

Submitting disciplinary documents

□ ***How to submit disciplinary documents in TNCompass***

1. Log in to your TNCompass account and click the Disciplinary Holds button on the home page.
2. Type in the educator's information to find their TNCompass account
3. Click *Select next to the appropriate educator*. Please ensure you are selecting the correct educator.
4. Click the Continue button, and then complete the create step. The hold reason will always be LEA reported. You do not need to select a secondary reason. The hold date and reporting district will default to the current date and the district that is submitting the report.
5. Attach any documentation related to the hold, including director reports, final reports, and any investigative material. You will be able to attach more documentation at a later date if necessary.
6. Click review, and then verify all the information you have submitted and ensure it is correct. Once you have verified the information, you may click submit, and the information will be submitted to the State Board of Education.
7. If the hold request is approved a hold will be added to the educator's license, and the superintendent and educator will receive an email. If the state board determines a hold is not warranted, they will not add a hold to the account.
8. Superintendents and Superintendent Designees will have the option to add additional documentation to active holds. They will navigate to the educators account, and click the edit button next to the hold, to add additional documentation.
9. Once the state board has decided on an action, to clear the hold, suspend a license, etc, the action will be taken in TNCompass and the district and the educator will be notified.