



Non-Public Schools Annual Compliance Monitoring

ePlan Technical User Guide – Fall

Tennessee Department of Education | August 2023

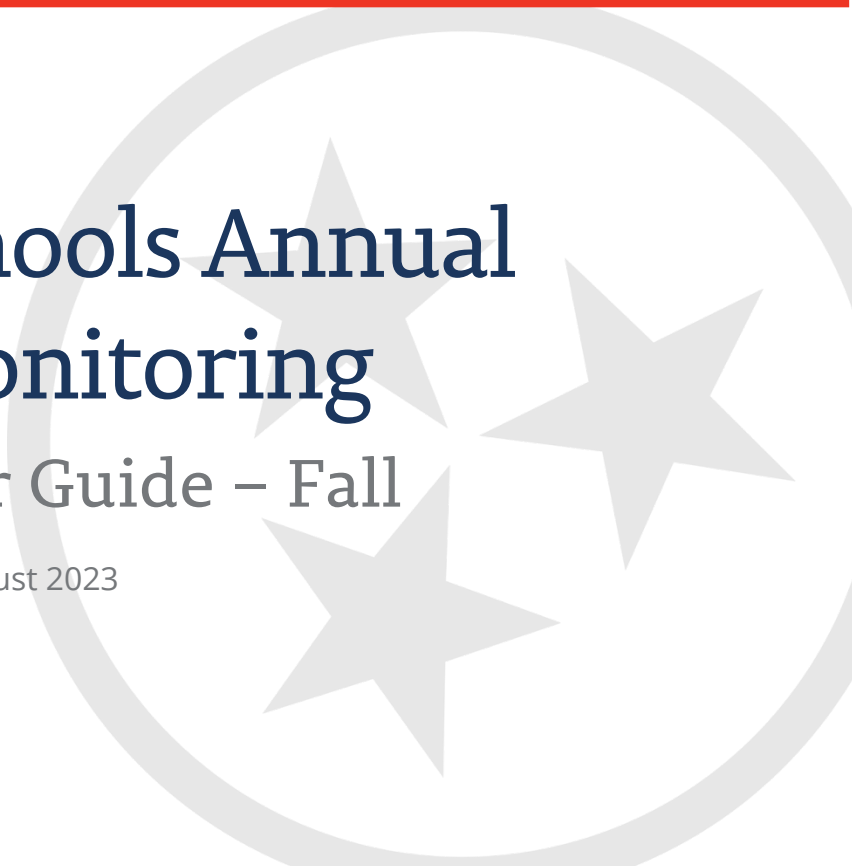


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Introduction of Monitoring Process

Overview

Tenn. Code Annotated § [49-1-201](#) authorizes the commissioner of the Tennessee Department of Education (department) to “inspect, approve, and classify private schools in accordance with the rules of the state board of education.” Further, the Tennessee State Board of Education (SBE) Rules Chapters [0520-07-01](#) and [0520-07-02](#) provide specific requirements for the approval and administration of non-public schools including reporting and monitoring. The director of non-public school programs within the Division of Choice is responsible for developing and implementing monitoring procedures to ensure compliance with these established rules.

To meet these responsibilities, the Division of Choice has implemented a comprehensive results-based framework for monitoring state-approved non-public schools and state board authorized agencies.

State-Approved Non-Public Schools:

All Category I, I-Special Purpose, IV-State Board Approved, and V non-public schools shall participate in tier 1 annual reporting through ePlan each fall and spring. School leaders are required to submit the *Non-Public Schools Annual Compliance – Fall* monitoring instrument by October 15 and the *Non-Public Schools Annual Compliance – Spring* monitoring instrument by April 15.

Note: *Category II, III, and IV-Membership Agency Approved non-public schools do not complete the ePlan reporting instruments. Non-public schools approved under these category designations will be monitored by the membership or accrediting agency.*

The October 15 fall monitoring submission includes the following components appropriate to the school’s designated category:

- Directory Information
- Enrollment and Attendance
- Facilities, Health, and Safety
- Curriculum, Graduation, and Assessment
- Credentials and Evaluation
- Administrative Rules
- Student Transfers
- Required Uploads

The April 15 spring monitoring submission includes the following components for all state-approved categories:

- Directory Information
- Attestation of Compliance
- School Calendar
- Required Uploads

State-approved non-public schools that demonstrate compliance concerns or those that are randomly selected by the department may be asked to participate in tier 2 monitoring. Tier 2 monitoring involves the submission of additional documentation through a separate ePlan monitoring instrument and an on-site or

virtual monitoring visit by the department's non-public team. *Tier 2 monitoring will begin in the 2024-2025 school year.*

Authorized Accrediting and Membership Agencies:

Accrediting and membership agencies authorized to approve Category II, III, and IV non-public schools shall participate in tier 1 annual reporting through ePlan each fall. Designated agency representatives are required to submit the *Non-Public Schools Annual Compliance – Fall* monitoring instrument by October 15. Agencies authorized to approve both Categories II and IV non-public schools must complete two sections of the instrument.

The October 15 fall monitoring submission includes the following components for authorized agencies:

- Agency information
- Assurances
- Required Uploads

Accrediting and membership agencies do not participate in tier 1 spring reporting or tier 2 monitoring through ePlan. If the department receives a report of non-compliance for an agency approved non-public school, the agency will be notified, and a separate process will be implemented to address compliance concerns.

Monitoring Process

1. Data Collection:

The *Non-Public Schools Annual Compliance – Fall* monitoring instrument opens September 1 each year with submissions due no later than October 15. The *Non-Public Schools Annual Compliance – Spring* monitoring instrument opens March 1 with submissions due no later than April 15. The appropriate schools and agencies will receive email notification that the reporting window has opened, and a monitoring schedule will be posted on the [non-public school's webpage](#).

2. Technical Assistance and Office Hours:

The non-public team is available to answer questions and provide assistance via phone and email prior to the required submission date. In addition, the team will host weekly open office hours during the reporting periods for both the fall and spring monitoring windows. The reporting window email notification will contain the link and dates of office hours.

3. Completion and Submission of the Monitoring Instrument:

The department recommends that non-public school principals and agency directors lead the submission process to ensure the accuracy of the content within the instrument. Designated representatives must provide agree or disagree responses to the questions for the appropriate section(s), fill-in-the-blank responses and submit uploads of specific documentation appropriate to the designated category. The Overview section contains guidance on selecting the appropriate categories and completing the instrument. This technical guide is accessible from all sections within the instrument.

The department opens the *Non-Public Schools Annual Compliance – Fall* monitoring instrument in ePlan on September 1. All state approved non-public schools and board approved membership and accrediting agencies complete the instrument and fully submit it by **October 15**.

4. Department Review:

Upon receipt of each non-public school or agency's completed instrument, the non-public school coordinator and director of non-public school programs reviews the submitted information. If necessary, the coordinator contacts the appropriate school or agency representative to request clarity or additional information; however, it is expected that monitoring instruments are completed with sufficient information prior to submission. The department's review of timely fall submissions will be completed annually by **December 1**.

5. Follow-up and Technical Assistance:

The *Non-Public Schools Annual Compliance – Fall* monitoring instrument contains Monitoring Results, shared with the non-public school or agency at the conclusion of the review. The department will close monitoring for completed submissions that meet compliance requirements. Conversely, if areas of non-compliance are discovered, the department may assign required action steps, including additional document uploads, to ensure compliance with state board rules and federal or state laws. Upon resolution of the areas of non-compliance, the department will close monitoring.

How to Access the Instruments

User Requirements: School or Agency Level Access

All users must have the correct ePlan user access permission to complete the *Non-Public Schools Annual Compliance - Fall* monitoring instrument. Each Category I, I-Special Purpose, IV-State Board Approved, and V non-public school and each accrediting or membership agency will need users assigned to two specific roles: *LEA Non-Public Schools Annual Compliance - Fall Monitoring Director* and *LEA Authorized Representative*.

Category II, III, and IV non-public schools **will not** complete the monitoring instrument.

Role	Permissions
LEA Non-Public Schools Annual Compliance - Fall Monitoring Director	<p>Users with this role can enter information into the monitoring instrument and submit the instrument for final approval to the LEA Authorized Representative.</p> <p>Although not recommended, this role can be assigned to the same person assigned as the <i>LEA Authorized Representative</i>, or preferably, someone else within the organization as determined by the school or agency.</p>
LEA Authorized Representative	<p>Users with this role can provide final approval for the monitoring instrument by submitting it to TDOE for review.</p> <p>This role is assigned only to the headmaster, principal, or governing agency director as specified on the TN School Directory.</p>

Users with existing ePlan access can check their current user access permission by logging into ePlan.tn.gov and navigating to the Address Book under the main menu on the left side of the page. LEA Roles are listed near the top of the page. Users can also see which other individuals have assigned roles in the organization.

Users may have roles in multiple organizations. When this occurs, users must select the correct organization on the ePlan homepage before menu options including the address book will appear.

New ePlan users and existing ePlan users who need additional User Access roles must request those roles using the [ePlan User Access Form for a Single Non-Public School](#), [ePlan User Access Form for Multiple Non-Public Schools](#) or [ePlan User Access Form for Non-Public School Accrediting Agency](#). Access the forms by navigating to [eplan.tn.gov > TDOE Resources > User Access Forms](#). Users do not need to log in to ePlan to access TDOE Resources in ePlan. Follow the instructions on the *User Access Form*, then email the completed form to ePlan.Help@tn.gov to request additional access roles. User access requests may take up to two business days to process. Users will receive an email reply when access has been granted.

Navigating to the Non-Public Schools Annual Compliance – Fall Instrument

- For best results, open ePlan.tn.gov in a Google Chrome browser window. Other browsers (e.g., Safari, Mozilla Firefox, or Internet Explorer) can interfere with the ePlan platform's functionality.
- Once in ePlan, navigate to the *Non-Public Schools Annual Compliance - Fall* monitoring instrument by logging in and then select **Monitoring > Monitoring Instruments** from the left menu options. Remember that users with roles for multiple organizations must select the desired organization from the ePlan homepage before menu items will be available for that organization. Users can switch between organizations by returning to the home page and selecting a different organization.

- On the *Monitoring Instruments* page, select the current fiscal year, then **Non-Public Schools Annual Compliance - Fall**.

Sections Page and Starting the Draft

The *Non-Public Schools Annual Compliance - Fall* instrument loads to the Sections page. From this page, users can see a list of sections in the instrument and the status of the instrument.

To begin working on the *Non-Public Schools Annual Compliance - Fall* instrument, the instrument status must be changed from **Not Started** to **Draft Started**. Users with the **LEA Non-Public Schools Annual Compliance - Fall Monitoring Director** role can make this change by clicking **Draft Started** then **Confirm**.

From the Sections page, users can select a section of the instrument to view or complete. To return to the Sections page or navigate to other sections of the instrument, users can hover over the *Save and Go To* box at the top of the screen and make the appropriate selection. In various locations within the instrument, users can click on the plus symbol to expand a selection and the minus symbol to collapse it.

Step-by-Step Instructions

The instructions below will assist users with completing the information for each section of the instrument. Non-public school representatives will complete the three pages in the Overview section and one additional section to correspond with the school's designated category. Agency representatives will complete the three pages in the Overview section and one or two additional sections to correspond with the categories the agency is authorized to approve.

Overview: Introduction and Overview of Monitoring Process

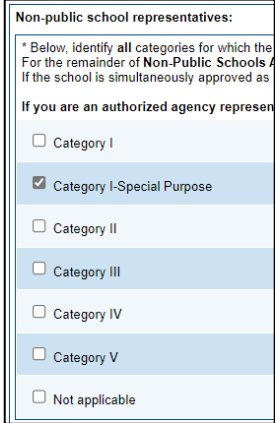
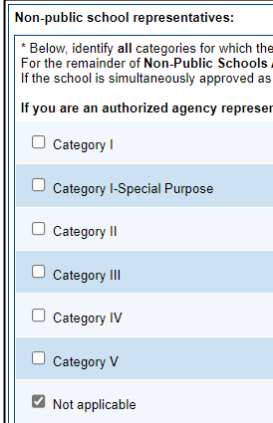
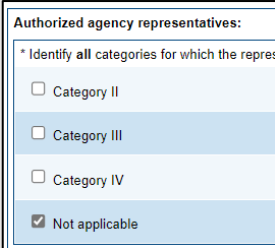
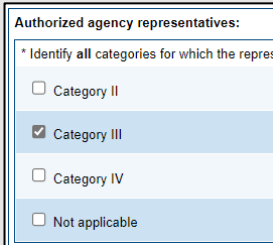


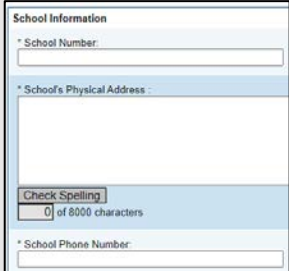
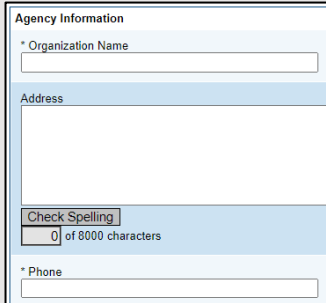
Review general information about the instrument, including authorization, workflow, and contacts for requesting assistance. This page is informational, and no user action is required on the page.

Workflow	
Not Started	The monitoring tool cannot be edited until the draft is started. Individuals assigned the LEA Non-Public Schools Annual Compliance - Fall Monitoring Director role can move the application into Draft Started status.
Draft Started	The LEA Non-Public Schools Annual Compliance - Fall Monitoring Director role can edit the CFA in the Draft Started status.
LEA Non-Public Schools Annual Compliance - Fall Monitoring Director Draft Completed	The LEA Non-Public Schools Annual Compliance - Fall Monitoring Director role can click Draft Completed.
LEA Authorized Representative Approved or Returned	The LEA Authorized Representative can click Approved or Returned.
SEA Non-Public Schools Annual Compliance - Fall Monitoring Consultant Reviewed	The SEA Non-Public Schools Annual Compliance - Fall Monitoring Consultant can click Reviewed.
SEA Non-Public Schools Annual Compliance - Fall Monitoring Director Reviewed or Returned	The SEA Non-Public Schools Annual Compliance - Fall Monitoring Director can click Reviewed or Returned.
LEA Results Review Started	The LEA Non-Public Schools Annual Compliance - Fall Monitoring Director must click LEA Results Review Started, and check the assurance box. Monitoring results from the department are provided on the Monitoring Results - LEA Response page for the Non-Public School to review. Monitoring Results may require Non-Public Schools to complete a follow up action or provide additional documentation.
Monitoring Closed	SEA Non-Public Schools Annual Compliance - Fall Monitoring Consultant and Director will review any Actions Required. When there are no outstanding Action Required, the SEA Non-Public Schools Annual Compliance - Fall Monitoring Director will change the status to Monitoring Closed.
TDOE Review Reopened	If necessary, The SEA Non-Public Schools Annual Compliance - Fall Monitoring Director can reopen the monitoring to provide additional notes or request additional follow up.

Overview: Cover Page

The Cover Page requires users to select whether they represent a non-public school or an authorized agency and provide directory information.

Non-Public School Representatives	Authorized Agency Representatives
In the first box, users representing a non-public school will select all categories for which the school is approved or accredited.	In the first box designated for non-public school representatives, authorized agency representatives will select "not applicable."

Non-Public School Representatives	Authorized Agency Representatives
	
<p>In the second box designated for authorized agency representatives, non-public school users will select “not applicable.”</p> 	<p>In the second box, agency representatives will select the category or categories for which the representative is reporting for the agency. Some agencies authorize both Category II and IV non-public schools and would need to select both.</p> 
<p>In the third box, non-public school users will select, “I represent a state-approved Category I, I-Special Purpose, IV, or V non-public school.” This will prompt the box to expand for the school directory information.</p> 	<p>In the third box, users will select, “I represent an accrediting or membership agency authorized to approve Category II, III, and IV non-public schools.” This will prompt the box to expand for agency information.</p> 
<p>Users will complete the non-public school’s directory information.</p>  <p>Tips:</p> <ul style="list-style-type: none"> Type the name of the public school district in which the non-public school is located (e.g., Maryville City Schools, White County Schools). 	<p>Users will complete the agency and contact information. If possible, provide a secondary contact for the agency.</p> 

Non-Public School Representatives	Authorized Agency Representatives
<ul style="list-style-type: none"> When listing the number of students, exclude students who do not reside in Tennessee. Do not include teaching assistants or paraprofessionals when entering the number of teachers. List the headmaster or principal as the main point of contact and include one secondary contact email. 	

Overview: Attestation

Read both statements and confirm agreement by checking the boxes next to each statement to attest the user acknowledges the submitted responses and documentation accurately reflect the operations of the non-public school or agency.

Attestation

☒ By contributing to and/or submitting this instrument, the non-public school or agency authorized representative attests that the responses and any associated evidence or documentation accurately reflects the operations of the non-public school or agency.

☒ By submitting this instrument, the non-public school or agency authorized representative acknowledges the school or agency may be subject to additional monitoring conducted by the department to ensure compliance with state board rules and any applicable state or federal laws. A monitoring guidebook is available on the department's website.

Non-public school representatives will complete **one additional section** of the instrument corresponding to the school's approved category (I, I-SP, IV-state board approved, or V).

Agency representatives will complete **one or two additional sections** of the instrument corresponding to the categories for which the agency has the authorization to issue approvals (II, III, IV, or both II and IV).

Category I and I-Special Purpose: TDOE Approved

Note: This section is reserved for approved Category I and I-Special Purpose **non-public schools**. Users who do not represent a non-public school approved with one of these category designations should not complete this section.

The user will select the check box to indicate representation of a Category I or I-Special Purpose non-public school.

☒ I represent a Category I or I-Special Purpose non-public school.

In the *Required Uploads* section, each of the five document types is required. Users can hover on the information icon (blue symbol) to learn more about the required upload and what should be included. Uploads with missing elements may not be approved. Users will click *Upload New* in the *Document/Link* column to open the window for the upload.

REQUIRED UPLOADS		
In the "Document Name" field, please include school name and document type (example: ABC Academy Fire Marshal Inspection Report)		
Documents		
Type	Document Template	Document/Link
(Non-Public) School Handbook [Upload at least 1 document(s)] ⓘ	N/A	Upload New
(Non-Public) Annual Fire Marshal Inspection Report [Upload at least 1 document(s)]	N/A	Upload New
(Non-Public) Annual Health Inspection Report [Upload at least 1 document(s)] ⓘ	N/A	Upload New
(Non-Public) Staff Roster [Upload at least 1 document(s)] ⓘ	Staff Roster	Upload New
(Non-Public) Active Tennessee teacher licenses [Upload at least 1 document(s)] ⓘ	N/A	Upload New

Click the empty box or the *Select* button next to *Upload Data File* to choose a document from the local device to upload. In the *Document Name* field, users will type the name of the document using the school's name and document type (examples: ABC Academy Fire Marshal Inspection Report, ABC Academy School Handbook). Click *Create* to upload the document into the ePlan instrument. For the *Staff Roster*, users will download and complete the staff roster template and upload the completed template.

Complete the *Enrollment and Attendance* table by providing the number of classes and students in the classes. The user will enter N/A in both columns for any grade levels not served by the school and a zero (0) in both columns for any grade levels that are served by the school but have no students enrolled as of October 1.

ENROLLMENT AND ATTENDANCE		
As of Oct. 1 of the current school year, provide the number of classes and students in each grade level. Enter N/A for grade levels not served and zero (0) for grade levels served with no students enrolled.		
Grade	* Classes	* Students
Pre-Kindergarten	* 2	* 30
Kindergarten	* 3	* 60
First	* 2	* 26
Second	* 0	* 0
Third	* N/A	* N/A
Fourth	* N/A	* N/A

Respond to the assurance statements by selecting *Agree* or *Disagree* in the dropdown for each one. If the user selects *Agree*, no further information is required.

If the user selects *Disagree*, an explanation must be entered into the corresponding text box containing the reason the school is unable to meet the requirement and any additional information that is relevant.

Select assurances have the N/A option included in the dropdown for schools to signify whether the statement is not applicable to their program. For example, Category I schools that are not designated as Special Purpose will choose N/A for the last three assurance statements.

* If the school serves students admitted to court ordered day treatment facilities, it

N/A

If Disagree selected, please explain:

Within the assurances there are two questions requiring a typed response. These include identifying which nationally standardized assessments the school will administer and the evaluation model selected for teachers and principals.

* Identify the nationally standardized assessment or assessments to be administered to students in grades 3-11 this school year. - Enter N/A if the school does not serve these grade levels.

SAT-10

Once the user has completed the entire section, proceed to the [Validations](#) section of this guide.


Category II: Agency Accreditation

Note: This section is reserved for **accrediting agencies** authorized by the State Board of Education to approve Category II non-public schools. Users who do not represent a Category II authorizing agency should not complete this section.

The user will select the check box to indicate representation of a Category II accrediting agency.

☒ I represent a Category II authorizer for non-public school accreditation.

In the *Required Uploads* section, each of the three requested documents or links is required. Users can hover on the information icon (blue symbol) to learn more about the required upload and what should be included. Uploads with missing elements may not be approved.

REQUIRED UPLOADS		
Documents		
Type	Document Template	Document/Link
(Non-Public) Agency Approved School List [Upload at least 1 document(s)]	 Agency Approved School List	Upload New
(Non-Public) Link to published accreditation policies [Upload at least 1 document(s)]	N/A	Upload New
(Non-Public) Link to a list of all accredited schools [Upload at least 1 document(s)]	N/A	Upload New

Download and complete the agency approved school list template or upload a document containing the same information. Users will click *Upload New* in the *Document/Link* column to open the window for the upload. Click the empty box or the *Select* button next to *Upload Data File* to choose a document from the local device to upload. In the *Document Name* field, users will type the name of the document using the agency's name and document type (example: ABC Agency Approved School List). Click *Create* to upload the document into the ePlan instrument. For links, paste the link into the URL field. Name the link by typing the agency name and the type of link (ABC Agency Accreditation Policies) into the *Document Name* field.

Please select a file to upload.

Upload Data File:

Document Name:

Respond to the assurance statements by selecting *Agree* or *Disagree* in the dropdown for each one. If the user selects *Agree*, no further information is required.

* The agency has a minimum of five (5) member schools, each with at least ten (10) full-time school age students enrolled each school year.

Agree

If Disagree selected, please explain:

If the user selects *Disagree*, an explanation must be entered into the corresponding text box containing the reason the agency is unable to meet the requirement and any additional information that is relevant.

* The agency employs at least one (1) full-time agency head or director.

Disagree

If Disagree selected, please explain:

ABC Agency is currently interviewing to fill the agency director position with a goal to fill the position by 12/1/23.

If the user represents a Category II authorizing agency ONLY, proceed to the [Validations](#) section of this guide once this section is completed. If the user is also representing a Category IV authorizer, proceed to the [Category IV – Church-Related Membership Agency](#) section of this guide.

Category III: Regional Accreditation


Note: This section is reserved for regional **accrediting agencies** authorized by the State Board of Education to approve Category III non-public schools. Users who do not represent a Category III authorizing agency should not complete this section.

The user will select the check box to indicate representation of a Category III regional accrediting agency.

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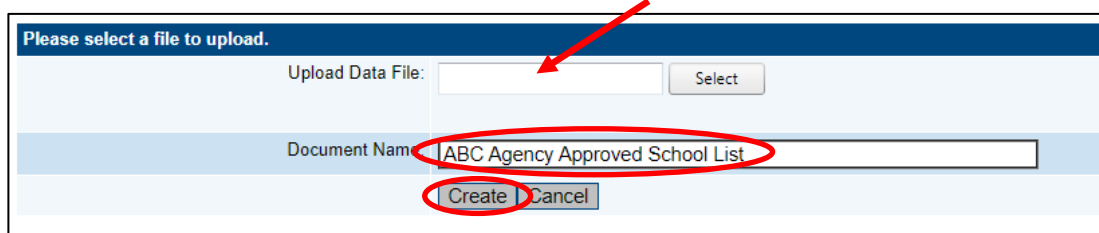
I represent a Category III authorizer for non-public school regional accreditation.

In the *Required Uploads* section, each of the three requested documents or links is required. Users can hover on the information icon (blue symbol) to learn more about the required upload and what should be included. Uploads with missing elements may not be approved.

REQUIRED UPLOADS		
Documents		
Type	Document Template	Document/Link
(Non-Public) Agency Approved School List [Upload at least 1 document(s)]	 Agency Approved School List	<div>Upload New</div>
(Non-Public) Link to published accreditation policies [Upload at least 1 document(s)]	N/A	<div>Upload New</div>
(Non-Public) Link to a list of all accredited schools [Upload at least 1 document(s)]	N/A	<div>Upload New</div>

Download and complete the agency approved school list template or upload a document containing the same information. Users will click *Upload New* in the *Document/Link* column to open the window for the upload. Click the empty box or the *Select* button next to *Upload Data File* to choose a document from the local device to upload. In the *Document Name* field, users will type the name of the document using the agency's name and document type (example: ABC Agency Approved School List). Click *Create* to upload the document into the

ePlan instrument. For links, paste the link into the URL field. Name the link by typing the agency name and the type of link (ABC Agency Accreditation Policies) into the *Document Name* field.

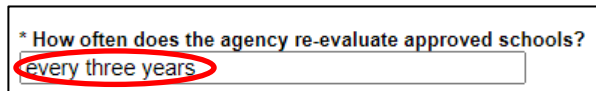


Please select a file to upload.

Upload Data File:

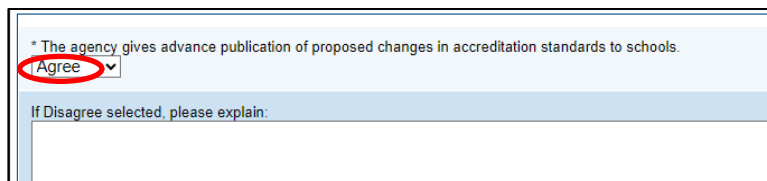
Document Name:

Fill in the response to the question regarding how often the agency re-evaluates approved schools.



* How often does the agency re-evaluate approved schools?

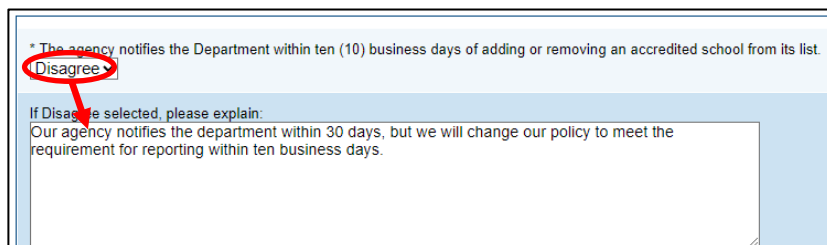
Respond to the assurance statements by selecting *Agree* or *Disagree* in the dropdown for each one. If the user selects *Agree*, no further information is required.



* The agency gives advance publication of proposed changes in accreditation standards to schools.

If Disagree selected, please explain:

If the user selects *Disagree*, an explanation must be entered into the corresponding text box containing the reason the agency is unable to meet the requirement and any additional information that is relevant.



* The agency notifies the Department within ten (10) business days of adding or removing an accredited school from its list.

If Disagree selected, please explain:

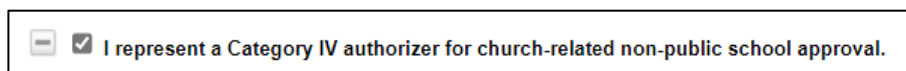
Our agency notifies the department within 30 days, but we will change our policy to meet the requirement for reporting within ten business days.

Once the user has completed the entire section, proceed to the [Validations](#) section of this guide.

Category IV: Church-Related Membership Agency

Note: This section is reserved for church-related **membership agencies** authorized by the State Board of Education to approve Category IV non-public schools. Users who do not represent a Category IV church-related membership agency should not complete this section.

The user will select the check box to indicate representation of a Category IV church-related membership agency.



☒ I represent a Category IV authorizer for church-related non-public school approval.

In the *Required Uploads* section, each of the three requested documents or links is required. Users can hover on the information icon (blue symbol) to learn more about the required upload and what should be included. Uploads with missing elements may not be approved.

REQUIRED UPLOADS		
Documents		
Type	Document Template	Document/Link
(Non-Public) Agency Approved School List [Upload at least 1 document(s)]	Agency Approved School List	Upload New
(Non-Public) Link to published accreditation policies [Upload at least 1 document(s)]	N/A	Upload New
(Non-Public) Link to a list of all accredited schools [Upload at least 1 document(s)]	N/A	Upload New

Download and complete the agency approved school list template or upload a document containing the same information. Users will click *Upload New* in the *Document/Link* column to open the window for the upload. Click the empty box or the *Select* button next to *Upload Data File* to choose a document from the local device to upload. In the *Document Name* field, users will type the name of the document using the agency's name and document type (example: ABC Agency Approved School List). Click *Create* to upload the document into the ePlan instrument. For links, paste the link into the URL field. Name the link by typing the agency name and the type of link (ABC Agency Accreditation Policies) into the *Document Name* field.

Please select a file to upload.

Upload Data File:
Select

Document Name:

Create
Cancel

Fill in the response to the question regarding how often the agency re-evaluates approved schools.

* How often does the agency re-evaluate approved schools?

Respond to the assurance statements by selecting *Agree* or *Disagree* in the dropdown for each one. If the user selects *Agree*, no further information is required.

* The agency has ensured each approved school complies with the requirements of T.C.A. § 49-6-3007 regarding the rep
resides

Agree

If Disagree selected, please explain:

If the user selects *Disagree*, an explanation must be entered into the corresponding text box containing the reason the agency is unable to meet the requirement and any additional information that is relevant.

* The agency has published accreditation policies and lists of all accredited and/or member schools on a publicly available website.

Disagree

If Disagree selected, please explain:
The accreditation policies are not published on our website, and we are working to get approval to publish them by November 15.

Once the user has completed the entire section, proceed to the [Validations](#) section of this guide.

Category IV: State Board of Education Approved

Note: This section is reserved for approved Category IV **church-related schools** that have been approved by the State Board of Education. Users who do not represent a Category IV church-related non-public school approved by the state board should not complete this section.

The user will select the check box to indicate representation of a Category IV-State Board Approved non-public school.

☒ I represent a Category IV non-public school that is approved through the Tennessee State Board of Education.

In the *Required Uploads* section, each of the three document types is required. Users can hover on the information icon (blue symbol) to learn more about the required upload and what should be included. Uploads with missing elements may not be approved.

Required Documents		
Documents		
Type	Document Template	Document/Link
(Non-Public) Annual Health Inspection Report [Upload at least 1 document(s)] ⓘ	N/A	Upload New
(Non-Public) Annual Fire Marshal Inspection Report [Upload at least 1 document(s)]	N/A	Upload New
(Non-Public) School Handbook [Upload at least 1 document(s)] ⓘ	N/A	Upload New

Users will click *Upload New* in the *Document/Link* column to open the window for the upload. Click the empty box or the *Select* button next to *Upload Data File* to choose a document from the local device to upload. In the *Document Name* field, users will type the name of the document using the school's name and document type (examples: ABC Academy Fire Marshal Inspection Report, ABC Academy School Handbook). Click *Create* to upload the document into the ePlan instrument. For the *Staff Roster*, users will download and complete the staff roster template and upload the completed template.

Please select a file to upload.

Upload Data File:

Document Name:

Complete the fields related to the school's governing organization and any accreditations or memberships. Organization information is required, however if the school holds no memberships or accreditations, type "none" in the following fields: *Association Name*, *Association Address*, *Association Phone Number*.

Denominational, parochial, or other bona fide religious organization operating the school:

* Organization Name

* Address

List all accreditation associations through which the school is accredited or holds membership:

Association Name	Association Address
<input type="text"/>	<input type="text"/>

Respond to the assurance statements by selecting *Agree* or *Disagree* in the dropdown for each one. If the user selects *Agree*, no further information is required.

* The principal or head of school reported to the director of schools of the LEA in which the student resides the names, ages, and residences of all students in the school.

Agree

If Disagree selected, please explain:

If the user selects *Disagree*, an explanation must be entered into the corresponding text box containing the reason the school is unable to meet the requirement and any additional information that is relevant.

* The school observes all fire safety regulations and procedures promulgated by the Tennessee Fire Marshal's Office.

Disagree

If Disagree selected, please explain:
The most recent inspection indicated two deficiencies that the school is working to address. A Plan-of-Corrective Action has been submitted to the FM office with a completion date of 11/15/23.

Select assurances have the N/A option included in the dropdown for schools to signify whether the statement is not applicable to their program.

* If the school operates a pre-k program or extended care programs, it satisfies the standards for infant/toddler, pre-kindergarten, and extended care programs.

N/A

If Disagree selected, please explain:

Once the user has completed the entire section, proceed to the [Validations](#) section of this guide.

Category V: Registered for Operation, TDOE Approved

Note: This section is reserved for approved Category V **non-public schools**. Users who do not represent a non-public school with this category designation should not complete this section.

The user will select the check box to indicate representation of a Category V non-public school.

☒ I represent a Category V non-public school registered for operation through TDOE

In the *Required Uploads* section, each of the five document types is required. Users can hover on the information icon (blue symbol) to learn more about the required upload and what should be included. Uploads with missing elements may not be approved.

REQUIRED DOCUMENTS

In the "Document Name" field, please include school name and document type (example: ABC Academy Fire Marshal Inspection Report)

Documents		
Type	Document Template	Document/Link
(Non-Public) School Handbook [Upload at least 1 document(s)] ⓘ	N/A	Upload New
(Non-Public) Annual Fire Marshal Inspection Report [Upload at least 1 document(s)]	N/A	Upload New
(Non-Public) Annual Health Inspection Report [Upload at least 1 document(s)] ⓘ	N/A	Upload New
(Non-Public) Staff Roster [Upload at least 1 document(s)]	Staff Roster Template	Upload New
(Non-Public) College diploma, transcript, and/or teaching license [Upload at least 1 document(s)] ⓘ	N/A	Upload New

Users will click *Upload New* in the *Document/Link* column to open the window for the upload. Click the empty box or the *Select* button next to *Upload Data File* to choose a document from the local device to upload. In the *Document Name* field, users will type the name of the document using the school's name and document type (examples: ABC Academy Fire Marshal Inspection Report, ABC Academy School Handbook). Click *Create* to upload the document into the ePlan instrument. For the *Staff Roster*, users will download and complete the staff roster template and upload the completed template.

Complete the *Enrollment and Attendance* table by providing the number of classes and students in the classes. The user will enter N/A in both columns for any grade levels not served by the school and a zero (0) in both columns for any grade levels that are served by the school but have no students enrolled as of October 1.

ENROLLMENT AND ATTENDANCE		
As of Oct. 1 of the current school year, provide the number of classes and students in each grade level. Enter N/A for grade levels not served and zero (0) for grade levels served with no students enrolled.		
Grade	* Classes	* Students
Pre-Kindergarten	* 2	* 30
Kindergarten	* 3	* 60
First	* 2	* 26
Second	* 0	* 0
Third	* N/A	* N/A
Fourth	* N/A	* N/A

Respond to the assurance statements by selecting *Agree* or *Disagree* in the dropdown for each one. If the user selects *Agree*, no further information is required.

* The principal or head of school reported to the director of schools of the LEA in which the student resides the names, a

Agree ▼

If Disagree selected, please explain:

If the user selects *Disagree*, an explanation must be entered into the corresponding text box containing the reason the school is unable to meet the requirement and any additional information that is relevant.

* The school observes all fire safety regulations and procedures promulgated by the Tennessee Fire Marshal's Office.

Disagree ▼

If Disagree selected, please explain:

The most recent inspection indicated two deficiencies that the school is working to address. A Plan-of-Corrective Action has been submitted to the FM office with a completion date of 11/15/23.

Select assurances have the N/A option included in the dropdown for schools to signify whether the statement is not applicable to their program.

* If the school operates a pre-k program or extended care programs, it satisfies the standards for infant/toddler, preschool, and school-age extended care.

N/A

If Disagree selected, please explain:

Within the assurances there is a question requiring a typed response. Users must identify which nationally standardized assessments the school will administer.

* Identify the nationally standardized assessment or assessments to be administered to students in grades 3-11 this school year. - Enter N/A if the school does not serve these grade levels.

SAT-10

Once the user has completed the entire section, proceed to the [Validations](#) section of this guide.

Validations

After responding to all applicable sections, review the *Cover Page*, *Attestation*, and the applicable Category page(s) to ensure full completion, including uploads. Only agencies that approve both Category II and IV non-public schools have more than one category section to complete. All other agencies and all non-public schools will complete the Overview section and one Category section.

When the monitoring instrument is complete, return to the [Sections](#) page. If present, click the **Messages** link in the column labeled "Validation." This link provides an overview of the validations that ePlan is running behind the scenes.

Any required items that were not completed may appear in the list as an **"Error."** Users can click *Review* to go to the corresponding section to make any necessary corrections.

If the user does not address all **"Error"** validations, ePlan does not allow users to submit the instrument. Examples of errors are not uploading a required related document or not responding to a required question.

Once all errors have been resolved, the instrument is ready to submit.

Once users have completed their entries, the *Monitoring Director* or the *Authorized Representative* (i.e., the principal or agency director) (in this order) must return to the [Sections](#) page to change the status to submit the self-assessment work to the department. At each level, the instrument may be approved, or returned. Returning the instrument allows the instrument to be edited.

How to Submit the Instrument

Draft Completed

When there are no validation errors remaining in any of the pages, users assigned the **LEA Fall Monitoring Director** role may return to the [Sections](#) page of the instrument to change the status to **LEA Non-Public Schools Annual Compliance – Fall Director Draft Completed**. Once a user chooses the status, they must press **Confirm** before the status updates.

Authorized Representative Approved

Users who have the *role* of **LEA Authorized Representative** (principal or agency director) may change the status from **LEA Non-Public Schools Annual Compliance – Fall Director Draft Completed** to **LEA Authorized Representative Approved**. By changing the status, the principal or agency director agrees that all information submitted is accurate.

After this status has been set, department staff will receive a notice that the instrument has been submitted for review.

If additional work is needed in the instrument, the **LEA Authorized Representative** can instead change the status to **LEA Authorized Representative Returned**. Once a user chooses the status, they must press **Confirm** before the status updates. With the instrument in the **LEA Authorized Representative Returned** status, users can continue making changes to the instrument. When changes are complete, the **LEA Fall Monitoring Director** role may return to the Sections page of the instrument to change the status to **LEA Non-Public Schools Annual Compliance – Fall Director Draft Completed** and the LEA Authorized Representative may review the instrument again.

Note: *If one person serves in both roles mentioned above, that individual must change the status twice.*

Printing

Users may print or download a PDF from the Sections page.

- To print the entire monitoring instrument, click the **Print** link across from the word “All” at the top of the Sections page. Note that a print request does not include any uploaded related documents.
- To print a single page, click on the **Print** link across from the name of the page.
- To print an entire section, click on the **Print** link to the far right of the section name.
- To choose multiple pages, check the **Print Select Items** box at the top of the print column to select more than one page. The **Print** links appear as checkboxes. Select all text boxes for the desired print request.
- Select the checkboxes and click **Print** at the top of the column.
- The **Print Request** screen pops up. If necessary, Users may rename their print job here.
- Click **Print**.
- The **Generating Document** screen appears. The system takes 20–30 seconds to generate the print job. For larger files, expect an email from the ePlan system when the file is ready to download.
- After ePlan generates the print file, click **Return to Planning** to return to the Sections page of the Monitoring instrument.
- A PDF generates and appears at the top of the page from the **TDOE Resources** menu item in ePlan. The PDF link remains in **TDOE Resources** for five days. Users may use the “Delete” links to remove any print jobs if desired.

Monitoring Results

Monitoring Results—Department Response

Upon receipt of each non-public school or agency's instrument, the department initiates two levels of review. The non-public school's coordinator reviews the submission for completion and accuracy, and the monitoring director will complete a final review to determine whether the results are compliant or non-compliant. If necessary, the coordinator or director contacts the school or agency to request clarity or additional information; however, it is expected that monitoring instruments are completed with sufficient information prior to submission. If the instrument is not fully completed, the department's monitoring director will return the instrument and request an updated submission.

The *Non-Public Schools Annual Compliance – Fall* monitoring instrument review will be completed annually by **December 1**. The review contains Monitoring Results, shared with the non-public school or agency at the conclusion of the review, and may result in findings of non-compliance if areas of non-compliance are

discovered. The department may include required action steps, including additional document uploads, to ensure compliance with state board rules and state or federal laws.

Monitoring Results—LEA Response

Once the non-public school or agency receives an automated notification from ePlan that the status has changed to TDOE Director Reviewed, Monitoring Results are ready to view. The non-public school or agency must first change the status to **LEA Results Review Started** and **Confirm**. Hovering the mouse over the status will allow users to see who is able to change the status on behalf of the school or agency.

Once the status has been changed, scroll to the bottom of the **Sections** menu, then choose **Monitoring Results-LEA Response** to view results. There are two possible results for each item.

● ● ● ● ● **Finding(s) of Non-Compliance:** Compliance concerns of required components

● ● ● ● ● **Met Requirements:** Satisfactory compliance of reviewed components

Findings of Non-Compliance include descriptions, action steps, and required documentation that the non-public school or agency must respond to by uploading items. Use the Pencil Icon to upload a document where required. Once the upload has been saved, the department will automatically receive a notification on the Wednesday and Sunday after the upload until it has been reviewed and marked as approved or not.

If the coordinator marks an item as approved, no additional action is required by the non-public school or agency for the purposes of this monitoring process. If a coordinator marks an item as not approved, he/she will contact the non-public school or agency to provide technical support until all items have been marked approved.

Upon marking the last item as approved, the coordinator will request that the director conduct a final review and change the status to **Monitoring Closed**.

Technical Assistance and Support

Program Support

Please contact the following people for support, including support about how to answer questions that do not seem clear or addressing specific uploads.

Diana Burton

Director of Non-Public School
Programs

Diana.Burton@tn.gov

(865) 253-0901

Sandy Couch

Non-Public and Home School
Coordinator

Sandy.Couch@tn.gov

(865) 978-4854

General Email

Private.Schools@tn.gov

ePlan Support

Please contact the **ePlan Help** team at ePlan.Help@tn.gov

Extensions to Deadlines

If non-public school or an agency must request an extension to the submission deadline or a Monitoring Result deadline, please reach out before the date listed within the instrument via email to Private.Schools@tn.gov to request an extension and include the reason for the request. All written requests will be considered within two business days and the user who made the request will receive a reply via email.