

## Submitting Disciplinary Documents

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

1. Log in to your TNCompass account and click the Disciplinary Reviews 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 review reason will always be LEA reported. You do not need to select a secondary reason. The review 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 review, including director reports, final reports, and any investigative material. To add multiple attachments, please click the blue "add attachment" button multiple times for the number of files you wish to include. 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 review request is approved a review will be added to the educator's license, and the superintendent and educator will receive an email. If the State Board determines a review is not warranted, they will not add a review to the account.
8. Superintendents and Superintendent Designees will have the option to add additional documentation to active reviews. They will navigate to the educators account, and click the edit button next to the review, to add additional documentation.
9. Once the State Board has decided on an action, to clear the review, suspend a license, etc, the action will be taken in TNCompass and the district and the educator will be notified.