



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.

Instructions for Completing the Civil Rights and Bullying Compliance Report

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

The screenshot displays the ePlan Home interface. At the top left is the Tennessee Department of Education logo. A navigation sidebar on the left includes links for ePlan Home, Administer, Search, Reports, Inbox, TDOE Resources, Help for Current Page, Contact TDOE, Create Help Desk Ticket, ePlan Sign Out, Help, ePlan, Test Site, and Session Timeout (00:28:45). The main content area is titled 'ePlan Home' and features a red warning banner: 'This is the TEST site. Please be sure to complete your work on the LIVE site.' Below this are three announcement sections:

- FY22 Charter School Facilities Grant Open (4/25/2022)**: Contact: [Nathan G Parker@tn.gov](mailto:Nathan.G.Parker@tn.gov). The grant opens in ePlan on April 24, 2022. Charter schools may elect to apply for additional facilities funds by submitting all necessary application materials for the competitive portion in ePlan by Friday, May 20, 2022. The application for the competitive application can be found here: [Charter School Grants \(tn.gov\)](#).
- FY23 CFA Preliminary Allocations (4/14/2022)**: Contact: [EPQ Divisional Coordinators](#). Preliminary allocations for the Consolidated Funding Application (CFA) FY23 will be uploaded by the end of the day, April 14, 2022. The due date for submitting the FY23 CFA has been extended to Friday, May 6, 2022. FY23 final allocations for the Elementary and Secondary Education Act (ESEA) and Individuals with Disabilities Education Act (IDEA) programs will be loaded into the CFA in ePlan later this summer. LEAs must revise the application budgets. LEAs to begin the budgeting process since preliminary allocations are not ready at this time.
- 2022-23 Perkins Reserve Grant Application Deadline-April 29 (4/7/2022)**: Contact: [Sarah G.Williams@tn.gov](mailto:Sarah.G.Williams@tn.gov). The Perkins Reserve Grant (PRG) is a competitive grant opportunity made possible through the federal Perkins V legislation passed in 2018. The PRG grant opportunity was redesigned under the four-year [Strengthening Career and Technical Education in Tennessee](#) state plan to foster local innovation and support implementation of CTE programs and career pathways, especially in more rural areas, aligned with regionally identified high skill, high wage, and/or in-demand occupations or industries.

Additional sections include 'Maintenance of Equity for ARP ESSER Funding (4/7/2022)' with contact Deborah.Thompson@tn.gov, and a 'Reminders' section listing deadlines from April to July. A 'Welcome to ePlan (10/11/2020)' message at the bottom states: 'ePlan is Tennessee's online platform that allows schools and districts the ability to access district and school plans, funding applications, and monitoring tools. ePlan has a dedicated TDOE Resource page, which has multiple resources available to help districts ensure that Tennessee Succeeds when it comes to educating our students.'

Instructions for Completing the Civil Rights and Bullying Compliance Report

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

The screenshot displays the ePlan system interface. On the left is a vertical navigation menu with the following items: ePlan Home, Administer, Search, Reports, Inbox, Planning, Monitoring, Funding, Data and Information, Reimbursement Requests, Project Summary, LEA Document Library, Address Book, TDOE Resources, Help for Current Page, Contact TDOE, System Health, and ePlan Sign Out. The 'Data and Information' item is highlighted in blue, and a red arrow points to it from the right. The main content area on the right is titled 'Data and Information' and shows 'Achievement School District (985) Public District - FY 2026'. Below the title, there is a red warning message: 'This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed'. There are two dropdown menus: one for the year '2026' and one for the status 'Active'. Below these are several menu items, each on a light blue background: Academic Special Courses, Management of Reallocation, Alternative Education Survey, APR Local Determination Acknowledgement Form, ARP ESSER Liquidation Extension Request, Carryover and Expiring Funds Review, Civil Rights and Bullying Compliance Report, Coordinated School Health Action Plan, CTE Special Programs of Study, Data Report for Students with Disabilities, and ESSER Reporting and Recording Federal Interest.

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Step 3: Select “Civil Rights and Bullying Compliance Report” in the Data and Information window as shown. (Please note that for the 2025-26 school year, you will be completing the report for **FY2026**.)

The screenshot shows the ePlan system interface. On the left is a navigation sidebar with the following items: ePlan Home, Administer, Search, Reports, Inbox, Planning, Monitoring, Funding, Data and Information, Reimbursement Requests, Project Summary, LEA Document Library, Address Book, TDOE Resources, Help for Current Page, Contact TDOE, System Health, and ePlan Sign Out. The main content area is titled 'Data and Information' and displays 'Achievement School District (985) Public District - FY 2026'. Below this, there is a red warning message: 'This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed'. There are two dropdown menus: '2026' and 'Active'. A list of reports is shown below, with a red arrow pointing to 'Civil Rights and Bullying Compliance Report'. The reports listed are: Academic Special Courses, Acknowledgement of Reallocation, Alternative Education Survey, APR Local Determination Acknowledgement Form, ARP ESSER Liquidation Extension Request, Carryover and Expiring Funds Review, Civil Rights and Bullying Compliance Report, Coordinated School Health Action Plan, CTE Special Programs of Study, Data Report for Students with Disabilities, and ESSER Reporting and Recording Federal Interest.

Instructions for Completing the Civil Rights and Bullying Compliance Report

Step 4: Change the status to “Draft Started” by clicking the Draft Started text.

The screenshot shows the ePlan system interface. On the left is a navigation menu with items like 'ePlan Home', 'Administer', 'Search', 'Reports', 'Inbox', 'Planning', 'Monitoring', 'Funding', 'Data and Information', 'Reimbursement Requests', 'Project Summary', 'LEA Document Library', 'Address Book', 'TDOE Resources', 'Help for Current Page', 'Contact TDOE', 'System Health', and 'ePlan Sign Out'. The main content area is titled 'Civil Rights and Bullying Compliance Report Sections' and shows a report for 'Achievement School District (865) Public District - FY 2026 - Civil Rights and Bullying Compliance Report - Rev 0'. The status is currently 'Not Started'. A red arrow points to the 'Draft Started' link in the 'Change Status To:' field. Below this is a table with columns for 'Description', 'Validation', and 'Print'. The table lists various report sections like 'History Log', 'Civil Rights and Bullying Compliance Report', and 'Checklist', each with a 'Messages' link and a 'Print' button.

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		Print
Civil Rights and Bullying Compliance Report	Messages	Print
Civil Rights – General Compliance		Print
Bullying and Harassment – General Compliance	Messages	Print
Related Documents		Print
Checklist		Print
Checklist		Print
All	Messages	Print

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Step 5: 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.

Status Change Confirmation

Achievement School District (985) Public District - FY 2026 - Civil Rights and Bullying Compliance Report - Rev 0

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed May 20 2026 7:43AM.

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




Instructions for Completing the Civil Rights and Bullying Compliance Report

Step 6: Click “Civil Rights – General Compliance”

Status: Draft Started

Change Status To: [Draft Completed](#)


[View Change Log](#)

Description (View Sections Only View All Pages)	
All	
<input type="checkbox"/> History Log	
History Log	
Create Comment	
<input type="checkbox"/> Civil Rights and Bullying Compliance Report	
Civil Rights – General Compliance 	
Bullying and Harassment – General Compliance	
Related Documents	
<input type="checkbox"/> Checklist	
Checklist	
All	

[Return](#)

Instructions for Completing the Civil Rights and Bullying Compliance Report

Step 7: Enter the relevant data and information. Please note the links to the resources at the bottom of the page should you need them.



Department of
Education

Home

Administer

Search

Reports

Inbox

Planning

Monitoring

Funding

Data and Information

Reimbursement Requests

Project Summary

LEA Document Library

Address Book

TDOE Resources

Help for Current Page

Contact TDOE

System Health

Sign Out

Civil Rights – General Compliance

Achievement School District (855) Public District - FY 2026 - Civil Rights and Bullying Compliance Report - Rev 0

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed May 20 2026 7:43AM.

[Save And Go To](#)

General Compliance

1. Please identify the employees responsible for the LEA's compliance with the indicated civil rights laws for the 2025-26 school year:

Title VI Name	Title VI Phone Number	Title VI Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Add Row		

Title IX Name	Title IX Phone Number	Title IX Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Add Row		

Section 504 Name:	Section 504 Phone Number	Section 504 Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Add Row		

2. Please provide a list of all trainings the LEA's civil rights coordinators received in the areas of Title VI, Title IX, and Section 504 during the 2025-26 school year. It is recommended that Title VI training be made available at least annually by each recipient to employees, subrecipients, contractors and program area liaisons. The training should provide information on Title VI provisions, application to program operations, the identification of Title VI issues and resolution of complaints. Please note that all trainings listed below must be student focused. In the "Summary of Training Content" column, please provide a brief summary of the topic(s) covered in the training and an explanation of how the training relates to students. For example, trainings pertaining solely to staff employment or human resources should not be included. Example entries have been included below for your reference. TDOE may contact you for additional details regarding any trainings listed.

Title VI Example Entry

Training Name	Training Provider	Summary of Training Content	Date Completed	Completed By
Anti-Discrimination and Harassment in K-12 Schools	Alpha Law Group PLC	This training provided an overview of the requirements under Title VI and how to address discrimination and harassment in schools.	October 3, 2024	Civil Rights Coordinators

Title VI Training

Training Name	Training Provider	Summary of Training Content	Date Completed	Completed by
<input type="text"/>	<input type="text"/>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<input type="text"/>	<input type="text"/>
Add Row				

Check Spelling
 of 8000 characters

Title IX training is required under 34 CFR 106.45(b)(1)(ii). This provision applies to "any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process. Title IX personnel may not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent." Please note that all trainings listed below must be student focused. In the "Summary of Training Content" column, please provide a brief summary of the topic(s) covered in the training and an explanation of how the training relates to students. For example, trainings pertaining solely to staff employment or human resources should not be included. Example entries have been included below for your reference.

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Please note updates to Questions 2 and 3 pertaining to requested information on trainings.

For these questions, you will provide the training name, provider, summary of training content, date completed, and personnel who completed the training. Example entries have been provided:

2. Please provide a list of all trainings the LEA's civil rights coordinators received in the areas of Title VI, Title IX, and Section 504 during the 2025-26 school year. It is recommended that Title VI training be made available at least annually by each recipient to employees, subrecipients, contractors and program area liaisons. The training should provide information on Title VI provisions, application to program operations, the identification of Title VI issues and resolution of complaints. Please note that all trainings listed below must be student focused. In the "Summary of Training Content" column, please provide a brief summary of the topic(s) covered in the training and an explanation of how the training relates to students. For example, trainings pertaining solely to staff employment or human resources should not be included. Example entries have been included below for your reference. TDOE may contact you for additional details regarding any trainings listed.

Title VI Example Entry

Training Name	Training Provider	Summary of Training Content	Date Completed	Completed By
Anti-Discrimination and Harassment in K-12 Schools	Alpha Law Group PLC	This training provided an overview of the requirements under Title VI and how to address discrimination and harassment in schools.	October 3, 2024	Civil Rights Coordinators

Title VI Training

Training Name	Training Provider	Summary of Training Content	Date Completed	Completed by
<input type="text"/>	<input type="text"/>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div> <small>Check Spelling 0 of 8000 characters</small>	<input type="text"/>	<input type="text"/>

Title IX training is required under 34 CFR 109.45(b)(1)(ii). This provision applies to "any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process. Title IX personnel may not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent." Please note that all trainings listed below must be student focused. In the "Summary of Training Content" column, please provide a brief summary of the topic(s) covered in the training and an explanation of how the training relates to students. For example, trainings pertaining solely to staff employment or human resources should not be included. Example entries have been included below for your reference. TDOE may contact you for additional details regarding any trainings listed.

Title IX Example Entry

Training Name	Training Provider	Summary of Training Content	Date Completed	Completed By
Navigating Title IX	Alpha Law Group PLC	This training provided an overview of Title IX as well as a review of upcoming changes to Title IX regulations.	October 3, 2024	Title IX Coordinators

Title IX Training

Training Name	Training Provider	Summary of Training Content	Date Completed	Completed by
<input type="text"/>	<input type="text"/>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div> <small>Check Spelling 0 of 8000 characters</small>	<input type="text"/>	<input type="text"/>

Please note that all trainings listed below must be student focused. In the "Summary of Training Content" column, please provide a brief summary of the topic(s) covered in the training and an explanation of how the training relates to students. For example, trainings pertaining solely to staff employment or human resources should not be included. Example entries have been included below for your reference. TDOE may contact you for additional details regarding any trainings listed.

It is recommended that Section 504 training be made available at least annually by each recipient to employees, subrecipients, contractors and program area liaisons. The training should provide information on Section 504 provisions, application to program operations, the identification of Section 504 issues and resolution of complaints.

Section 504 Example Entry

Training Name	Training Provider	Summary of Training Content	Date Completed	Completed By
Section 504	Beta School Training Solutions	This training discussed the legal requirements under Section 504.	October 3, 2024	School Counselors

Section 504 Trainings

Training Name	Training Provider	Summary of Training Content	Date Completed	Completed by
<input type="text"/>	<input type="text"/>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<input type="text"/>	<input type="text"/>

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Step 8: 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.

Related Documents


Achievement School District (885) Public District - FY 2026 - Civil Rights and Bullying Compliance Report - Rev 0

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed May 20 2025 7:43AM.

[Go To](#)

Required Documents		
Type	Document Template	Document Link
Bullying & Harassment Policies (Upload at least 1 document(s))	N/A	Upload New

Optional Documents		
Type	Document Template	Document Link
Nondiscrimination & Grievance Procedures	N/A	Upload New



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.

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Step 9: When you have finished uploading your documents, click “Go to Next Page.” Here, click “Draft Completed” If you receive validation errors, proceed to **Step 10**. If you have no validation errors, proceed to **Step 11**.

Civil Rights and Bullying Compliance Report Sections

Alamo (171) Public District - FY 2022 - Civil Rights and Bullying Compliance Report - Rev 0

This is the TEST site. Please be sure to complete your work on the LIVE site.

Status: Draft Started

Change Status To: [Draft Completed](#)



[View Change Log](#)

Description (View Sections Only View All Pages)	Validation
All	Messages
<input type="checkbox"/> History Log	
History Log	
Create Comment	
<input type="checkbox"/> Civil Rights and Bullying Compliance Report	Messages
Civil Rights – General Compliance	Messages
Bullying and Harassment – General Compliance	Messages
Related Documents	Messages
<input type="checkbox"/> Checklist	
Checklist	
All	Messages

[Return](#)

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Step 10: If you receive an error message about being unable to change the status due to validation errors, click the link to view the errors.

Status Change Confirmation

Alamo (171) Public District - FY 2022 - Civil Rights and Bullying Compliance Report - Rev 0

This is the TEST site. Please be sure to complete your work on the LIVE site.

Status cannot be changed. One or more validation errors exist. [Click here to view the errors.](#)



Return

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

Alamo (171) Public District - FY 2022 - Civil Rights and Bullying Compliance Report - Rev 0

This is the TEST site. Please be sure to complete your work on the LIVE site.

[Return To Sections Page](#)

Civil Rights and Bullying Compliance Report

Review	Civil Rights – General Compliance	with an asterisk (*) require a response.	Error
Review	Bullying and Harassment – General Compliance	Questions marked with an asterisk (*) require a response.	Error
Review	Related Documents	At least 1 document(s) must be uploaded for the required Related Document 'Bullying & Harassment Policies'.	Error
Review		At least 1 document(s) must be uploaded for the required Related Document 'Nondiscrimination & Grievance Procedures'.	Error

[Return To Sections Page](#)

Instructions for Completing the Civil Rights and Bullying Compliance Report

Step 11: Click Draft Completed. You will be prompted to confirm the status change. Click “Confirm.”

Status Change Confirmation

Alamo (171) Public District - FY 2022 - Civil Rights and Bullying Compliance Report - Rev 0

This is the TEST site. Please be sure to complete your work on the LIVE site.

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



Instructions for Completing the Civil Rights and Bullying Compliance Report

Step 12: 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.

Status Change Confirmation

Alamo (171) Public District - FY 2022 - Civil Rights and Bullying Compliance Report - Rev 0

This is the TEST site. Please be sure to complete your work on the LIVE site.

You are about to change the status of this Data and Information to LEA Authorized Representative Approved. Click Confirm to change the status.



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.

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

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