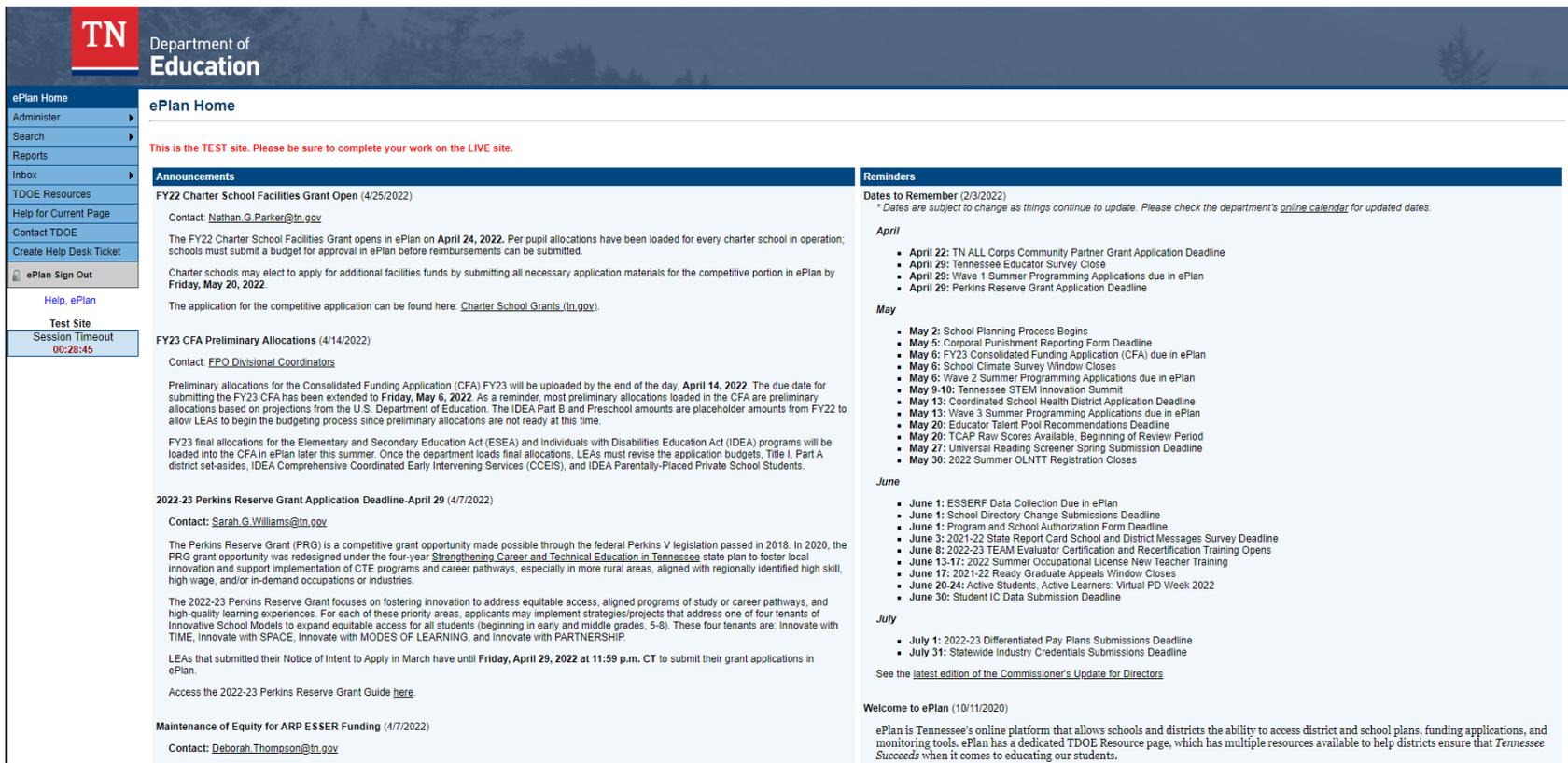


ePlan Instructions for Completing the Civil Rights and Bullying Compliance Report

- 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.



The screenshot shows the ePlan Home Screen with a left-hand navigation menu and a main content area. The navigation menu 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, there 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.
- FY23 CFA Preliminary Allocations (4/14/2022)**: Contact [EPQ Divisional Coordinators](mailto: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.
- 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.

At the bottom of the announcements, there is a section for "Maintenance of Equity for ARP ESSER Funding (4/7/2022)" with contact Deborah.Thomson@tn.gov.

On the right side of the screen, there is a "Reminders" section with a "Dates to Remember (2/3/2022)" header. It lists deadlines for April, May, and June:

- April**: April 22: TN ALL Corps Community Partner Grant Application Deadline; April 29: Tennessee Educator Survey Close; April 29: Wave 1 Summer Programming Applications due in ePlan; April 29: Perkins Reserve Grant Application Deadline.
- May**: May 2: School Planning Process Begins; May 5: Corporal Punishment Reporting Form Deadline; May 6: FY23 Consolidated Funding Application (CFA) due in ePlan; May 6: School Climate Survey Window Closes; May 6: Wave 2 Summer Programming Applications due in ePlan; May 9-10: Tennessee STEM Innovation Summit; May 13: Coordinated School Health District Application Deadline; May 13: Wave 3 Summer Programming Applications due in ePlan; May 20: Educator Talent Pool Recommendations Deadline; May 20: TCAP Raw Scores Available, Beginning of Review Period; May 27: Universal Reading Screener Spring Submission Deadline; May 30: 2022 Summer OLNTT Registration Closes.
- June**: June 1: ESSERF Data Collection Due in ePlan; June 1: School Directory Change Submissions Deadline; June 1: Program and School Authorization Form Deadline; June 3: 2021-22 State Report Card School and District Messages Survey Deadline; June 8: 2022-23 TEAM Evaluator Certification and Recertification Training Opens; June 13-17: 2022 Summer Occupational License New Teacher Training; June 17: 2021-22 Ready Graduate Appeals Window Closes; June 20-24: Active Students, Active Learners' Virtual PD Week 2022; June 30: Student IC Data Submission Deadline.
- July**: July 1: 2022-23 Differentiated Pay Plans Submissions Deadline; July 31: Statewide Industry Credentials Submissions Deadline.

A "Welcome to ePlan (10/11/2020)" message at the bottom right 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."

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

TN Department of Education

ePlan Home
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
ePlan Sign Out

Data and Information

Hardin County (360) Public District - FY 2023

This is the TEST site. Please be sure to complete your work in the LI

2023 ▼ Active ▼

- Data and Information**
- [Data and Bullying Compliance Report](#)
- [Comparability](#)
- [Consolidated State Performance Report](#)
- [Coordinated School Health Action Plan](#)
- [Data Reports for Students with Disabilities](#)
- [EasyIEP LEA User Access Agreement](#)
- [Education Stabilization Fund - ESSERF Data Collection](#)
- [Federal Program Waiver Request](#)
- [Homeless Immunization Report](#)
- [New Public School Survey](#)

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**.)

TN Department of Education

Search Data and Information

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed May 18 2023 12:55PM.

Organization Name: Begins With

Organization Number:

County: All

Fiscal Year: 2023

Data and Information: Civil Rights and Bullying Compliance Report
Comparability
Consolidated State Performance Report
Continuous Learning Plan
Coordinated School Health Action Plan

Data and Information State: All

Data and Information Status: All
Not Started
Draft Started
Revision Started
Draft Completed
Revision Completed
LEA Authorized Representative Approved
LEA Authorized Representative Returned with Feedback

Data and Information Contact: All

Special Options:

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.

The screenshot shows a web browser window with the URL <https://eplantest.tn.gov/Planning/Sections/Default.aspx?ccipSessionKey=637868590418876152>. The page title is "Civil Rights and Bullying Compliance Report Sections". The status is "Not Started". A red arrow points to the "Draft Started" link in the "Change Status To:" field. Below the status field is a table with columns "Description", "Validation", and "Print". The table lists various sections like "History Log", "Civil Rights and Bullying Compliance Report", and "Checklist".

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

[TN.gov Directory](#) | [Web Policies](#) | [Accessibility](#)

TN Department of Education | Andrew Johnson Tower | 710 James Robertson Parkway | Nashville, TN 37243 | (629) 395-4684 | ePlan.Help@tn.gov

javascript:doPostBack('ctl00\$CCIPContentPlaceHolder\$ rptSections\$ctl02\$rptPages\$ctl00\$lnkPageName,')

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.

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 Started. Click Confirm to change the status.



Step 7: 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](#)

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.

Civil Rights – General Compliance

Achievement School District (985) 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.

Go To

General Compliance

1. Please identify the employees responsible for the LEA's compliance with the indicated civil rights laws for the 2020-21 school year.

Title VI Name	Title VI Phone Number	Title VI Email Address
*	*	*

Title IX Name	Title IX Phone Number	Title IX Email Address
*	*	*

Section 504 Name	Section 504 Phone Number	Section 504 Email Address
*	*	*

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 2021-22 school year.

Training Name	Training Provider	Date Completed	Completed by
*	*	*	*

3. Please provide a list of all civil rights compliance trainings completed by LEA staff during the 2021-22 school year:

Training Name	Training Provider	Date Completed	Completed by
*	*	*	*

* 4. Please provide a description of where your LEA's non-discrimination policies and notices sharing the contact information of the above listed coordinators can be found.

Help, ePlan

Test Site
Session Timeout
00:29:47

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.

Related Documents - [Please review your civil rights and anti-bullying and harassment policies on an annual basis to ensure compliance with state and federal laws.](#)

* Click here to confirm your understanding of this request.

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

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**.

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](#)

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.

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

Civil Rights – General Compliance		
Review	with an asterisk (*) require a response.	Error
Bullying and Harassment – General Compliance		
Review	Questions marked with an asterisk (*) require a response.	Error
Related Documents		
Review	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](#)

Step 12: 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.



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.

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.

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