

Tennessee Department of Education

Non-Traditional Educational Program (NEP)

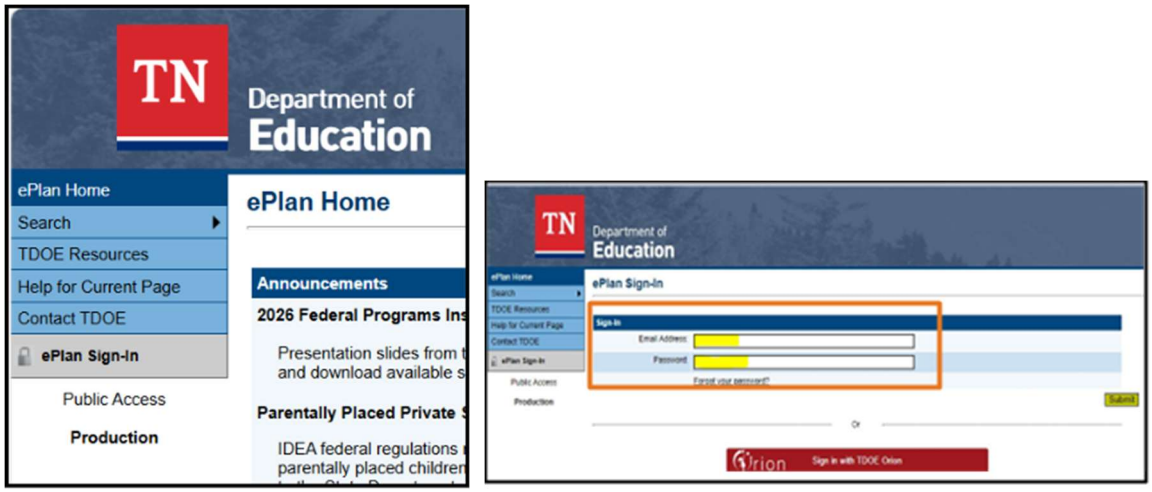
Technical Assistance Guide to Reporting Annual Count Data

Technical Assistance Guide| October 2026

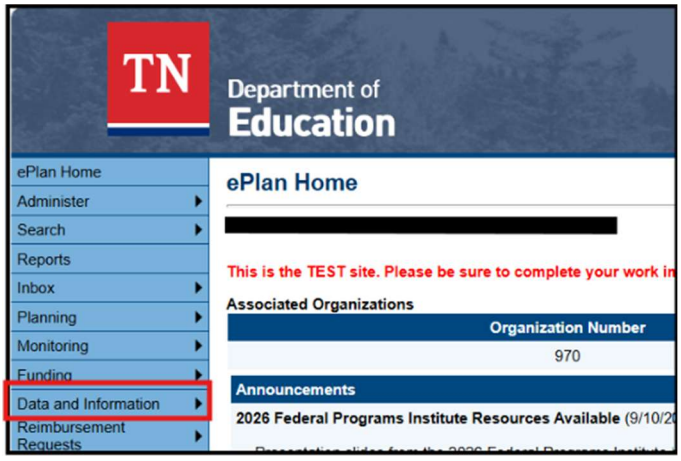
© Tennessee Department of Education

Accessing the Annual Count Reporting Instrument

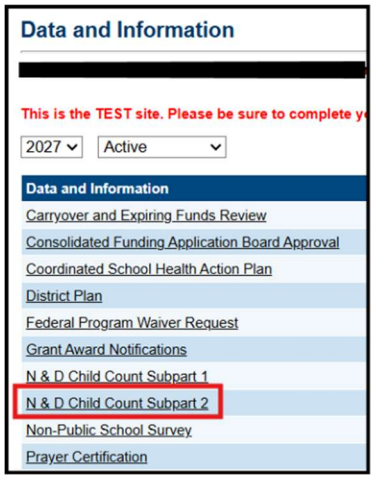
1. Log onto ePlan using the following link: https://eplan.tn.gov/.



2. With appropriate roles, use the left navigation to select Data and Information.

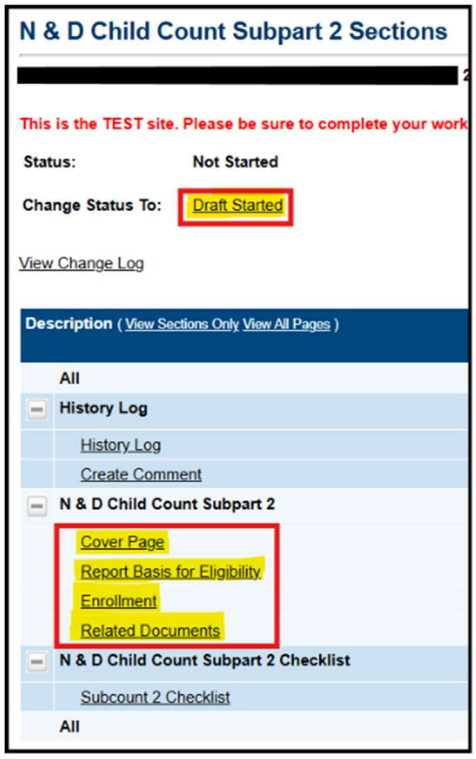


3. Select **2027** from the dropdown box and **N&D Child Count Subpart 2**.

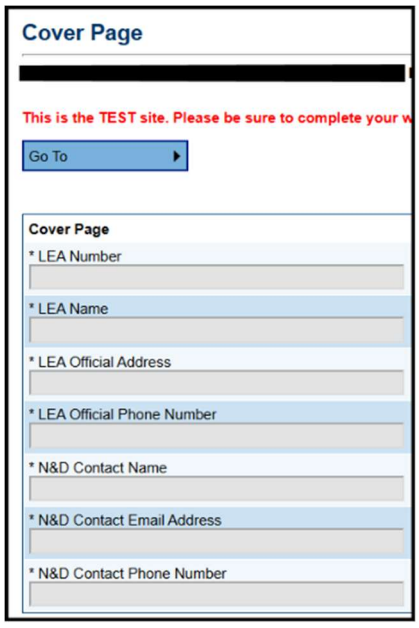


Completing the Annual Count Instrument

4. Select **Draft Started**, and once the screen reloads, you will complete the four sections that are highlighted.

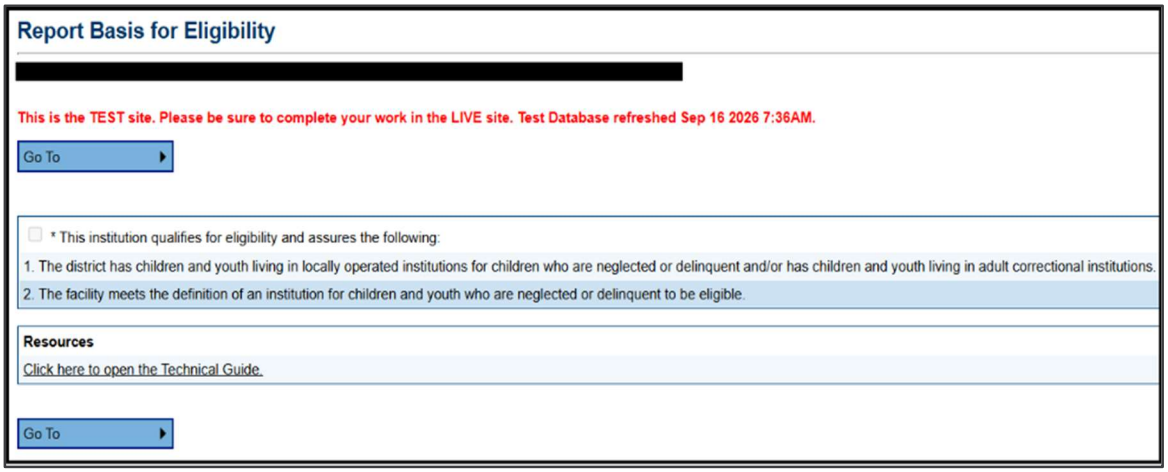


5. Complete the *Cover Page*.



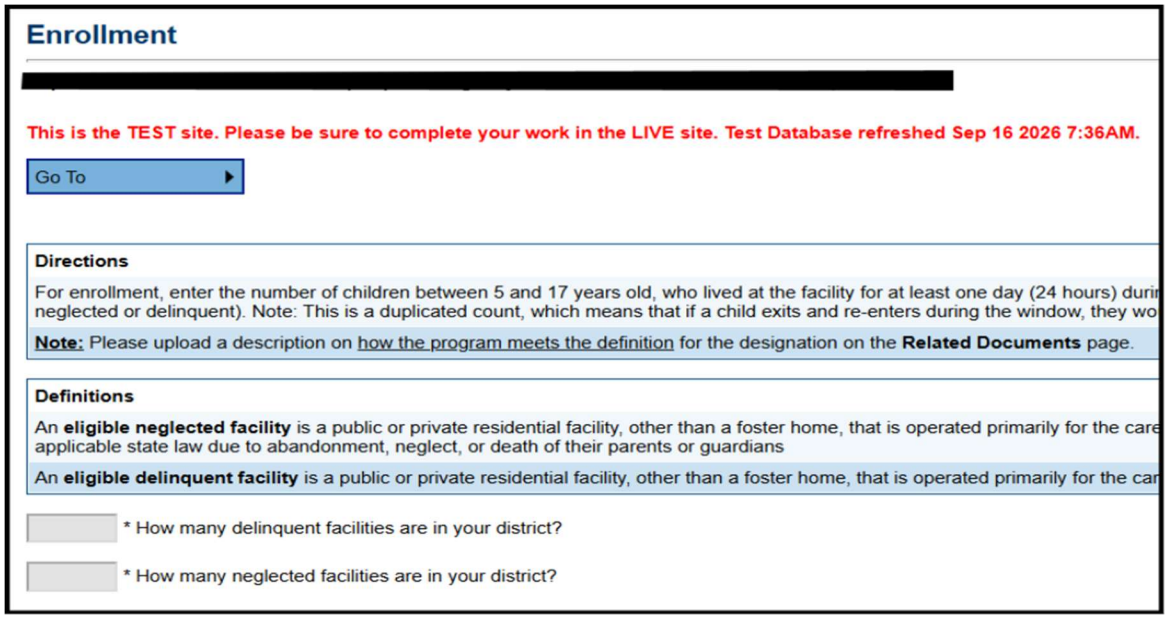
Click **Go To**, then **Sections**. This will return you to the original screen.

6. Complete the *Report Basis for Eligibility* page.

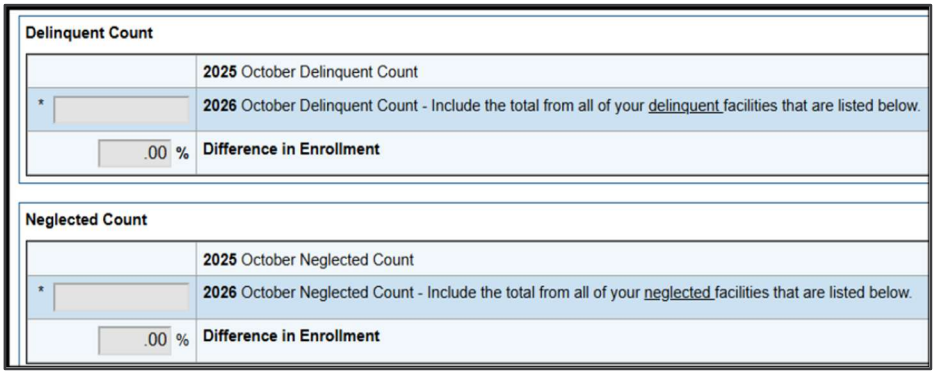


Click **Go To**, then **Sections**. This will return you to the original screen.

7. Complete the *Enrollment* page.



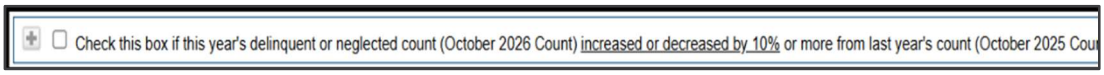
Enter the number of facilities of each type in your local educational agency (LEA).



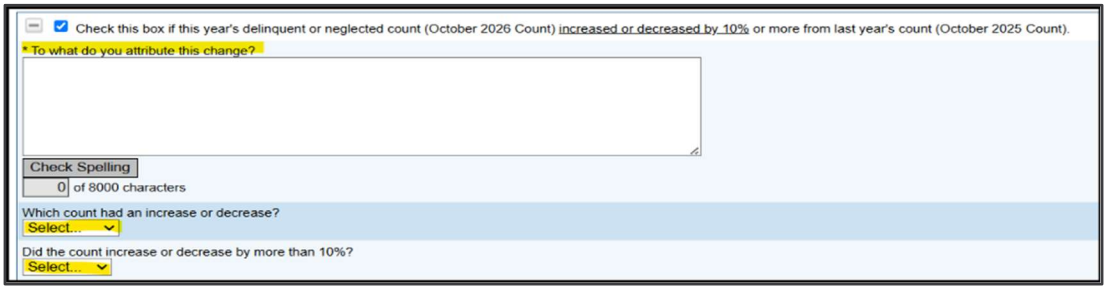
- The total count for both types of facilities from **2025** will appear in that

box (it cannot be changed). Enter the Total count for both types of facilities from **2026**. The "Difference in Enrollment" will auto-calculate with a percentage.

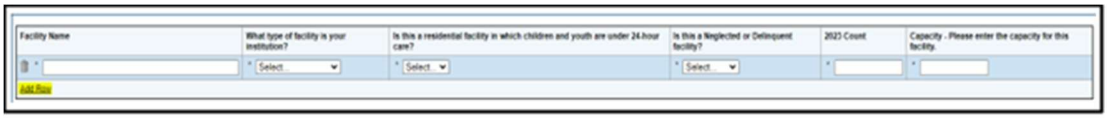
- If both percentages are less than 10%, leave the box shown below unchecked and skip the next step.



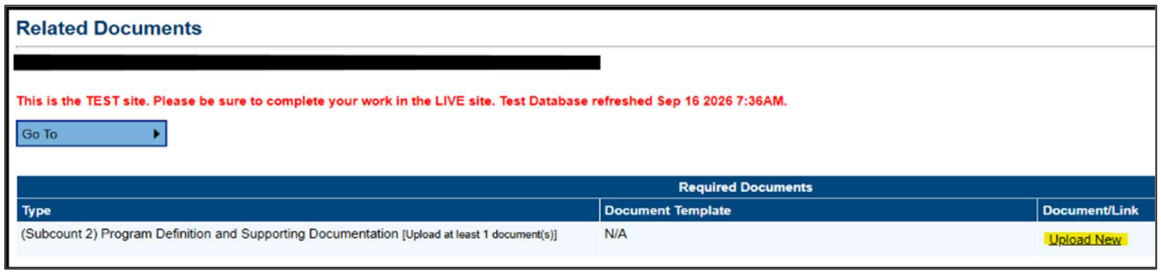
- If either or both are a change of 10 percent or greater, check the box, provide a justification and answer the two additional questions by selecting the appropriate response from the dropdown box.



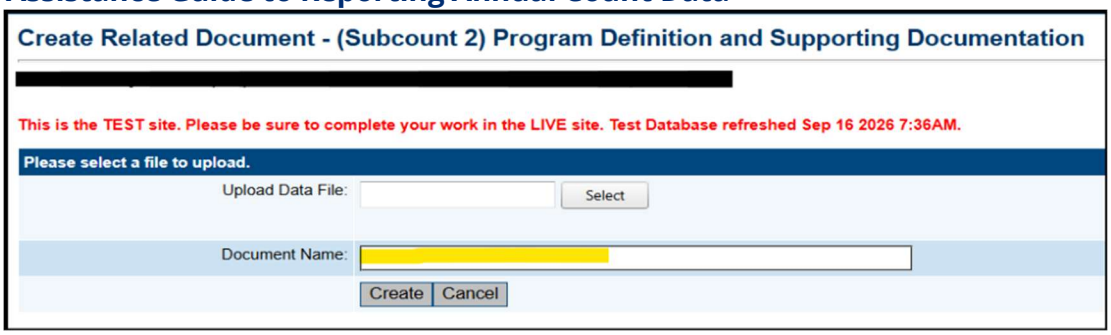
- Complete the Facility table by entering the count information for each facility. Enter only one facility's information per line. Click **Add Row** to add each additional facility until all information has been entered for the facilities in the LEA.



8. Complete the *Related Documents* page by uploading a program definition and supporting documentation (such as a screenshot of their webpage, charter information, and/or an informational brochure). This documentation should contain information on offered services and the type of students they serve. This should be completed for each facility. Once the first upload is complete, another *Upload New* prompt will appear.



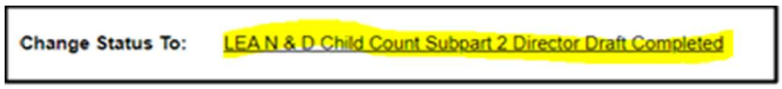
- Please enter the facility's name as the document name, and provide one upload for each facility in the L EA.



When the last upload is complete, click **Go To**, then **Sections**. This will return you to the original screen.

Submitting the Annual Count Instrument

9. Once you have completed all four sections, including the related documents upload(s), submit the document for review by clicking **Draft Completed**.



Revisions (If returned, not approved)

10. **If changes are needed,** the instrument will be returned to you with revision notes in the *N & D Child Count Subpart 2 Checklist*. This is very similar to the Consolidated Funding Application (CFA).

