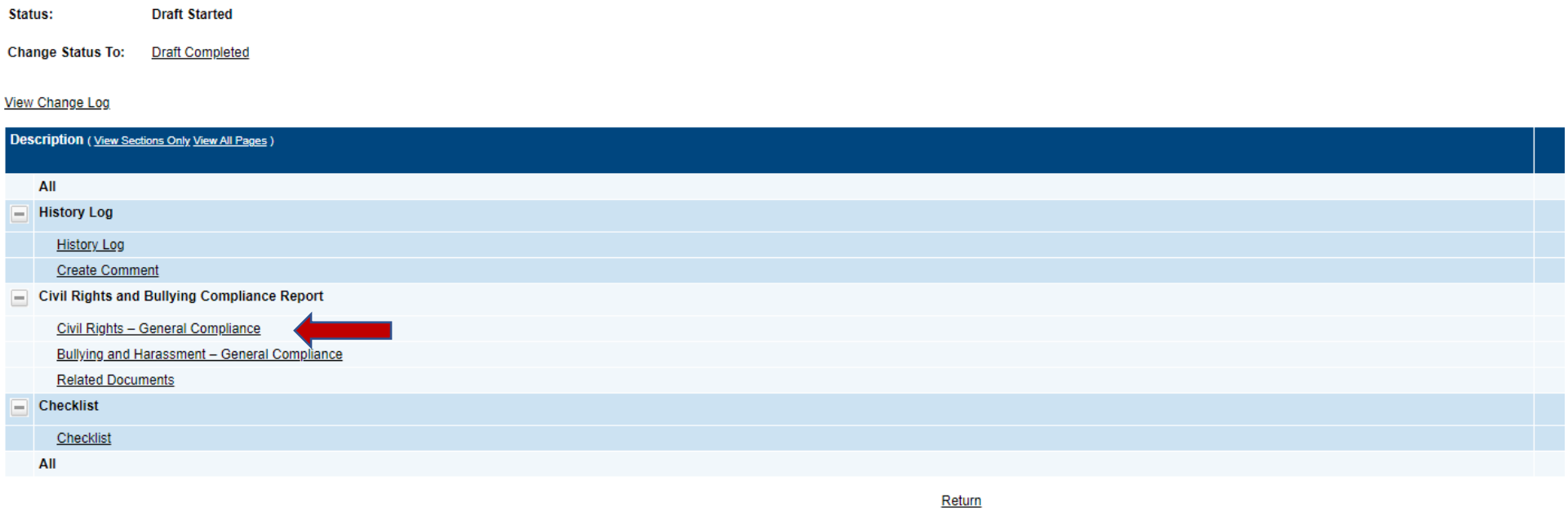
Step 5: Change the status to “Draft Started” by clicking the Draft Started text.



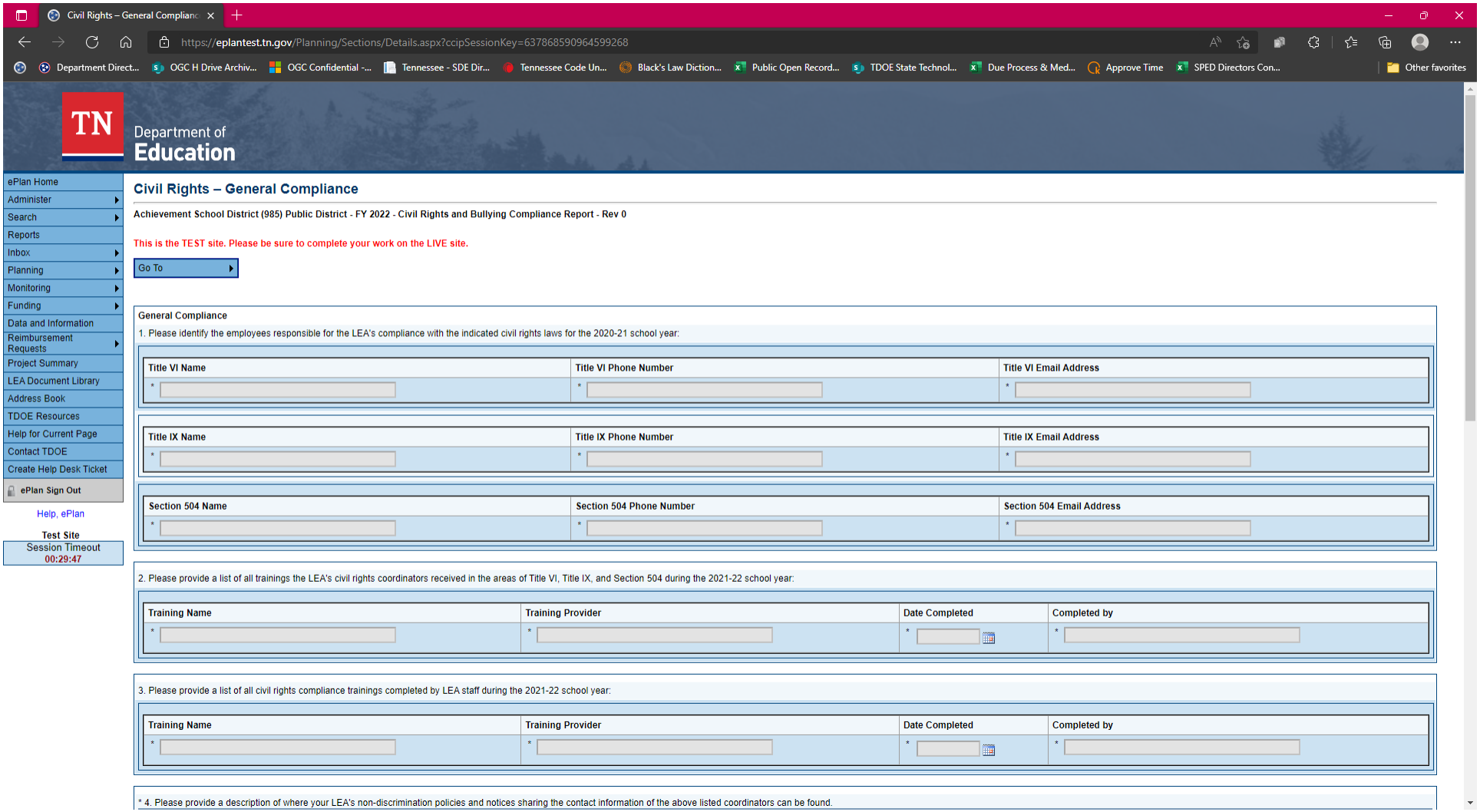
Step 6: You will be prompted with the following warning: "You are about to change the status of this Data and Information to Draft Started. Click Confirm to change the status." Click Confirm.



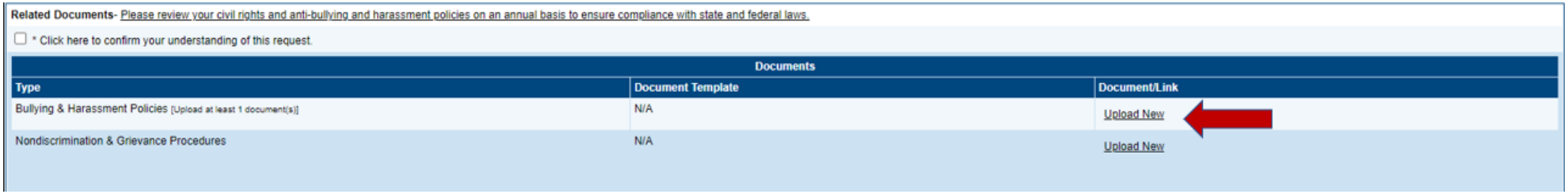
Step 7: Click “Civil Rights – General Compliance”



Step 8: Enter the relevant data and information. Please note the links to the resources at the bottom of the page should you need them.

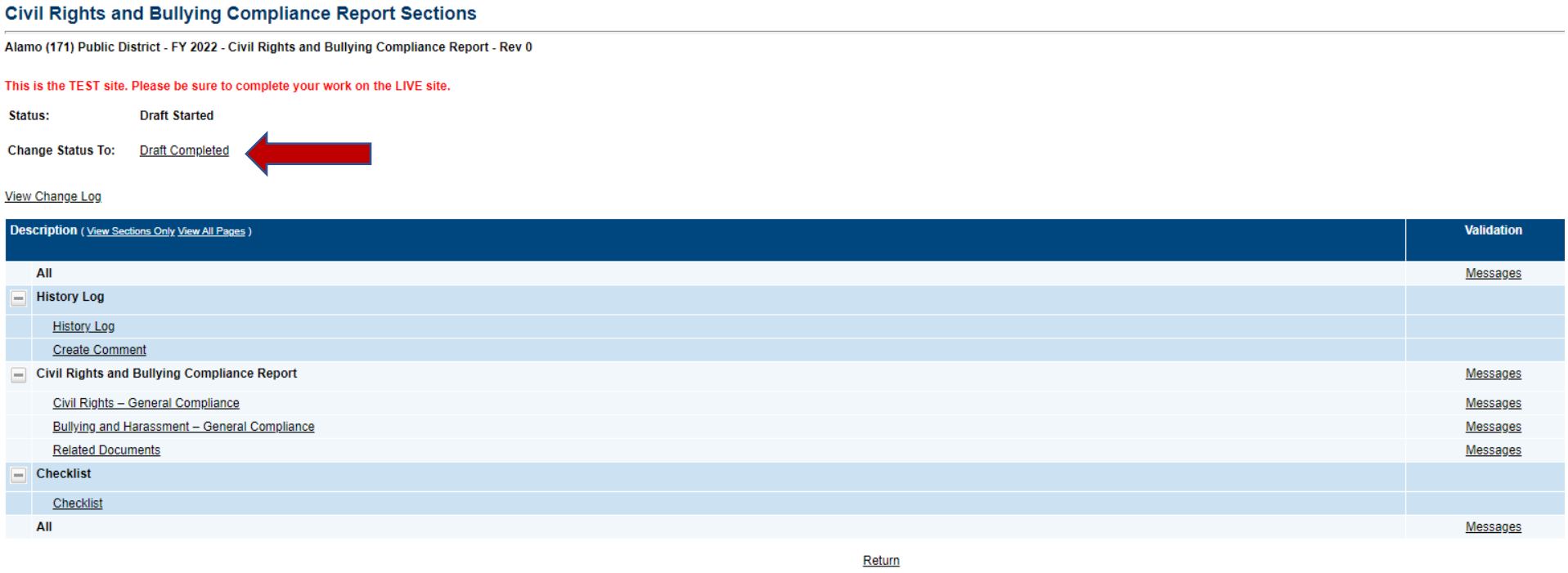


Step 9: When you reach the Related Documents section (screenshot below), upload any relevant documents by clicking "Upload New." Anything uploaded here will be reflected on the Related Documents Page at the end of the form. Please note that you will need to check the box before proceeding. This is a new requirement for the 2022-23 version of the form.

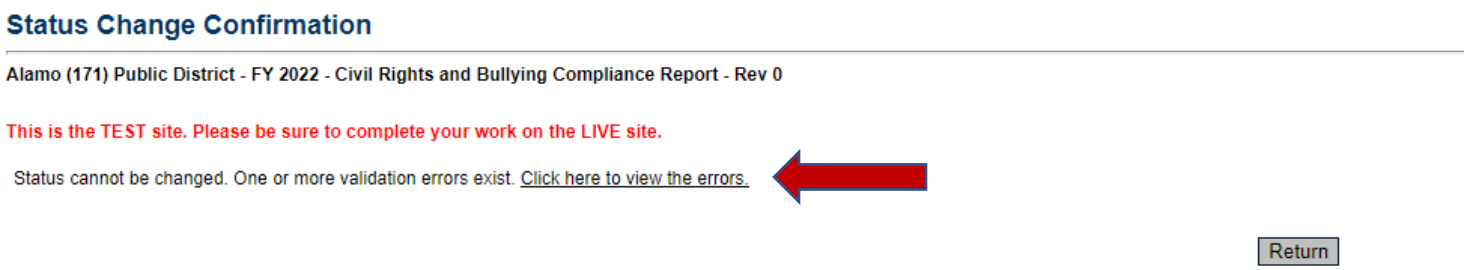


When you are finished entering data and uploading documents, click "Save and Go to Next Page" at the bottom to progress to the next page.

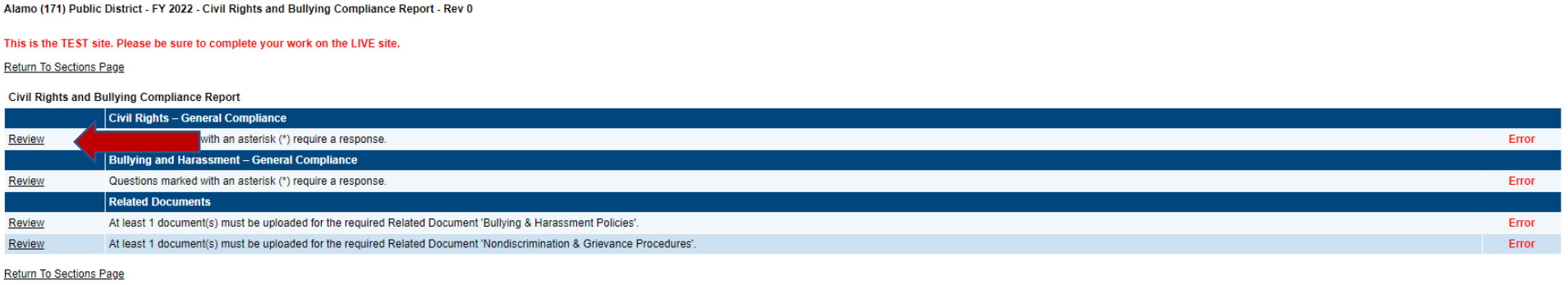
Step 10: When you have finished uploading your documents, click “Go to Next Page.” Here, click “Draft Completed” If you receive validation errors, proceed to **Step 11**. If you have no validation errors, proceed to **Step 12**.



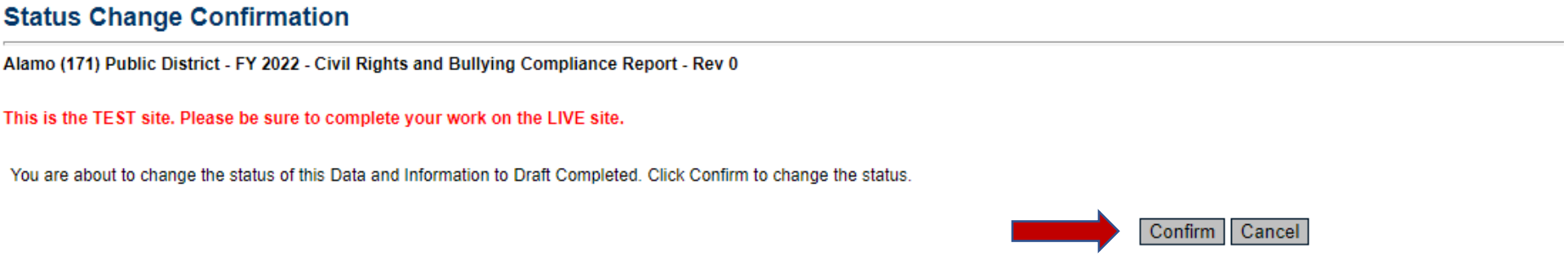
Step 11: If you receive an error message about being unable to change the status due to validation errors, click the link to view the errors.



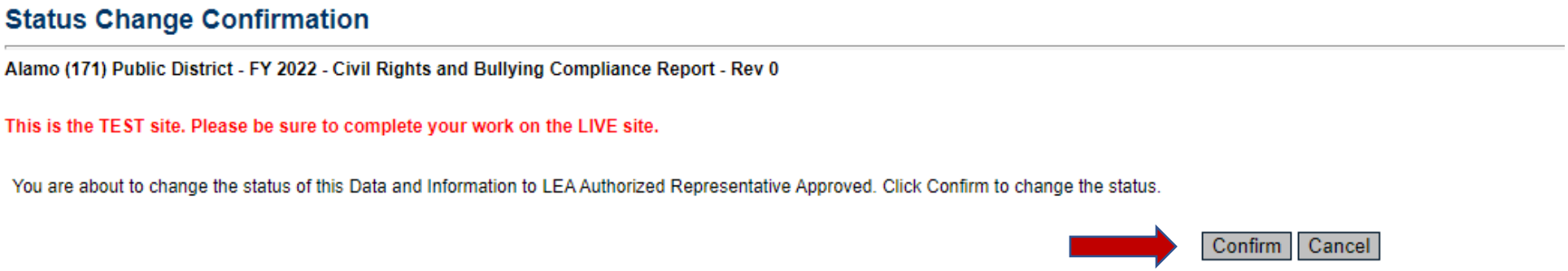
Click the "Review" link to the left of the error, and you will be brought to the relevant screen to enter the missing data.



Step 12: Click Draft Completed. You will be prompted to confirm the status change. Click “Confirm.”



Step 13: The status will change to "LEA Authorized Representative Approved" or "LEA Authorized Representative Returned with Feedback." In this status, the LEA Authorized Representative is ready to review the data submitted and either approve or suggest feedback. If there is feedback, please review the feedback and make any necessary edits. Once approved, the LEA Authorized Representative must change the status to "LEA Authorized Representative Approved" by confirming the status change.



Step 14: Once the LEA Authorized Representative has approved, the status will change to "TDOE Civil Rights and Bullying Compliance Report Director Reviewed" or "TDOE Civil Rights and Bullying Compliance Report Director Returned." At this point, the data that was submitted will be reviewed by TDOE. TDOE will accept the form or will return it with suggested feedback. The LEA Authorized Representative must make any suggested edits and resubmit the form.

A status of "TDOE Civil Rights and Bullying Compliance Report Director Reviewed" means your form has been accepted and no further action is needed.