



TENNESSEE DEPARTMENT OF EDUCATION

DIRECTOR'S GUIDE FOR PROGRAM TEAM SUPPORT

OVERVIEWS • CONTACTS • KEY DATES • FAQs • RESOURCES

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OFFICE OF COMMISSIONER

Communications

How We Support You

1. **Stay informed and connected:** Receive timely updates, outreach, and opportunities to connect with TDOE leaders.
2. **Showcase and support your district:** Highlight successes and innovations while receiving coordination and support for key events and initiatives.

Key Dates & Deadlines

Annual Events (CUFD Fall Schedule Noted)

- **JAN:** Legislative Session Starts, Milken Educator Event, Report Card Release
- **FEB:** National CTE Month, Annual TES Survey Launch, Nation's Report Card - 2026 Results
- **MAR:** Literacy Month (Read Across America Day / Week)
- **APR:** Math & Stats Month, TCAP Testing
- **MAY:** Teacher Appreciation Month, TSIN-STEAM/STEM Designations
- **JUN:** TOY/POY/SOY Finalists Announced, Summer Learning Camps
- **JUL:** TCAP Results Released, Back-to-School
- **AUG:** Back-to-School (*CUFD 6th & 20th*)
- **SEPT:** SSC Conference (*CUFD 3rd & 17th*)
- **OCT:** National Career Development Month (EPSO Week), Grad Rate, Educator Awards (*CUFD 1st, 15th, & 29th*)
- **NOV:** District and School Designations (*CUFD 12th*)
- **DEC:** ACT State Results and Participation Data (*CUFD 3rd & 17th - will resume on Jan 7th*)

Primary Contacts

Ricki Collins
Director of Communications
Ricki.Collins@tn.gov
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Amanda Chin
Director of Media
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General Inboxes

TDOE.Communications@tn.gov
EDU.MedialInquiries@tn.gov
Commissioner.Education@tn.gov

Top Resources

[TDOE News](#) • [TDOE Facebook](#)
[X](#) • [Instagram](#)

FAQ

How can I subscribe, re-subscribe, or update my district's CUFD/Director Update email recipients?

Email TDOE.Communications@tn.gov to subscribe new district staff or to be re-added to the Commissioner's Update for Directors (CUFD) and Director Update emails.

Who should I contact if I'm not sure which TDOE team can help?

Email Commissioner.Education@tn.gov with your inquiry, and we'll route your request to the appropriate TDOE program team.

Policy & Legislative Affairs

How We Support You

Outside of session, PLA is available to provide trainings on the best ways to utilize the General Assembly's website and tutorials on how to find public chapters.

Key Dates & Deadlines

- **JANUARY 12TH, 2027:**
Start of legislative session: This will be the first day of the 115th General Assembly
- **MID-LATE FEBRUARY 2027:**
State of the State: This is usually when the Governor releases the budget
- **LATE APRIL 2027:**
Final budget is released: This is usually the time of year that the General Assembly passes the final budget

Primary Contact

Emily Cornute

Director of Policy and Legislative Affairs

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Top Resources

[General Assembly Website](#)



OFFICE OF **General Counsel**

How We Support You

OGC attorneys do not represent or provide specific legal advice to LEAs or the general public but do provide the department's position on legal issues and can provide guidance and overviews of education law. The General Counsel, Christy Ballard, works with directors on requests of waivers of the law and State Board of Education (SBE) rules and may be consulted on waiver requests as well as school calendar and stockpile day questions.

OGC staff speak at conferences and trainings across the state for LEAs and state education and child-focused organizations and can work with directors of schools to design specific training on any legal issue upon request from an LEA or public charter school.

The OGC directly oversees or manages the following work on behalf of the TDOE and questions on these topics may be directed to the general counsel Christy.Ballard@tn.gov:

Civil Rights Compliance: Serves as the civil rights oversight division for the TDOE and is responsible for ensuring civil rights compliance both within the TDOE and in educational programs within the state receiving federal funds.

Special Education Compliance: Oversees the special education dispute resolution processes required by the IDEA, state law, and SBE rule.

Waiver Requests: Reviews and processes all waiver requests and provides responses based on the commissioner's decisions.

LEA Approval: Oversees the TDOE's verification of LEA compliance with school laws and SBE rules and regulations through periodic inspections of LEAs, or monitoring, culminating in the classification of LEAs as approved, conditionally approved, or nonapproved. The LEA approval process is the mechanism for centralizing monitoring results across program areas to inform the approval classifications.

Duplicate Diploma and Education Verification Requests: Oversees the processing of all duplicate diploma and education verification requests the TDOE receives from the public.

Public Records Requests: Responds to requests for public records by Tennessee citizens.

Primary Contacts

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General Counsel

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General Counsel (CONTINUED)



General Inboxes

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TDOE.CivilRights@tn.gov

Education.Waivers@tn.gov

IDEAdisputeresolution@tn.gov

TDOE.OpenRecords@tn.gov

[Duplicate Diploma Request Online Form](#)



FAQ

How to request a waiver from the commissioner or view past waivers granted?

[Local Education Agency and Public Charter School Waiver Requests](#)

How to request a duplicate of a high school diploma?

[Duplicate Diploma and Education Verification](#)

What is the process for the TDOE to investigate civil rights complaints filed by parents against school districts?

[Civil Rights](#)

How to navigate the special education dispute resolution process and parents' rights under IDEA?

[Special Education Legal Services](#)

How to file a public records request with the TDOE?

[Open Records Requests](#)

What are the required trainings for LEAs?

[Required Trainings](#)



Key Dates & Deadlines

- **NOV 30, 2026:**
LEA Compliance Report Due
- **APR 26, 2027:**
ADA Website Accessibility Compliance Deadline
- **MAY 11, 2027:** 504 Website Accessibility Compliance Deadline
- **AUG 1, 2027:** Civil Rights and Bully Compliance Report
- **NOV 30, 2027:** LEA Compliance Report Due



Top Resources

[Legal Resources Toolkit](#)

OFFICE OF THE DEPUTY COMMISSIONER

Operational Data Strategy

How We Support You

The Operational Data Strategy Team oversees the Tennessee Investment in Student Achievement (TISA) funding formula. Our team monitors and pulls monthly TISA data, shares monthly TISA projection files and letters, and calculates TISA allocations.

Key Dates & Deadlines

- **AUG-APR, JUN (The 15th of each month):** State TISA Payment
- **OCT 15 (and monthly on the 15th through May):** Monthly TISA Reporting Deadlines
- **DEC 15:** TISA Outcomes Payment (if applicable)
- **FEB 28:** Preliminary TISA estimates released
- **JUN 15:** Final Deadline for TISA Data
- **JUL 15:** Final TISA Allocations released

FAQ

When is data pulled for TISA purposes?

Starting in October, TISA reporting deadlines are on the 15th of each month through the final deadline of June 15th. TISA data is pulled on the next business day following the 15th of each month. Please see the TISA Annual Calendar section of the [TISA Guide](#) for more information.

Where do I access TISA projections and TISA data files?

All projections and data files are uploaded to TNShare (EIS Supervisors subfolder). Directors of Schools, Finance Directors, and SIS Supervisors have access to this folder.

When should I review TISA data for accuracy?

Detailed TISA projection and data files are provided monthly, beginning in December. It is important to review these files monthly to ensure the data accurately reflects your student enrollment and characteristics.

Primary Contacts

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Director of Operational Data Strategy

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Mary Stoutenburgh

Operational Data Manager

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General Inboxes

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Top Resources

[TISA Webpage](#)

[District TNShare](#)

[2026-27 TISA Guide](#)

[FY27 TISA Calculator](#)

[Charter Funding Quick Guide](#)

Operational Data Strategy (CONTINUED)

What is the definition of Economically Disadvantaged (ED) for TISA?

For TISA funding, the ED subgroup is defined in state law and Tennessee's Every Student Succeeds Act (ESSA) plan. A student is considered ED if the student is identified as experiencing homelessness, in foster care, an unaccompanied youth, or a migrant student, or if the student meets direct certification eligibility guidelines through SNAP or TANF.

Tennessee's ED definition has not changed since 2016. Other income-related data, such as Medicaid eligibility or Free and Reduced Price Lunch forms, may be collected and used for other purposes, but those data sources are not included in the state's ED definition for TISA funding.

For more information, see [Economically Disadvantaged Guidance](#).

What support is available to my district if my TISA allocation is declining?

There are two active support provisions available in TISA — funding floor and safety net. See the [TISA Support Provisions Quick Guide](#) for more information about eligibility and calculations for each provision.

What support is available to my district if it is growing quickly?

There are two funding provisions available in TISA for fast-growing districts — fast-growth stipends and infrastructure stipends. See the [TISA Fast-Growth Funding Quick Guide](#) for more information about eligibility and calculations for each provision.

Academics & Instructional Strategy

How We Support You

1. **ELA Grades K-12** supports assessment, instructional resources, FAQs, and cross-department collaboration focusing on standards-aligned instruction using HQIM. This includes facilitation of the Literacy Materials Implementation Support Grant (and coordination amongst state-approved vendors providing direct services for the grant).
2. The **Library Services Manager** supports librarian competencies development and the Textbook Commission, and collaborates with state and district library leaders and EPPs throughout the state to enhance librarianship.
3. The **Social Studies Manager** provides K-12 Social Studies support with guidance documents and alignment with assessment. This includes the development of the IPG IFDs, and providing support for civics initiatives such as the Civics All-Star Recognition and Governor's Civics Seal Distinction.
4. The **Learning Acceleration team** provides technical assistance, training convenings, guidance resources, and office hours to support districts' effective implementation of tutoring and summer programming.
5. **Grades K-12 math team** supports MIN, EGMT, and MGMT and provides instructional resources, FAQs, and cross-department collaboration focusing on standards-aligned instruction using HQIM.
6. **Grades K-12 Science team** provides instructional resources including the IPG, IFDs, and K-2 Supplemental Science Units.
7. **Grades K-12 Fine Arts** provides instruction resources, guidance, and best practices for arts instruction.

Primary Contact

Dr. Christy Wall

Assistant Commissioner

Academics & Instructional Strategy

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General Inboxes

Academics.Instruction@tn.gov

Earlyreading.Training@tn.gov

SecondaryLiteracy.Training@tn.gov

TN.Mathematics@edu.tn.gov

Civics.Initiatives@tn.gov

Humanities.Education@tn.gov

TNAIICorps@tn.gov

Summer.Programs@tn.gov

Top Resources

[Intellectual Preparation Page](#)

[District Toolkits for
Literacy Engagement](#)

[ELA Landing Page](#)

[TN Literacy Trainings](#)

[ELN 2.0 Page](#)

[Early Literacy Dashboard](#)

[Math Landing Page](#)

[Math Implementation Network](#)

[Math Trainings Page](#)

[Humanities Landing Page](#)

[Learning Acceleration](#)

[Required Tutoring for K-4 2025-26](#)

[Best for All Central](#)

Academics & Instructional Strategy (CONTINUED)



Key Dates & Deadlines

Early Literacy Network 2.0 Events

- **AUG 11-13, 2026:** Virtual Learning Session 1
- **SEP 22-24, 2026:** Regional Convening 1
- **OCT 6-8, 2026:** Virtual Learning Session 2
- **NOV 3-5, 2026:** Regional Convening 2
- **DEC 1-3, 2026:** Virtual Learning Session 3
- **FEB 2-4, 2027:** Regional Convening 3
- **MAY 18-20, 2027:** Virtual Learning Session 4

Math Implementation Network Calendar

- **AUG 25 & 27, 2026:** Virtual Learning Session 1
- **SEP 29-OCT 1, 2026:** Regional Convening 1
- **OCT 27 & 29, 2026:** Virtual Learning Session 2
- **JAN 19 & 21, 2027:** Virtual Learning Session 3
- **FEB 23-25, 2027:** Regional Convening 2
- **APR 1 & 6, 2027:** Virtual Learning Session 4
- **JUN 8-10, 2027:** Regional Convening 3

TN ALL Corps Tutoring Year Calendar

- **FEB 17, 2027:** Virtual Tutoring In-Person Convening 1
- **MAY 4-6, 2027:** Regional In-Person Tutoring Convening

Acceleration for All District Leader Convenings

- **SEP 15-17:** Convening 8 (Region specific)
- **NOV 17-19:** Convening 9 (Region specific)
- **FEB 9-11:** Convening 10 (Region specific)
- **APR 27-29:** Convening 11 (Region specific)



FAQ

Where can I access all instructional support tools (IPGs, HQIM Framework, IFD/Standards Guides, Current Academic Standards, etc)?

[Best For All Central - Content Collections](#)

How do I get guidance on library expectations and collection development?

Guidance can be found in library specific TCA and SBE rules and policy.

How do I achieve the All-Star and the Civics Seal?

Information about these two distinctions can be found on our website.

Where can I locate information related to Student Opportunities (e.g. Youth Senate, Governor's Schools, US Presidential Scholar, etc)?

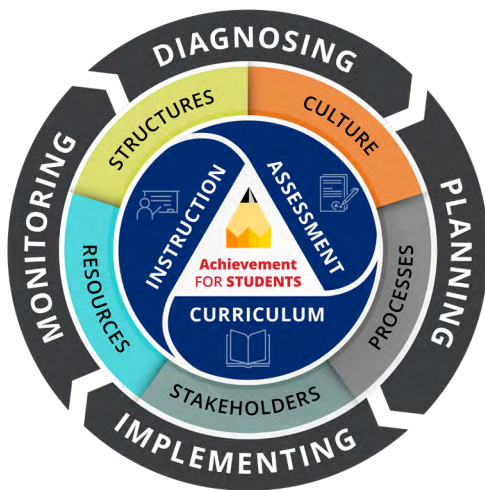
[Student Opportunities](#)

CORE Academic Support

☆ How We Support You

CORE provides personalized support to district leaders across every CORE region. Within each region, consultants with deep expertise in ELA, math, special education, CTE, and data work alongside district leaders to accelerate outcomes for educators and students.

CORE also brings district leaders together through regional collaboration experiences, creating opportunities to learn across districts, sharing what is working, and problem together to scale promising practices. By providing individualized support with intentional cross-district learning, CORE helps leaders learn faster, build collective capacity, and amplify outcomes for students across Tennessee.



👤 Primary Contact

Jaclyn O'Brien

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CORE supports districts in personalized, system-level continuous improvement through the CORE Framework. Districts diagnose their systems to identify strengths and areas for improvement, plan a focused 3–4 month course of action, implement targeted changes, and monitor leading indicator data to determine whether those changes are producing meaningful improvement. Districts repeat this cycle throughout the year, using what they learn to refine their approach, address their highest-priority needs, and build the internal capacity to drive sustained improvement over time.

CORE District and Leadership Support



How We Support You

Grand Region Directors serve as the primary point of contact for directors, providing tailored local, region-specific support through one-on-one meetings, district engagement, and study council collaboration. They work to ensure strong feedback loops between districts and department leadership.

District leadership teams receive strategic district and school planning support, context-specific guidance, streamlined departmental communication, and strengthened alignment between local and department strategies.

To reduce first-year barriers, new directors receive dedicated support and targeted learning opportunities. Additionally, the team's school leader support networks offer engaging job embedded, professional learning designed to build the confidence, knowledge, and skills required to improve school leader retention and encourage the next generation of leaders.



Key Dates & Deadlines

- **NOV 1:**
TISA Accountability Report due
- **MAR 1:**
Update TISA funding of strategies, as needed, in the district plan, for the 2027-28SY (*More guidance forthcoming*)



Primary Contacts

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Dr. Janice Fox

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West TN Grand Region Director
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Dominique Davis

District Implementation Director
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(865) 603-0305



General Inboxes

SB.training@tn.gov
school board member training
requirements and stipends

Early Learning



How We Support You

1. Monthly Office hours specific to content area
2. Monthly early learning webinars
3. Classroom visits (minimum of 2x per year)
4. Technical Support/Training
5. Grant opportunities



Key Dates & Deadlines

- **SEP 29, 2026:**
PDG grant funds must be obligated
- **OCT 1, 2026:**
School-administered child care annual reports due
- **DEC 2026-JAN 2027:**
FY 28 VPK application
FY28 P-AALN Cohort 8 application
- **MAR-APR 2027:**
Preschool AALN IEP cohort for educators application
- **MAY 2027:**
FY 28 VPK applications are awarded;
FY 28 State Special Education Preschool Grant application
- **JUN 2027:**
BRIDGE Conference/P-AALN Summit TBD



FAQ

When can I enroll children that do not meet the definition of “at risk” into VPK?

After the 30th full day of school. LEAs should note that any child that does not meet the definition of “at risk” does not count in overall utilization count.

How can the LEA meet LRE requirements for preschoolers with the current funding that is available?

LEAs may collaborate with a variety of general early childhood education programs within the community and LEA.

What types of programs are required to be monitored by TDOE’s Early Learning Division?

Any school-administered early childhood program (Head Start, Employee Day care, Early Childhood Special Education, LEA funded, VPK, Title 1, etc.) and school-age before and after care programs that operate three or more hours per day.



Primary Contact

Dr. Misty Moody

Assistant Commissioner, Early Learning

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(615) 626-1355



General Inboxes

TDOE.EarlyLearning@tn.gov



Top Resources

[VPK Scope of Services](#)

[Guidance for Serving Young Children with Disabilities](#)

[Standards for School-administered Child Care](#)

OFFICE OF ACADEMICS

Human Capital

How We Support You

Educator Preparation Office Hours, Educator Licensure Regional Office Hours, Educator Licensure Strategic Spring Series, Educator Effectiveness Office Hours, Educator Effectiveness Evaluator Office Hours, Technical Assistance via email with quick turnaround times from general inboxes.

Key Dates & Deadlines

- **JAN 2027 - FALL 2027:**
Vacancy Information Due
- **FEB - MAR 2027:**
Licensure Spring Strategic Series
- **MAY - JUN 2027:**
LEA Settings/Evaluation Flexibility
Options in TNCompass
- **JUN 2027:**
Differentiated Pay Plan Submission Window
- **JUN 30, 2027:**
Emergency Credentials Expiration Date

FAQ

EDUCATOR LICENSURE

Can a candidate with a bachelor's get a teaching license?

No; a degree alone does not suffice for a teaching license. Educators must enroll in/complete an EPP to be eligible for a license (or utilize the permit -> limited license pathway).

Primary Contact

Taylor Reid

Senior Director, Educator Licensure

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(615) 521-8653

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Senior Director, Educator Preparation

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Amelia Floyd

Senior Director, Educator Effectiveness

Amelia.Floyd@tn.gov

(731) 819-6168

General Inboxes

educator.licensure@tn.gov

educator.preparation@tn.gov

TEAM.Questions@tn.gov

Top Resources

[Teaching in Tennessee](#)

[TeachReadyTN](#)

Human Capital (CONTINUED)

How do we apply for an emergency credential for an educator?

LEAs submit emergency credential transactions on behalf of an educator. First, the educator must be staffed as non-instructional in the LEA. Then, the option to submit a new permit transaction will appear for the educator.

What happens if an educator's license expires?

Expired licenses must be reactivated in accordance with procedures set forth in SBE rules and policies. Educators with expired licenses may not serve as Teacher of Record. The Department notifies educators of pending license expiration via monthly expiration emails automated through the licensure management system vendor.

EDUCATOR PREPARATION

What if my district is interested in becoming an educator preparation provider (EPP)?

Eligible districts seeking initial approval as a Tennessee EPP to prepare and recommend candidates for licensure shall participate in the initial approval process by submitting a proposal to the department. Additional information can be found on the [department's website](#) under "Approval Process."

How can our district partner more effectively with EPPs to strengthen the teacher pipeline?

The department encourages districts and EPPs to develop strong, mutually beneficial [partnership agreements](#) that support high-quality clinical experiences and address local workforce needs. Districts can collaborate with EPPs to identify staffing needs, provide meaningful clinical placements, participate in advisory councils, offer feedback on candidate performance, and explore innovative pathways such as the [TeachReadyTN registered teacher apprenticeship programs](#). The department provides guidance and technical assistance to support these partnerships.

How does the department ensure that educator preparation programs prepare candidates to meet the needs of Tennessee schools?

The department approves educator preparation providers and specialty area programs based on Tennessee's educator preparation policies and standards. Programs must demonstrate alignment to Tennessee academic standards, provide high-quality clinical experiences, and collect evidence that candidates have mastered required competencies before program completion. In addition, EPPs participate in ongoing monitoring through annual reporting, program review, and continuous improvement processes to ensure they are effectively preparing future educators.

Human Capital (CONTINUED)

If I have a teacher who would like to add an additional endorsement, where can they find Tennessee approved EPPs?

Individuals interested in finding a Tennessee approved provider or program may search the [approved preparation providers/programs](#).

EDUCATOR EFFECTIVENESS

Why didn't a teacher get an LOE?

They are missing one of the three component scores or have been marked for Partial Year Exemption (PYE) in TNCompass. More information on these topics can be found at [2025-26 Educator Evaluation Composite Weightings](#) and [Partial Year Exemptions](#).

What if I have a teacher observation pacing question?

Pacing is determined based on the prior year's LOE. More information on this subject can be located at [Tennessee Educator Acceleration Model: Teacher Evaluation Handbook](#).

How do I nominate educators for recognition?

District leaders can submit nominations each year for several state-level awards. These include Teacher of the Year, Principal of the Year, Supervisor of the Year, Novice Teacher of the Year, and Aspiring Educator of the Year. In addition, nominations for candidates for the RISE Award for non-certified staff can be submitted. More information on educator recognition opportunities can be found by visiting [Educator Recognition](#).

Postsecondary, Workforce, CTE & Military Readiness

How We Support You

CTE Programming
CTSO Participation
Computer Science/AI
Early Postsecondary Opportunities
Industry Credentials
Individualized Advising
Work-Based Learning
STEM/STE(A)M
Military Readiness

Key Dates & Deadlines

- **OCT 2026:** Registration for the Spring 27 Computer Science Endorsement Pathway Cohort opens.
- **FEB 2027:** Comprehensive Local Needs Assessment (CLNA) development
- **MAR 15, 2027:** Program of Study Submission Window
- **APR 2027:** Perkins Basic Application
Perkins Reserve Application
- **MAY 2027:** The TSIN STEM Innovation Summit
- **MAY 15, 2027:** CTE Follow-Up Data Upload Due
- **JUN 2027:** Computer Science Accelerator Week
- **JUN 15, 2027:** Industry Credential Data Upload Due
- **JUN 30, 2027:** Innovative School Models FY2027 Grant Obligations Deadline
- **JUL 2027:** Intent to Apply for STEM Designation opens

Primary Contact

Deborah Knoll

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Postsecondary, Workforce,
CTE and Military Readiness*
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General Inboxes

CTSO.Questions@tn.gov
CTE.Questions@tn.gov
CTE.Standards@tn.gov
PWCMR.Questions@tn.gov
Early.Postsecondary@tn.gov
MoveOnWhenReady@tn.gov

Top Resources

[FutureReadyTN Website](#)



FAQ

COMPUTER SCIENCE

What is required for schools to meet the CS requirements?

Elementary schools must integrate CS standards into content area instruction. Middle school students must complete one grading period of CS instruction. High school students must earn one credit of CS instruction.

Can CS substitute for math or science credits at the high school level?

Yes, CS courses may substitute for one math OR one science OR one elective focus area credit.

What courses can students complete to earn CS credit in high school?

There are several options available to earn the required CS credit. Refer to page 3 of the [Computer Science FAQ](#) for a complete list.

CTE PROGRAMS / PERKINS

What should you do if you have questions for licensure (i.e., proper qualifications to teach specified courses in programs, and job-embedded qualifications)?

Email Educator.Licensure@tn.gov or use the [Occupational Educator Licensure](#) and/or the [Educator Licensure Operating Procedures](#) guidance documents.

How are TISA funds generated and are the funds generated earmarked for those programs/ career cluster?

Use the resources linked below to answer the TISA funding questions. [TISA Guide](#) and [TISA Quick Guide for CTE Programs](#)

What do you do if you have Perkins grant application questions?

The first point of contact is the CTE CORE Consultant, and we offer application guides for both Perkins Basic and Perkins Reserve grants to assist.

What Industry Credential can be taught in a certain class? What are the qualifications for the teacher to be the trainer? When is training available for a credential? Why am I not allowed to offer a Tier I credential? Does the credential have to be aligned to our program (e.g., can my students earn CPR)?

Information can be found on the Industry Credential List Excel document.

[2026-27 Tennessee Student Industry Credentials of Value List](#)

PWCMR (CONTINUED)

Do we generate funding for credentials once students earn them?

[TISA Guide](#); [TISA Quick Guide for CTE Programs](#)

Who can teach the YEAR 1 course in middle school?

[State Board of Education Employment Standards Chapter 0520-02-06](#) (pg. 2)

What courses can be substituted for academic courses?

[SBE Graduation Permissions and Substitution Policy 3.103](#)

Can Dual Enrollment courses be substituted that are not listed on the substitution policy?

This is an LEA decision. [SBE Graduation Permissions and Substitutions Policy 3.103](#),
[SBE High School Policy 2.103](#)

FOUR PILLARS

When is the Industry Credential (IC) submission window?

August 1-September 30. Approved ICs are announced in February.

[Tennessee Student Industry Credentials of Value FAQ](#)

[Tennessee Student Industry Credentials of Value guidance document](#)

In what grades do ICs impact CCR and TISA?

Grades nine through twelve

[Tennessee Student Industry Credentials of Value FAQ](#)

What are the approved ICs and their tiers?

[2026-27 Tennessee Student Industry Credentials of Value List](#)

When is WBL training and how do I register?

This can be found on the [Work-Based Learning webpage](#) under the section titled “WBL Certification.”

Special Education & Student Supports

How We Support You

Office Hours

- RTI² and Dyslexia, First Tuesday, monthly, 11:00 – 12:00 CT
- Specially Designed Instruction, First Wednesday, monthly, 11:00 – 12:00 CT
- TN PULSE, Second Tuesday — August, September, October, 11:00 – 12:00 CT
- Universal Reading Screening, Third Tuesday — August, September, January, February, 11:00 – 12:00 CT
- School Psychology, Every other Thursday, 10:00 – 11:00 CT
- Title III, Last Monday, July through May, Link to Title III and ESL directors
- IDEA Data, Mondays, year-round, 1:30 – 2:30 CT
- Intellectually Gifted Programs, Second Wednesday, 11:00 – 12:00 CT
- Special Education Director Monthly Calls, Second Tuesday 9:00 – 11:00 CT (except December)

Tennessee Technical Assistance Network

No-cost technical assistance is available to every LEA across the state in the following areas:

- Special Education Programs: Instruction
- Special Education Programs: Complex Behavior
- Assistive Technology
- Family and District Engagement
- IEP Quality Coaching
- Tiered Interventions: Academic and Behavior

LEA Requests for Universal, Targeted, and Intensive Professional Learning and inquiries related to Special Education, Tiered interventions, and English as a Second Language: Special.Populations@tn.gov

Primary Contacts

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General Inboxes

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TN.UniversalScreener@tn.gov

RTI.Questions@tn.gov

IDEA.Data.Support@tn.gov

Dyslexia.Questions@tn.gov

EL.Inquiry@tn.gov

Special Education & Student Supports (CONTINUED)



Key Dates & Deadlines

Universal Reading Screener Administration Windows

- **FALL:**
Aug 3, 2026 - Sept 18, 2026
- **WINTER:**
Dec 1, 2026 - Jan 22, 2027
- **SPRING:**
Mar 16, 2027 - May 11, 2027



Top Resources

[Tennessee Technical
Assistance Network](#)

[ESL Manual](#)

[Special Education Manual](#)

[Acceleration for All](#)

[RTI² Academics District
Leader Manual](#)



FAQ

How do I support my district and leadership with the TN PULSE data platform?

[TN PULSE](#)

What are the federal and state timelines in special education?

[Special Education Timelines Document](#)

How do I support students with the most complex needs?

[Low Incidence Disabilities Resources](#)

How do I implement PC 112 (Private Pay Providers)?

[Private Pay Provider Guidance and MOU](#)

How do I use English Language Development Standards (ELD) in Tier I instruction and English as a Second Language (ESL) service time?

[English Language Development](#)

How do I ensure paraeducators are supported and provided with the supervision necessary for IEP services?

[Paras_Guidance_Document_Final.pdf](#)

How do I support appropriate student and staff safety related to restraint and isolation practices?

[Restraint_and_Isolation_FAQ_FINAL.pdf](#)

How do I find key planning tools and resources to assist in RTI² implementation of tiered interventions?

[RTI² Resources](#)

How do I support my district and leadership with understanding the Annual Performance Report (APR) Local Determinations process?

[APR Local Determinations Process Guide](#)

Assessment, Accountability & Research



How We Support You

Our team measures students' achievement on Tennessee Academic Standards via the statewide assessment program and manages the school and district performance frameworks. Our team also manages internal and external research and data requests and conducts institutional research.



General Inboxes

TNEP.Portal@tned.gov

TNEP.Accountability@tn.gov

TNEP.Graduates@tn.gov

TNEP.Accountability@tn.gov

School.Directory@tn.gov

Report.Card@tn.gov

[Data.Management@tn.gov](mailto>Data.Management@tn.gov)

TDOE.Research@tn.gov

TN.EducatorSurvey@edu.tn.gov



Top Resources

[TCAP Portal](#)

[District Accountability](#)

[State Report Card \(Public\)](#)

[State Report Card Resources](#)

[School Directory](#)

[TVASS](#)

[Data Requests](#)

[Early Literacy Dashboard](#)



Primary Contacts

David Laird

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& Research*

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Development & Psychometrics*

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Research & Data Use*

Michelle.Moon@tn.gov

(615) 351-2719

Assessment, Accountability & Research (CONTINUED)



Key Dates & Deadlines

- [TCAP Calendar](#)
- [School Year Related Resources](#)
- **OCT 2:** Cohort data final
- **OCT 5:** TVAAS data (science included) in Excel file format released in the Accountability application
- **NOV 6:** CCR data final
- **NOV 6:** TVAAS restricted site release
- **NOV 20:** TVAAS public site release
- **DEC 11:** Federal and state accountability data final
- **DEC 18:** School & District designations approved by SBE
- **JAN 12:** 2025-26 State Report Card preview window opens
- **JAN 28:** 2025-26 State Report Card goes live
- **2025-26 EARLY LITERACY DASHBOARD:** tentatively scheduled to be published late October. Schedule is subject to change.
- **2026-27 DISTRICT LANDSCAPE SURVEY:** tentatively scheduled to launch late January and close mid-February 2027. Schedule is subject to change.
- **2027 TENNESSEE EDUCATOR SURVEY:** tentatively scheduled to launch mid-February and close mid-April 2027. Schedule is subject to change.
- **2026-27 DISTRICT DISCIPLINE DATA PREVIEW WINDOW:** tentatively scheduled to start early May and close mid-June 2027. Schedule is subject to change.



FAQ

Where can I find online TCAP practice material for my students or children?

[On the TCAP Portal](#)

What should I do if I have business rules and/or TEDS issues?

For business rules questions, ask TNED.Accountability@tn.gov. For TEDS issues, ask DT.Support@tn.gov or TEDS.onboarding@tn.gov.

Can staff from my district request data from the department for research purposes?

Yes, please submit the request using the Non-Public [Information Request Form](#). Data that will be used for dissertations, academic research, or publications (reports, academic journals, presentations, etc.) will be routed through a separate research request process afterwards.

What should my district's SIS supervisor(s) be focusing on when reviewing the data?

SIS supervisor(s) should review the following and make necessary revisions: #1 All discipline action records should have associated behavior reason (i.e., offense incident) information. #2 Ensure that the actual discipline action length information is accurate. #3 Ensure that the correct behavior reason code is used for each incident.

Federal Programs & Oversight (FPO)



How We Support You

Provides support on federal requirements, program implementation, and compliance including Results-Based, IEP,

Nontraditional education monitoring.

Additionally, FPO manages and supports the department's statewide ePlan grant management platform.



Key Dates & Deadlines

- **MAR 1:** Consolidated Funding Application Opens in ePlan
- **MAY 1:** CFA due to TDOE for review and approval
- **JUN 30:** End of the Fiscal Year
- **JUL 1:** Start of the Fiscal Year and CFA Approval Deadline



FAQ

How do I gain access to funding applications, monitoring instruments, and district/school planning?

Contact ePlan.Help@tn.gov

Who should I contact if I'm not sure which TDOE team can help?

Contact FPO.Monitoring@tn.gov

How can I learn more about federal funding available to my LEA?

ESSA support: Heather.Farley@tn.gov

IDEA support: Jamie.Eldridge@tn.gov



Primary Contacts

Debby A. Thompson

Assistant Commissioner

Federal Programs and Oversight

Deborah.Thompson@tn.gov

(615) 864-5162

Brinn Obermiller

Senior Director of ESEA Oversight

Brinn.Obermiller@tn.gov

(615) 864-5045

Geneva Taylor

Senior Director of

Data, Monitoring, and Operations

Geneva.Taylor@tn.gov

(615) 580-2039

Scott Indermuehle

Senior Director of

IDEA and NEP Programs

Scott.Indermuehle@tn.gov

(615) 648-9048



General Inboxes

FPO.Monitoring@tn.gov

ePlan.Help@tn.gov



Top Resources

[ePlan](#)

[FY27 Federal Spending Handbook](#)

[FY27 IEP Monitoring Protocol](#)

[FY27 Results-Based Monitoring](#)

OFFICE OF PROGRAMS

School Choice

How We Support You

The IEA team monitors and responds to the IEA.Questions@tn.gov inbox, hosts [office hours](#) on a quarterly basis which are open to the public and develops and sends a quarterly [newsletter](#) with pertinent information.

Primary Contact

Dr. Kari Miller

*Director of Choice Programs
Applications and Family Support
(629) 259-0443*



FAQ

How do school districts code students participating in the IEA Program? Where can I find instructions on how to code students receiving IEAs?

[SIS Guide for School Districts](#)

Is a student participating in the IEA program eligible for equitable services?

Yes, please find more information here:
[Frequently Asked Questions Serving Students with Disabilities](#)

General Inboxes

IEA.Questions@tn.gov

Top Resources

[IEA Coding in SIS](#)

[Frequently Asked Questions Serving Students with Disabilities](#)

School Turnaround



How We Support You

The Division of School Turnaround offers individual support to districts with schools that have a school improvement designation in the form of monthly support meetings, data analysis, trainings, technical assistance, planning support, grant management, and resource allocation support.



Key Dates & Deadlines

- **AUG 30, 2026:**
Monthly Progress Monitoring report begins for Tier 2 priority/CSI schools
- **SEP 30, 2026:**
Federal designation school plan approvals due
- **OCT 2026:**
Fall Milestone Monitoring visits for Districts with priority/CSI schools
- **JAN 15, 2027:**
Fall Semester benchmark testing data due
- **JAN 15, 2027:**
Turnaround Action Grant and ATSI Grant training for priority/CSI and ATSI schools
- **APR 2027:**
Spring Milestone Monitoring visits for Districts with CSI schools
- **JUN 10, 2027:**
End of the year report due for CSI schools
- **JUN 15, 2027:**
Turnaround Leader Network meeting for district and school leaders of CSI schools



Primary Contact

Robin Copp

*Assistant Commissioner,
School Turnaround*

Robin.Copp@tn.gov

(615) 892-0042



Top Resources

[Accountability Protocol](#)



FAQ

Where can I find information about allowable expenses for grants?

The [Budget Narrative Guidance Document](#) is the best place to find this information.

State Special Schools

How We Support You

TSB and TSD both have LEA outreach programs that can provide LEA support for districts serving students who are blind/low vision or deaf/hard of hearing. For more information, please contact Dr. Allen Huang, Allen.Huang@tsbtigers.com, or Meme Kerr, M.Kerr@tsdeaf.org.

FAQ

Can I ask for high-cost reimbursement for summer learning programs?

No. ESY, as outlined in the district MOU, is the responsibility of the LEA, but LEAs can seek high-cost reimbursement for ESY in those instances where it is provided. Summer learning programs are considered a general education initiative. As outlined in the 2026-2027 LEA MOU, LEAs may opt to provide transportation to summer learning programs at either TSB or TSD or provide a comparable program in district.

Primary Contact

Josh Mason

*Assistant Commissioner,
State Special Schools*

Josh.mason@tn.gov

(615) 714-0600

Key Dates & Deadlines

JUL 31, 2026:

Student Enrollment
MOU due



Coordinated School Health

How We Support You

Coordinated School Health consists of eight components:

[Health Education](#)

[Physical Education and Physical Activity](#)

[Health Services](#)

[Nutrition](#)

[Healthy School Environment](#)

[School Counseling, Psychological, and Social Services](#)

[Student, Family, and Community Involvement](#)

[Staff Wellness](#)

Our program teams support the work within the eight components with resources, technical assistance, and professional development and training to address school health priorities through effective coordination to equip schools to serve the non-academic needs of all students.

Primary Contact

Lori Paisley

*Assistant Commissioner,
Coordinated School Health*

Lori.Paisley@tn.gov

(615) 854-2713

Key Dates & Deadlines

- **SEP 30, 2026:** SAVE Act Signed Assurances deadline
- **FEB 17-19, 2027:** 20th Annual Coordinated School Health Institute
- **FEB 26, 2027:** Physical Activity Compliance Report deadline
- **APR 30, 2027:** Coordinated School Health Action Plan deadline
- **MAY 28, 2027:** CSH Annual Report deadline
- **JUN 11, 2027:** Health Services Survey deadline
- **JUN 30, 2027:** Community Eligibility Provision (CEP) operation deadline
- **JUL 1, 2027:** District and school Emergency Operations Plans (EOPs) and prior year emergency drill logs deadline
- **AUG 15, 2027:** Annual Student Transportation Compliance Report deadline



Coordinated School Health (CONTINUED)



General Inboxes

Door.Safety@tn.gov

fire.safety@tn.gov

student.transportation@tn.gov

school.nutrition@tn.gov



Top Resources

[School Nutrition CEP Quick Fact Sheet](#)

[Presidential Fitness Test Guidance](#)

[Guidelines for Healthcare in a School Setting](#)

[Timeless School Safety Strategies for Emergency Management](#)

[Comprehensive School-Based Mental Health Roles in Tiers](#)



FAQ

If I have questions about threat assessments, who should I reach out to?

Districts should reach out directly to their [Regional School Safety Consultant](#).

If I have questions about school nutrition procurement, who should I reach out to?

Those questions should be directed to Elizabeth Hewson, School Nutrition Procurement Specialist at Elizabeth.Hewson@tn.gov.

Can health services tasks be assigned to an unlicensed assistive personnel?

While some tasks can be assigned to unlicensed assistive personnel when permitted by law, nursing responsibilities must be performed by a licensed nurse. School nurses, and the districts that employ them, are required to follow applicable education laws, health laws, and Tennessee Board of Nursing rules and regulations.

Finance

How We Support You

Finance includes multiple external-facing teams:

- Local Finance
- Finance Data and Local Disbursements

Our teams support districts primarily by providing district-level technical assistance, training, professional development and guidance in all areas of district financial management. These supports are offered in several formats – in-person meetings/workshops, office hours, webinars and one-on-one meetings with districts. Our goal is to ensure transparency and accuracy in district financial activities.

Key Dates & Deadlines

- **AUG 1:** Budgets due in ePlan
- **AUG 31:** Accounting records closed for prior year
- **SEP 30:** Federal fiscal year ends, federal grants expire
- **OCT 1:** Final Expenditure Reports due in ePlan

FAQ

My district is not meeting maintenance of effort in the new budget. What are my options?

You should reach out to your regional finance consultant for guidance.

We need help in understanding our TISA projection.

You may reach out to your regional finance consultant, consult the TISA Guide or email tnedu.funding@tn.gov.

Primary Contacts

Maryanne Durski

Chief Financial Officer

Maryanne.Durski@tn.gov

(615) 419-1605

Holly Kellar

Director of Local Finance

Holly.Kellar@tn.gov

(731) 991-4234

General Inboxes

ePlan.Help@tn.gov

Top Resources

[EPlan > TDOE Resources > Fiscal - District Technical Assistance](#)

[TISA Guide](#)

[Regional Finance Consultants](#)

How do we account for a specific transaction in our financial system?

You may consult TDOE Resources or reach out to your regional finance consultant.

Is an employee eligible for Paid Parental Leave?

You may consult the [guidance](#) on the department website or contact Holly Kellar at Holly.Kellar@tn.gov.

Information Technology (IT)

How We Support You

1. **District Technology:** District IT guidance and support, including technology best practices, cybersecurity, IT contracts, and E-Rate support
2. **Statewide Helpdesk:** Direct district support for State applications and application access
3. **IT Product Management and Application Development:** State application product requirements and development support

Our team supports district technology and data initiatives within and across the state.

Key Technology Programs:

- Tennessee Education Data System/SWORD (TEDS) reporting and support
- Student Information System (SIS) reporting guidance
- State-owned application support (ECEDS, SPEAR, Pulse, CCMS, TNCompass, etc.)
- State application access requests & SSO support
- Cybersecurity assessment and readiness
- Tennessee Education Broadband Consortium (TEBC) E-Rate support
- Data privacy guidance and support
- Artificial Intelligence (AI) guidance and support

Key Dates & Deadlines

- **MAR 1:** SIS Participating Addendum for upcoming calendar year
- **JUL 1:** Public Chapter 550/SB 1711- AI Policy/Procedure
- **MID-JUL (varies/year):** new year rollover for SIS package
- **END-JUL:** Base ADM published for SIS Invoicing
- **AUG:** Application User List Review
- **SEP:** District Technology Survey
- **NOV:** Cybersecurity

Primary Contacts

Steven Sanders

Education State Technology Director
Steven.Sanders@edu.tn.gov

Florie VanBaak

Director IT Product Management
Florie.VanBaak@tn.gov

Kevin McCord

Director, IT Data Management
Kevin.McCord@edu.tn.gov

Jared Copeland

District Technology Engagement Mgr.
Jared.Copeland@tn.gov

Kim Mancel

Statewide Service and Support Mgr.
Kimberly.Mancel@tn.gov

General Inboxes

District.Technology@tn.gov

(general technology questions)

DT.Support@tn.gov (specific support for all state applications)

Top Resources

[TEDS SharePoint](#)

[District Technology SharePoint](#)

[Service and Support portal](#)

FAQ

If a district staff member needs general support but is unsure where to start, who should they contact?

Email District.Technology@tn.gov.