



Department of  
**Education**

# Non-Public Schools Annual Compliance Monitoring

## ePlan Technical User Guide – Spring

Tennessee Department of Education | March 2024

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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.

### 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:

- Basic 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 2025-2026 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 assist 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. 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**.

The department opens the *Non-Public Schools Annual Compliance – Spring* monitoring instrument in ePlan on March 1. All state approved non-public schools complete the instrument and fully submit it by **April 15**.

#### 4. Department Review:

Upon receipt of each non-public school or agency's completed instrument, the non-public school consultant and director reviews the submitted information. If necessary, the department 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** and timely spring submissions will be completed by **June 1**.

#### 5. Follow-up and Technical Assistance:

The *Non-Public Schools Annual Compliance – Fall and Spring* monitoring instruments contain 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 Level Access***

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

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

Role	Permissions
<b>LEA Non-Public Schools Annual Compliance - Spring Monitoring Director</b>	<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.</p>
<b>LEA Authorized Representative</b>	<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 <a href="#">TN School Directory</a>.</p>

Users with existing ePlan access can check their current user access permission by logging into [ePlan.tn.gov](http://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](#) or [ePlan User Access Form for Multiple Non-Public Schools](#). 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](mailto: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 – Spring 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 - Spring* 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 - Spring*.

## **Sections Page and Starting the Draft**

The *Non-Public Schools Annual Compliance – Spring* 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 - Spring* instrument, the instrument status must be changed from *Not Started* to *Draft Started*. Users with the *LEA Non-Public Schools Annual Compliance - Spring 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.

## **Step-by-Step Instructions**

The instructions below will assist users with completing the information for each required page in the instrument. Non-public school representatives have fields to complete or uploads on three pages in the Monitoring section: Cover Page, Operating Schedule for Upcoming School Year, and Attestation.

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

## Cover Page

In the first box, users will select all categories for which the school is approved or accredited.

☐ Category I

☒ Category I-Special Purpose

☐ Category II

☐ Category III

☐ Category IV

☐ Category V

Complete the school's basic directory information. For *Public School District*, type the name of the public school district in which the non-public school is located (e.g., Maryville City Schools, White County Schools).

Non-Public Directory Information

School Information

\* School Name:

\* School Number:

\* School's Physical Address :

Check Spelling

0 of 8000 characters


School's Mailing Address (if different):

Check Spelling

0 of 8000 characters

\* School Phone Number:

Check the box at the bottom of the directory information section only if there have been changes to any of the information since the fall reporting submission.

 Check box if any of this information has changed since the fall submission.

## Operating Schedule for Upcoming School Year




Review the information provided regarding the requirements for setting an operational schedule for the school year. Click the link to review the referenced State Board Rules. Users may also wish to review [Tenn. Code Ann. § 49-6-3004\(e\)](#).

### Operating Schedule for Upcoming School Year




Pursuant to [State Board of Education Rules Chapter 0520-07-02](#), non-public schools shall maintain an operating schedule that includes the minimum number of instructional days (180) and minimum number of hours per day (6 ½) required of public schools. In accordance with T.C.A. § 49-6-3004, a school that exceeds the required six and one-half (6 ½) hours of instructional time per day for the full academic year shall be credited with the additional instructional time in amounts up to, but not exceeding, thirteen (13) instructional days each school year. Such excess instructional time shall be used in accordance with T.C.A. § 49-6-3004(e)(1).

For detailed instructions on completing the calendar submission, download the attached technical user guide and Non-Public Schools Calendar Template.

There are two required uploads in this section. Users may hover over the blue information icons to learn more about each upload. Users will click *Upload New* in the *Document/Link* column to open the window for the upload.



Documents		
Type	Document Template	Document/Link
(Non-Public) Completed Non-Public Schools Calendar Template [Upload at least 1 document(s)] 	 Non-Public Schools Calendar - 2024-25 School Year	<a href="#">Upload New</a>
(Non-Public) Staff and Families School Calendar [Upload at least 1 document(s)] 	N/A	<a href="#">Upload New</a>

Download and complete the *Non-Public Schools Calendar – 2024-25 School Year* template. Instructions to complete the template are located at the top of the first tab. Additional information is available on the Definitions tab. Weekly office hours will be available throughout the reporting cycle for users who have questions about completing the template. Proceed to the [Technical Assistance and Support](#) section of this manual for program contacts for office hours.

Documents		
Type	Document Template	Document/Link
(Non-Public) Completed Non-Public Schools Calendar Template [Upload at least 1 document(s)] 	 Non-Public Schools Calendar - 2024-25 School Year	<a href="#">Upload New</a>
(Non-Public) Staff and Families School Calendar [Upload at least 1 document(s)] 	N/A	<a href="#">Upload New</a>

Upload the completed template and the school calendar to be shared with staff and families by selecting *Upload New* next to the correct document type. Click the empty box or the *Select* button next to *Upload Data File* to choose the correct 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 Completed Template 2024-25, ABC Academy Staff and Families School Calendar). Click *Create* to upload the document into the ePlan instrument. If the user makes a mistake, the document can be deleted and a new document uploaded.

Please select a file to upload.

Upload Data File:  Test Document.docx  Remove

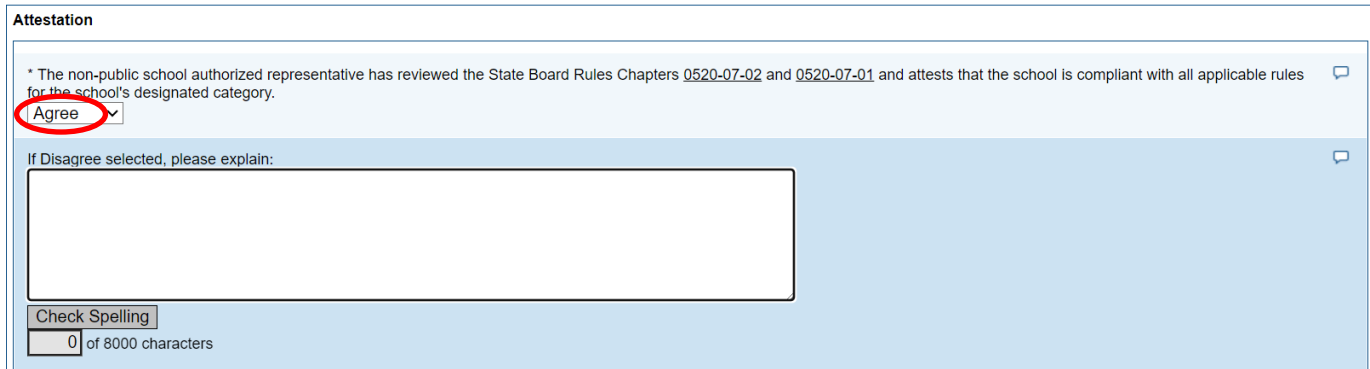
Document Name:

Create Cancel

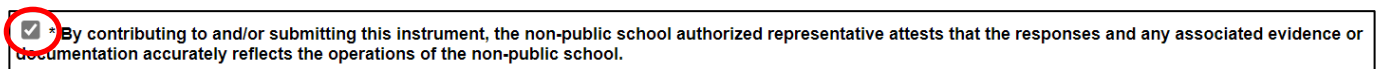


## Attestation

After reading the first statement, click on each link to review the State Board Rules for non-public schools. Select *Agree* or *Disagree* in the dropdown menu to report whether the school is compliant with the applicable rules for the school's designated category. If *Disagree* is selected, provide an explanation of the area of non-compliance.



Read and confirm agreement by checking the box next to the statement to attest that the user acknowledges the submitted responses and documentation accurately reflect the operations of the non-public school.



## Validations

After responding to all applicable sections, review the *Cover Page*, *Operating Schedule for Upcoming School Year*, and *Attestation* to ensure full completion, including uploads.

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 include 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.

## How to Submit the Instrument

### Draft Completed

When there are no validation errors remaining in any of the pages, users assigned the *LEA Spring Monitoring Director* role may return to the [Sections](#) page of the instrument to change the status to *LEA Non-Public Schools Annual Compliance – Spring* 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 – Spring 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 Spring Monitoring Director* role may return to the [Sections](#) page of the instrument to change the status to *LEA Non-Public Schools Annual Compliance – Spring 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'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 – Spring* monitoring instrument review will be completed annually by **June 1**. The review contains Monitoring Results, shared with the non-public school 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 three possible results for each item.

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

     **Corrections Needed:** Modifications necessary to complete the review

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

*Findings of Non-Compliance* and *Corrections Needed* 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](mailto:Diana.Burton@tn.gov)

(865) 253-0901

#### **Sandy Couch**

Non-Public and Home School  
Coordinator

[Sandy.Couch@tn.gov](mailto:Sandy.Couch@tn.gov)

(865) 978-4854

#### **General Email**

[Private.Schools@tn.gov](mailto:Private.Schools@tn.gov)

## ***ePlan Support***

Please contact the **ePlan Help** team at [ePlan.Help@tn.gov](mailto:ePlan.Help@tn.gov)

## ***Extensions to Deadlines***

If non-public school 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](mailto: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.