

## STaR Chart, ePlan, and E-Rate 'QUICK TIPS'

<b>Checklist for Tech Planning and STaR Chart</b>	This list is not intended to include each and every step of the technology planning or STaR Chart process, but for your use so that you are aware that technology planning and the STaR Chart process is "deadline" intensive. Be sure you comply with important deadlines as they relate to state and federal funding.
<b>District</b>	
<b>Things to check:</b>	Review training documents and FAQ'S for STaR Chart, ePlan, E-Rate on line. ( <a href="http://tpesc.esc12.net">http://tpesc.esc12.net</a> )
<b>Action Item</b>	Have procedures in place that set out who is responsible for action items and who will be the "back up" for these action items.
<b>Things to check:</b>	Make sure you're on state e-mail listserv for E-Rate and Technology planning. Go to <a href="http://tpesc.esc12.net/eratedata/maillist.aspx">http://tpesc.esc12.net/eratedata/maillist.aspx</a> to get on informative listservs
<b>Things to check:</b>	Did your e-mail domain change? If yes: the STaR Chart system will need to be changed
<b>Things to check:</b>	Did administrative contacts change? If yes: the STaR Chart system will need to be changed by Help Desk personnel at <a href="mailto:starchart@esc12.net">starchart@esc12.net</a>
<b>Action Item</b>	Get new principals into STaR Chart system: Help desk must make changes ( <a href="mailto:starchart@esc12.net">starchart@esc12.net</a> )
<b>Action Item</b>	Get new teachers into STaR Chart system: Principal needs to make these changes/edits
<b>Things to check:</b>	Does my ePlan require an update (if have multi-year approval) or new approval: Know deadlines as they relate to E-Rate
<b>Action Item</b>	Set up soft deadlines for Teacher and Campus principal STaR Chart --- remember, principals must answer and submit their Campus STaR Chart. Send teacher and principal credentials via "easy" link in STaR Chart ( <a href="http://starchart.esc12.net/">http://starchart.esc12.net/</a> ) Hold staff meeting to give instructions. Send friendly reminders to staff with URL addresses and links to training and or FAQ'S
<b>Highly recommended time lines</b>	
Summer, just before school starts	Have technology committee meet and evaluate ePlan and E-Rate status - Set up meeting dates and local timeline
Before school begins	Update district information for STaR Chart
Early fall: Before any E-Rate forms are filed	Write/update technology plan and if teacher/campus STaR Charts are complete, submit tech plan into ePlan system.
Ongoing	Watch for listservs from State E-Rate Coordinator to receive important deadlines.
Before Christmas break	You are urged to sign up to be a peer reviewer for tech plans. This is a painless on-line process that assists your ESC in timely reviews of tech plans, one of which may be yours. TEA approval for tech plans is critical for state and federal funding. If this is your first time to review tech plans with your ESC, contact them and they will provide you with all the information you need to get started.
Before Christmas break	If you are filing a new tech plan for review you cannot submit your tech plan until teacher and campus STaR Chart surveys are completed. Once the teacher STaR Charts are complete, the campus STaR Chart needs to be completed and submitted so the tech plan can be submitted.
After Christmas break	Review deadlines for E-Rate, be sure deadlines are met.

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<b>March 31, each year</b>	If you have not already submitted a new technology plan for peer review (if required) submit by this date to be sure review process has ample time to be approved by TEA. Reminder: a minimum of two peer reviewers per tech plan is needed for the process. If both reviewers recommend approval to TEA, TEA then will read, review, and make their determination on the tech plan.
As soon as ePlan submitted for review	Print "ePlan certification" form from ePlan web-site and have "administrative authority" sign and date, and send to TPESC. TEA will not review the technology plan until the certification form is on file. You will want to watch for an e-mail confirmation from the system once the form is "noted received". Be proactive, if you do not get e-mail notification in a few days contact TPESC or send the form again.
<b>June 30, each year</b>	TEA requires that districts and schools "update" a plan that was approved for more than one year and submit an "updated" technology plan by June 30 each year. This update does not go through peer review but the plan changes are saved in the tech plan system. STaR Charts must also be completed and submitted the day before you submit the updated tech plan via ePlan.



**TPESC**  
Technology Planning & E-Rate Support Center









Technology Planning and E-Rate Support Center



### TPESC Contacts:

[Cathey George](#) - Texas E-Rate Coordinator

### TPESC Helpdesk

E-Rate	<a href="mailto:erate@esc12.net">erate@esc12.net</a>	254-297-1123
Technology Planning	<a href="mailto:techplan@esc12.net">techplan@esc12.net</a>	254-297-1275
Texas STaR Chart	<a href="mailto:starchart@esc12.net">starchart@esc12.net</a>	254-297-1275
NCLB Report Information	<a href="mailto:nclbtech@tea.state.tx.us">nclbtech@tea.state.tx.us</a>	N/A

### ESC Contact Lists:

[Texas Education Service Center E-Rate Contacts](#)

[Texas Education Service Center Technology Plan Contacts](#)

**Our E-Rate Listserv provides updated information.**

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