Online Monitoring Technical Assistance Manual for Local Educational Agencies

Table of Contents

Online NCLB Monitoring System

Important Links

NCLB Monitoring System - https://app1.fldoe.org/bsa/grantsmonitoring/login.aspx
NCLB Monitoring Web Site - http://www.fldoe.org/NCLB/nclb_monitoring.asp

Passwords and Liaisons

Each Local Educational Agency (LEA) will use its LEA name as a user name (example: Alachua). Superintendents are responsible for designating one person to serve as the LEA liaison. This individual will receive a password from the Office of Federal Programs upon receipt of the official notice from the Superintendent via email. Liaisons are, in turn, responsible for disseminating the password and all other communications regarding monitoring to appropriate LEA personnel. Please contact the LEA liaison, to obtain your password. If users are unaware of whom this person is, please use the "Have questions" link in the monitoring system (see page 3) or send an email to ofp@fldoe.org for further assistance.

General Information

The online monitoring system is the official method for submitting work papers, generating Self-Evaluation Certifications, uploading documentation, and providing System Improvement Plans for all LEAs. LEAs will not be submitting Word versions of the work papers, and they should not provide documentation directly to the reviewer (FDOE staff). Word versions of the work papers can be used as working documents and are accessible on the monitoring website (http://www.fldoe.org/NCLB/nclb_monitoring.asp) or by accessing the **Entire Content of the Work Papers** link within the online system (see page 4). The FDOE recommends that users utilize the editable Word version of the work papers to answer review questions and determine compliance, then copy and paste content into the system to avoid loss of data if a server error occurs or users time out (after 2 hours).

Main Menu and Logout links are the basic navigation tools for the system. To move from one section of the monitoring system to another, e.g., to move from documentation to the work papers for another program, select the Main Menu link. To logout of the monitoring system entirely, select the Logout link. Please make sure you save information before accessing either link.

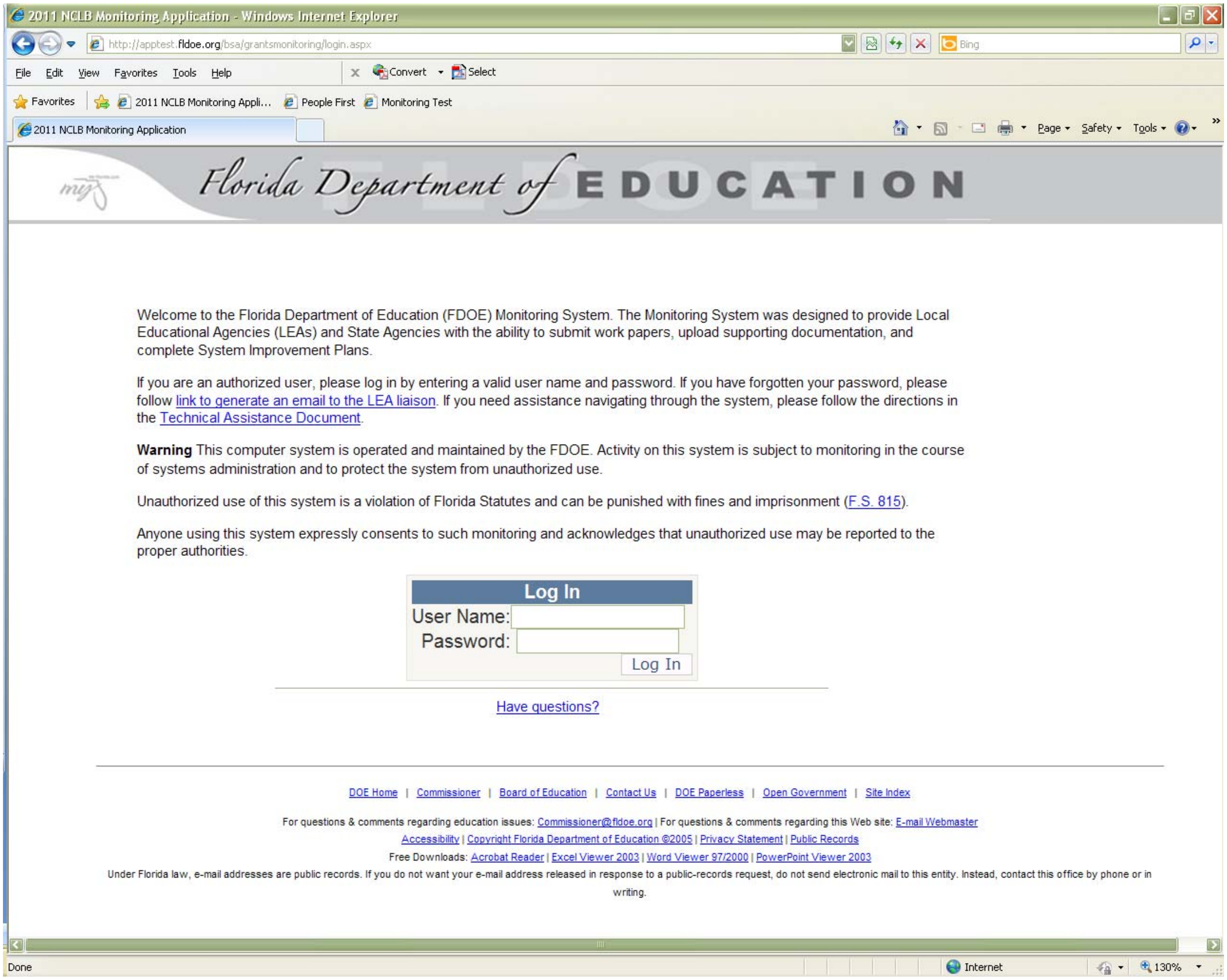
Save often! Inactivity will cause the monitoring system to timeout after two (2) hours. Be sure to save and/or show activity in the monitoring system to avoid losing information by timing out. Saving often also protects users from losing information in the event of server, electrical, and other issues.

Internet Explorer is the optimal browser for accessing the online monitoring system. Users may see functionality issues with other browsers, such as Safari, Google Chrome, or Mozilla Firefox.

Login Screen

Please enter the LEA's username and password to access the Monitoring Work Papers, Self-Evaluation Certification, Documentation, System Improvement Plans, and Entire Content of the Work Papers.

From this page, users can also access the **"Have questions?"** link to find the name and contact information for each LEA's liaison and FDOE program contacts (see page 3) and a link to this technical assistance manual.



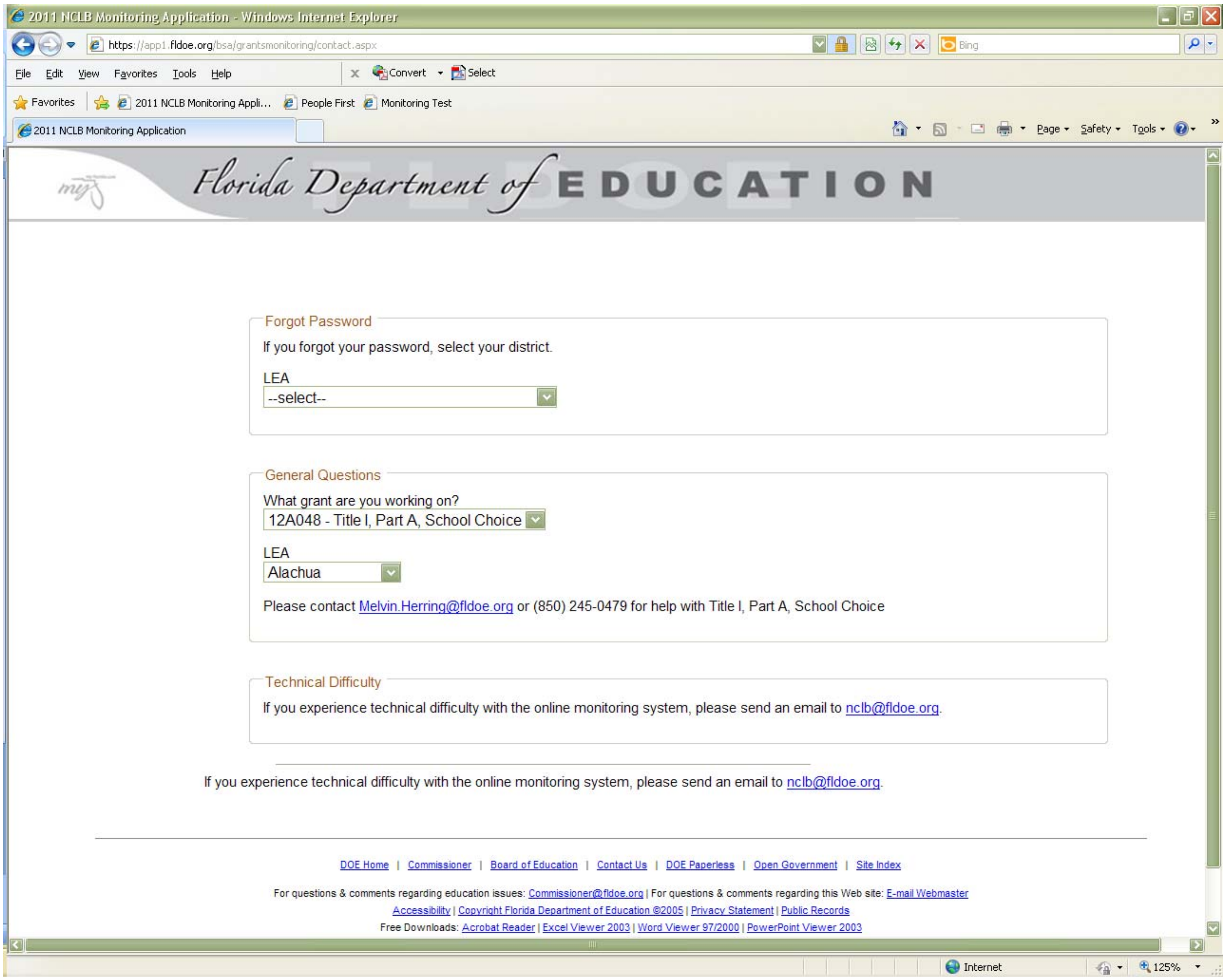
Have questions?

At the bottom of each page in the monitoring system, there is a blue hyperlink that says "**Have questions?"** Clicking the link will open a new browser window.

The window that opens (below) has a few options. If a user forgets the password, the drop down menu allows the user to select the LEA. The designated LEA liaison's contact information (email and phone number) will appear. Contact this individual to obtain the password if you need access to the system. In the event that an LEA liaison has forgotten the password, the liaison should contact ofp@fldoe.org and request that the password be resent. If an LEA liaison is no longer working in that role, the Superintendent/designee may designate a new LEA liaison by sending an email to ofp@fldoe.org.

If an LEA has programmatic questions, under General Questions, the user can specify the Title Program and contact information (email and phone) for that program office/contact will appear below the drop down menu.

Any technical questions should be directed to the Office of Federal Programs at ofp@fldoe.org.



Main Menu

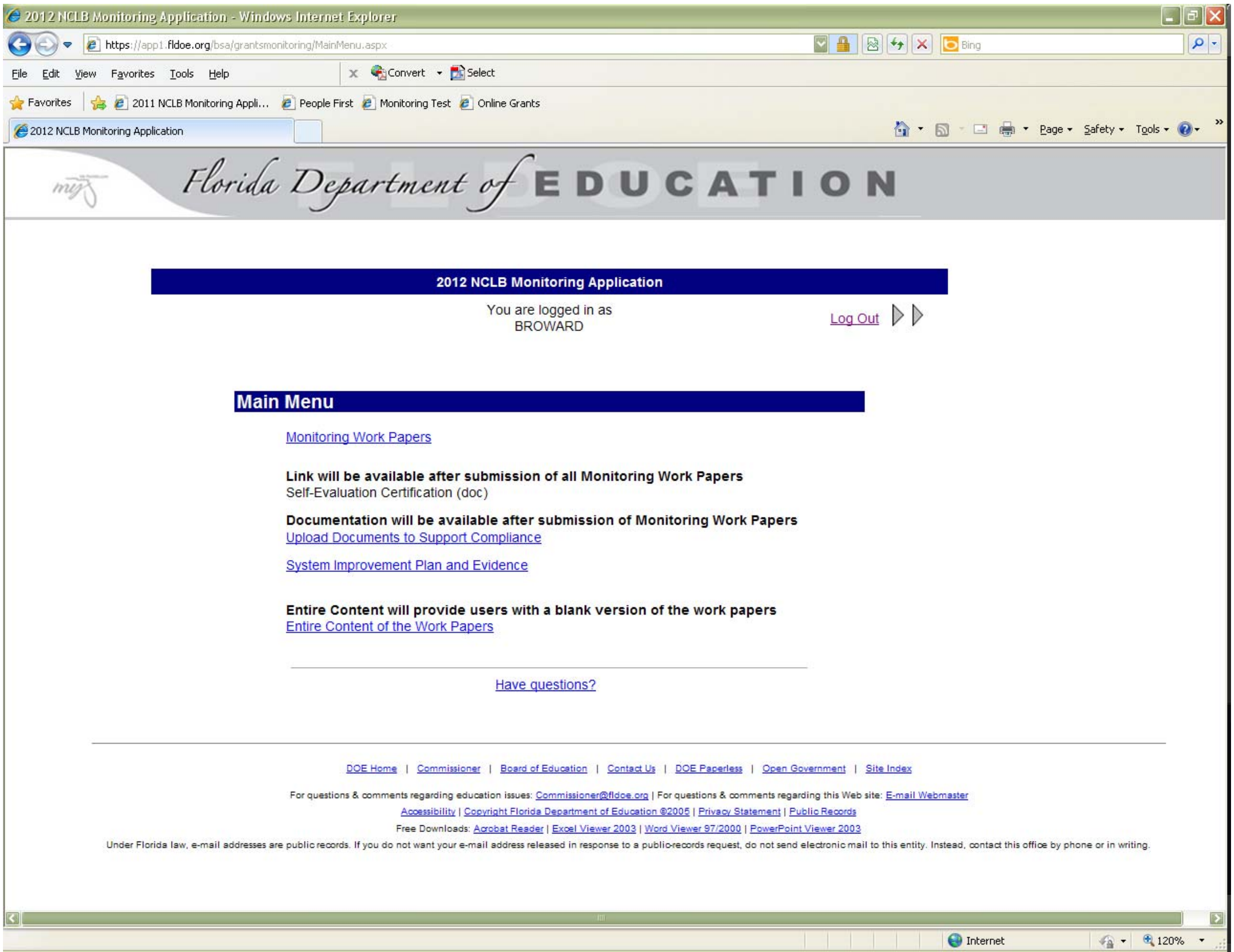
The screen shot below shows the Main Menu. The **Monitoring Work Papers** allow users to add reports for each program that is being monitored (see page 5). Users will mark their compliance designations and answer questions as required.

The system knows which programs an LEA must complete for monitoring purposes. The **Self-Evaluation Certification** link will not be active until the LEA submits work papers for all required programs. When all programs have been completed and the link activates, clicking on the link will open the certification in a Word document that can be printed, signed, and emailed to ofp@fldoe.org or mailed to the address on the certification, as required (see page 11). Official submission of this document is a requirement for all LEAs.

The **Upload Documents to Support Compliance** portion for each program becomes available as the LEA submits each set of work papers (see page 13). For example, if the LEA wants to upload documentation for Title II, Part A, they must complete and submit the Title II, Part A work papers first.

To access System Improvement Plans and evidence for the current or the previous monitoring cycle, select the **System Improvement Plans and Evidence** link (see pages 18, 19, or 25).

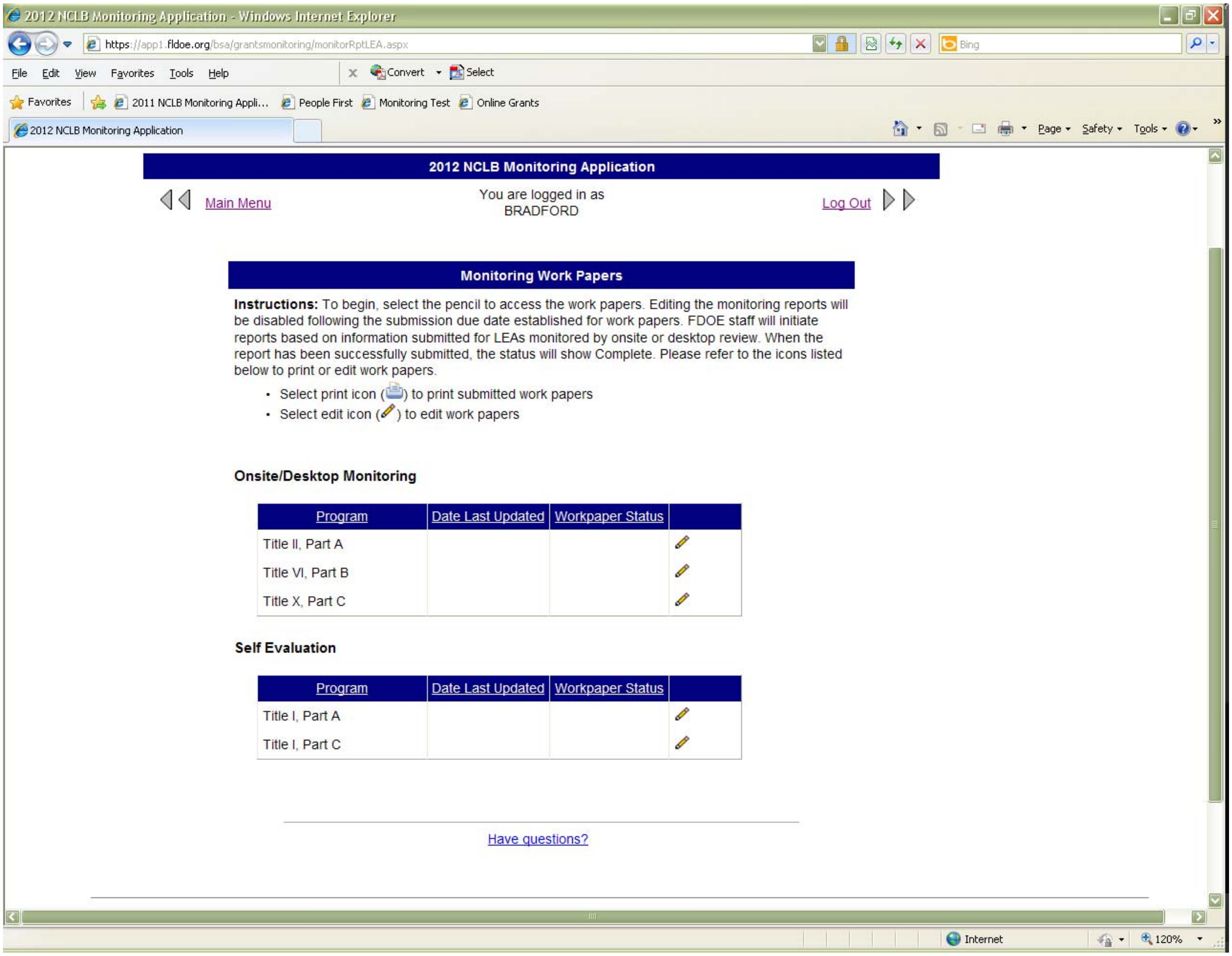
If an LEA would like to view the entire contents of a blank set of work papers (i.e., criterion items, questions, documentation, and specific findings) in an editable Word format, click on the link for **Entire Content of the Work Papers.**



Monitoring Work Papers

To begin a report, click on the edit icon (pencil) for a particular program.

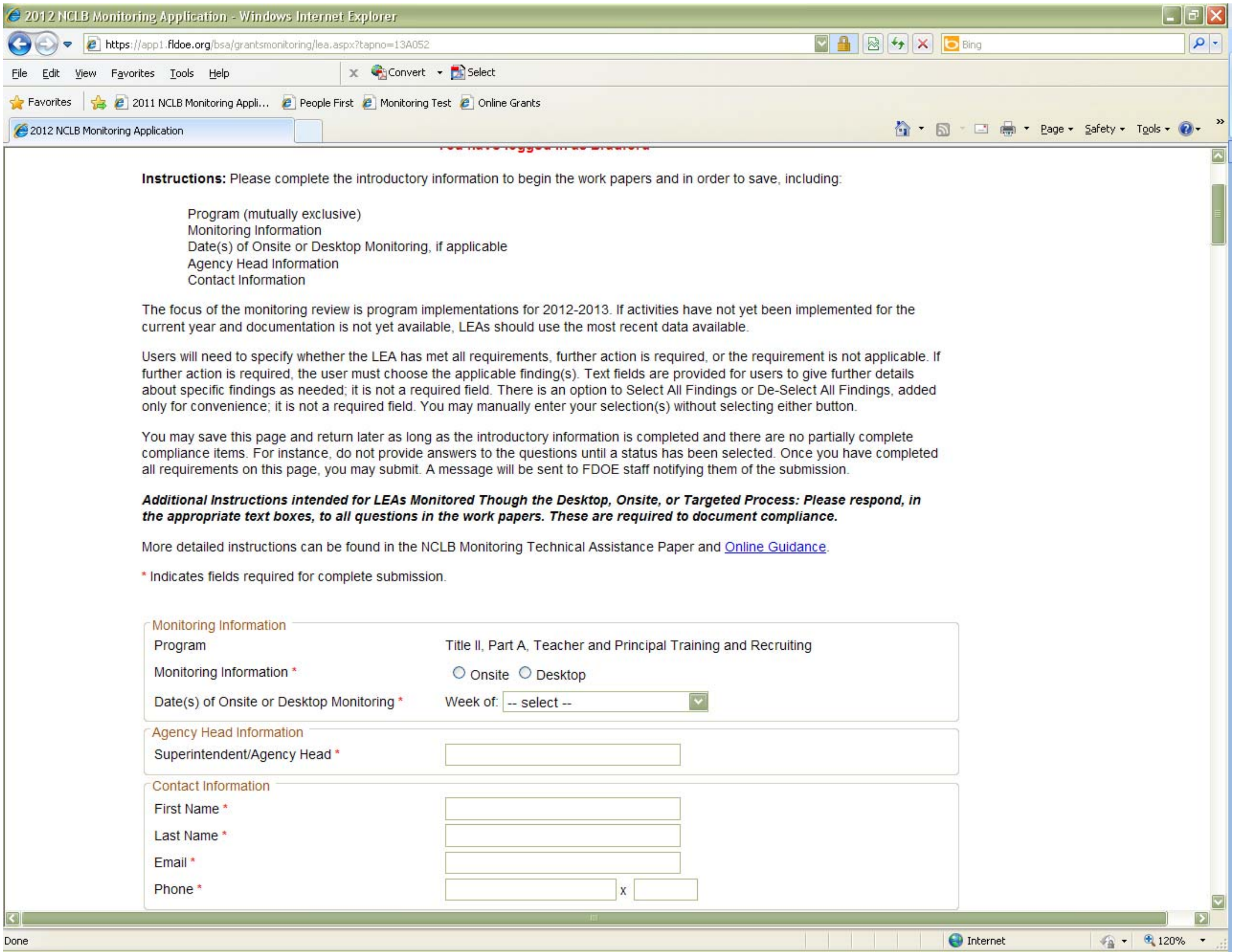
The NCLB Monitoring System is mutually exclusive. If two users work on the same program at the same time, the system will show what was saved last, possibly losing one user's work. This means that two users in the same LEA may work in the system at one time; however, they need to work on separate programs.



Below is a screen shot of the online work papers. If an LEA is self-monitoring, the Monitoring Information is automatically selected. Desktop/Onsite LEAs need to make sure they select the correct type of monitoring (Onsite or Desktop) and the correct week. These fields are required; one must be selected.

Once the **Monitoring Information**, **Agency Head Information**, and **Contact Information** sections have been completed, the work papers can be saved and users can return at a later time (see page 9). All fields are required.

Please read the instructions for this page before entering information on the page.


2012 NCLB Monitoring Application - Windows Internet Explorer

https://app1.fldoe.org/bsa/grantsmonitoring/lea.aspx?tapno=13A052

File Edit View Favorites Tools Help

Favorites | 2011 NCLB Monitoring Appli... | People First | Monitoring Test | Online Grants

2012 NCLB Monitoring Application

Instructions: Please complete the introductory information to begin the work papers and in order to save, including:

Program (mutually exclusive)
Monitoring Information
Date(s) of Onsite or Desktop Monitoring, if applicable
Agency Head Information
Contact Information

The focus of the monitoring review is program implementations for 2012-2013. If activities have not yet been implemented for the current year and documentation is not yet available, LEAs should use the most recent data available.

Users will need to specify whether the LEA has met all requirements, further action is required, or the requirement is not applicable. If further action is required, the user must choose the applicable finding(s). Text fields are provided for users to give further details about specific findings as needed; it is not a required field. There is an option to Select All Findings or De-Select All Findings, added only for convenience; it is not a required field. You may manually enter your selection(s) without selecting either button.

You may save this page and return later as long as the introductory information is completed and there are no partially complete compliance items. For instance, do not provide answers to the questions until a status has been selected. Once you have completed all requirements on this page, you may submit. A message will be sent to FDOE staff notifying them of the submission.

Additional Instructions intended for LEAs Monitored Though the Desktop, Onsite, or Targeted Process: Please respond, in the appropriate text boxes, to all questions in the work papers. These are required to document compliance.

More detailed instructions can be found in the NCLB Monitoring Technical Assistance Paper and Online Guidance.

* Indicates fields required for complete submission.

Monitoring Information

Program	Title II, Part A, Teacher and Principal Training and Recruiting
Monitoring Information *	○ Onsite ○ Desktop
Date(s) of Onsite or Desktop Monitoring *	Week of: -- select --

Agency Head Information

Superintendent/Agency Head *	

Contact Information

First Name *	
Last Name *	
Email *	
Phone *	x

Done | Internet | 120%

NOTE: For Desktop and Onsite LEAs, the contact listed in the work papers will be notified, along with the LEA liaison, when System Improvement Plans are available following the preliminary report.

Compliance Designations

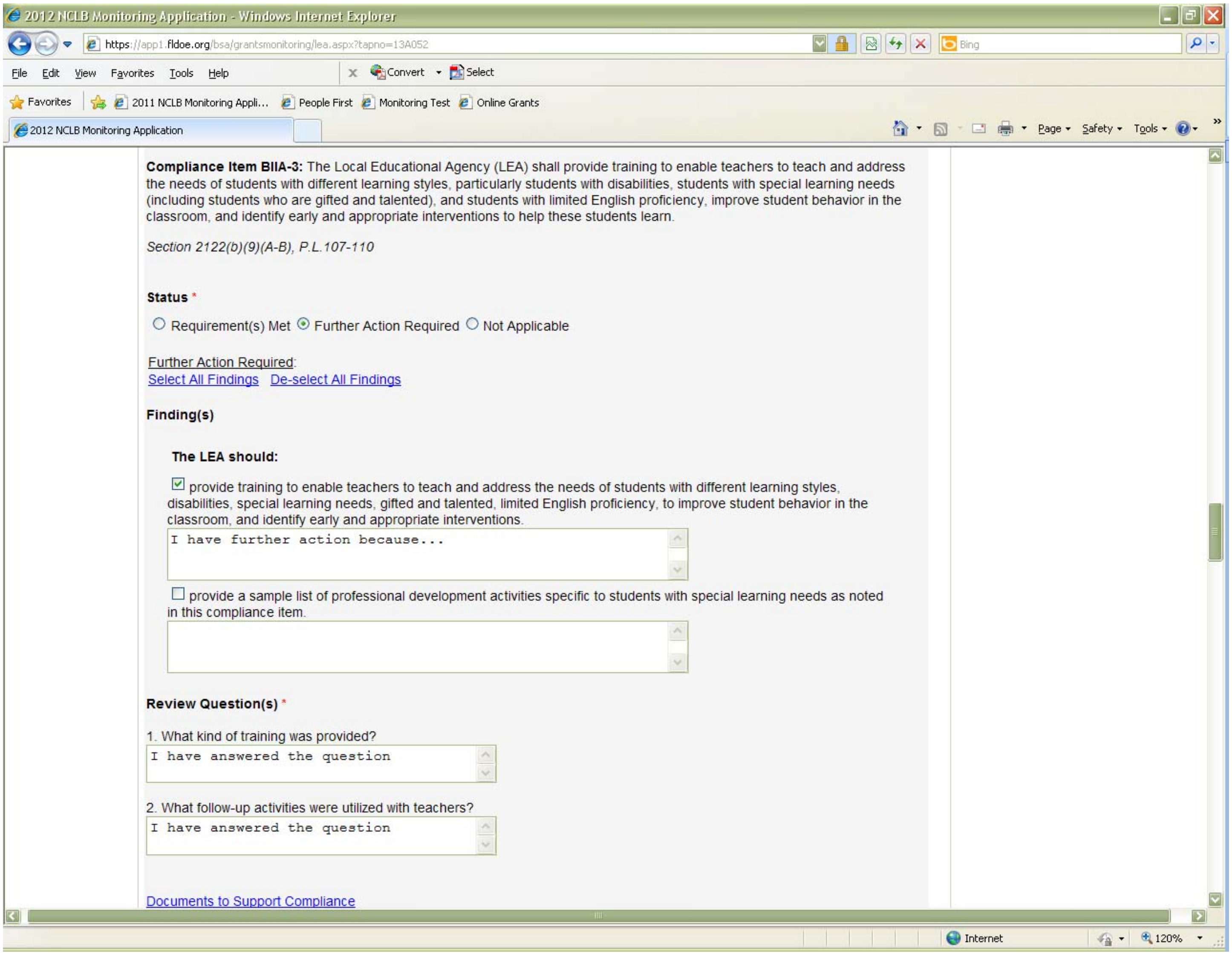
For each compliance item, an LEA will determine whether it has met all the requirements, further action is required, or the requirement does not apply.

If an LEA determines that all requirements have been met, the user should select **Requirements Met** and, if Desktop or Onsite, provide answers for all **Review Questions**.

If **Further Action Required** is selected, the **Findings** will appear as in the screen shot below. LEAs must check at least one of the available findings. Text fields are provided for users to give further details about **Findings**, but the fields are not required. For Desktop and Onsite LEAs, answers must be provided for all **Review Questions**.

There are hyperlinks for **Select All Findings** and **De-select All Findings**. These are simply for additional convenience; they do not have to be used. Clicking on **Select All Findings** will put a checkmark by each possible finding; clicking on **De-select All Findings** will remove checkmarks from all possible findings. Users can also just click on any of the findings that apply.

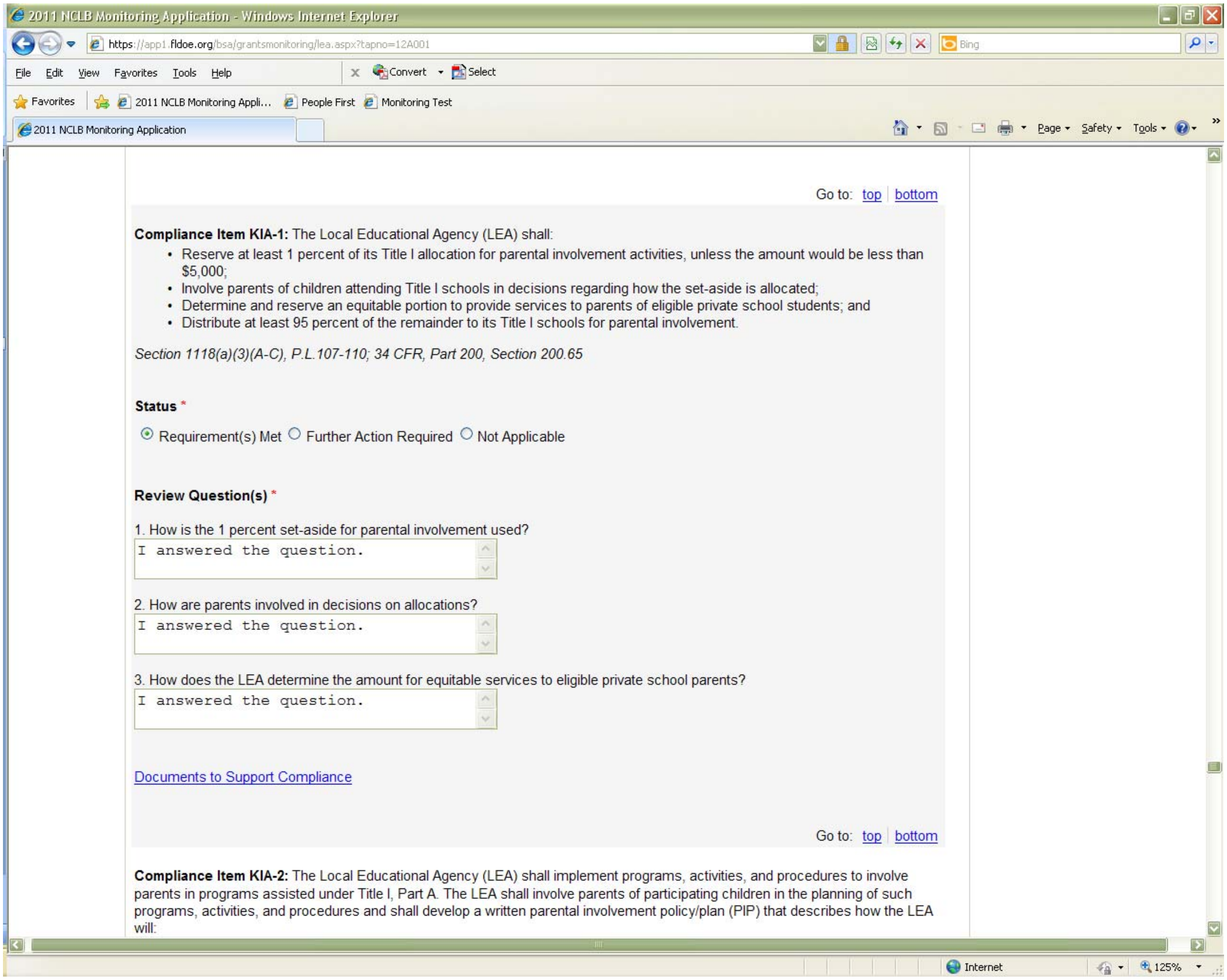
If **Not Applicable** is selected, a text field will appear for the LEA to provide an explanation for why the item does not apply, for instance, items about targeted assistance programs will not apply to LEAs implementing schoolwide programs. An explanation is required; however, the **Review Questions** under these compliance items do not need to be answered.



Review Questions

The online monitoring system does not require self-monitoring LEAs to provide answers to the **Review Questions.** Only LEAs selected for desktop and onsite monitoring are required to answer questions. **Review Questions** are not required for those items marked **Not Applicable**.

The screen shot below shows the review questions. There is also a link for **Documents to Support Compliance**, which will open a new page that lists all the documents listed under this item so users can align documentation with the compliance item and questions. However, to upload documentation, users need to access the **Upload Documents to Support Compliance** link from the Main Menu (see page 13).

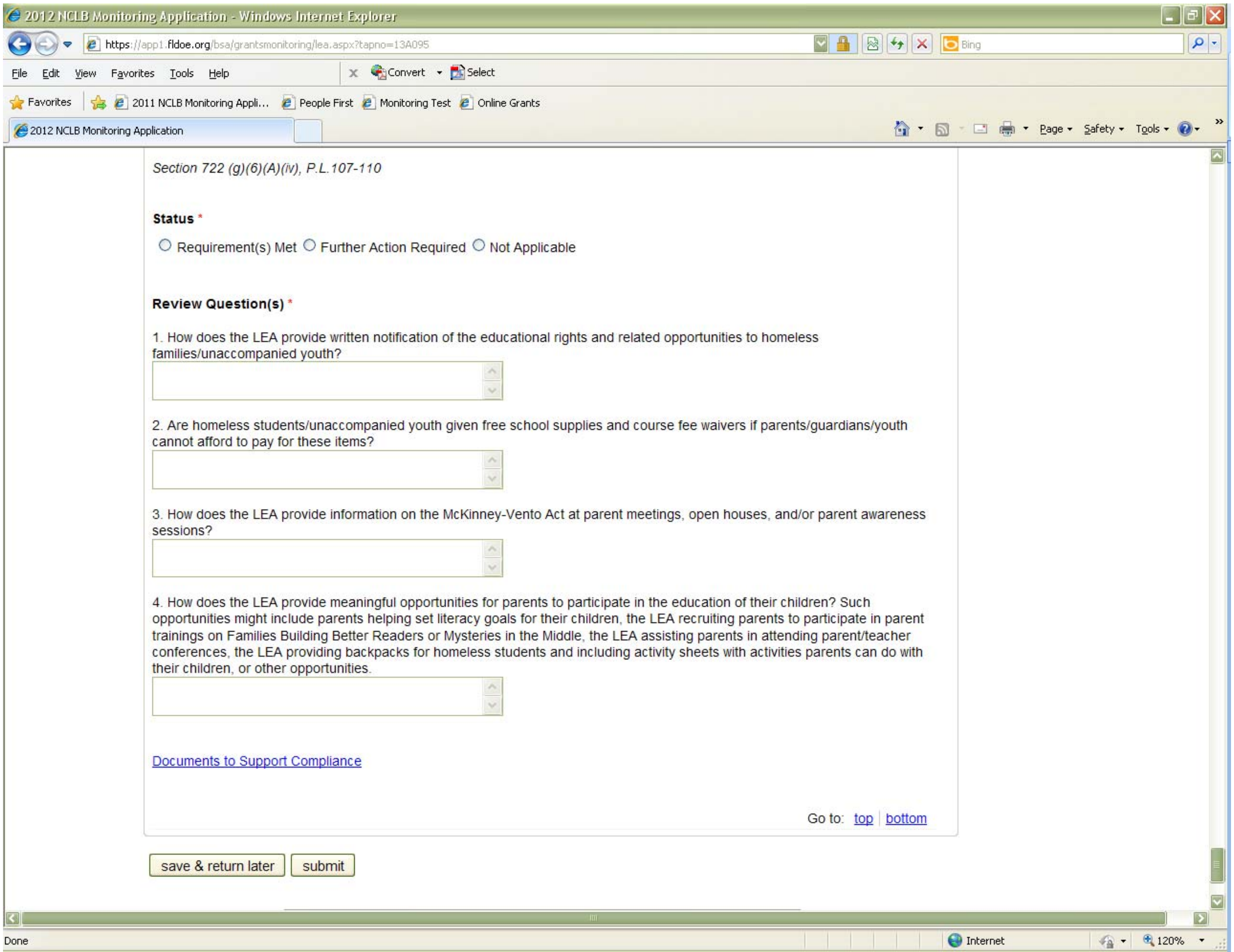


TIP: Once a compliance designation has been selected, the page will refresh. This can take some time depending on how many compliance items are in a given program. Once a designation has been selected, please wait for the page to reload before providing answers. If a refresh has started, and answers are provided during the reload time, they will be lost.

Saving and Submitting

LEAs may select the **save & return later** button at the bottom of the monitoring report if they have not finished the work papers, as long as the initial **Monitoring, Agency Head, and Contact Information** have been completed. Once the entire report has been completed, the user may select the **submit** button to send notification to FDOE that the report is ready for review. Following submission, an LEA can continue to edit the work papers as necessary.

Please note: if a user selects save and return later after already submitting, a *Complete* report will revert back to *Partial*. Users will need to select the Submit button again.

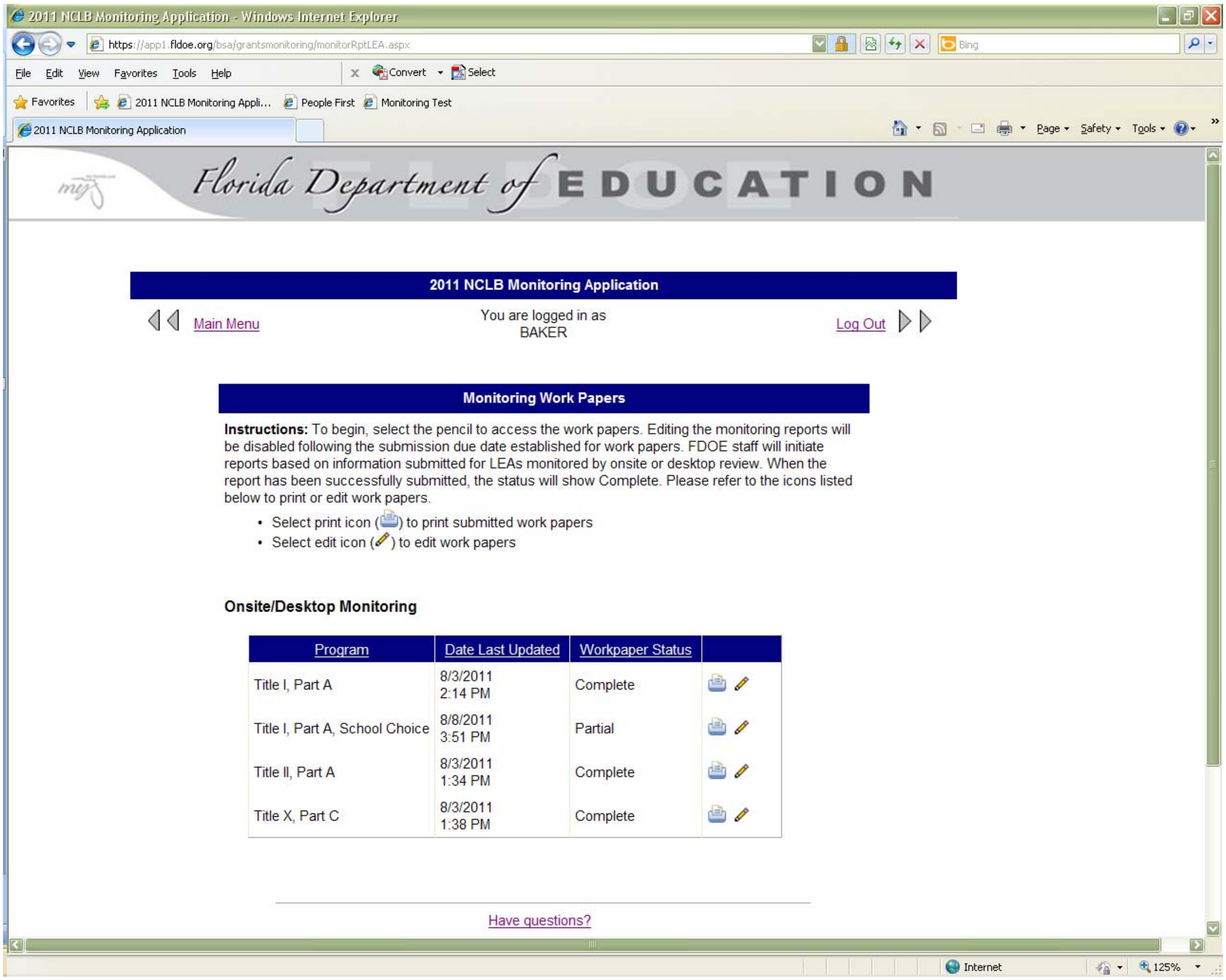


TIP: In the lower right of screen shot above, there are hyperlinks for **top** and **bottom**. These are under each compliance item and will take users to the very top of the form or to the very bottom, respectively. The Home and End keys on the keyboard will do the same as long as the cursor is not in a text box.

Editing and Submission Deadlines

LEAs will be able to edit and submit their work papers during the initial stage of the monitoring process. LEAs may access their saved or submitted work papers by selecting the **Monitoring Work Papers** link on the Main Menu. Each program report will be listed with pencil and, as long as work has begun on a program, printer icons. The printer icon gives a print friendly version, whereas the pencil opens the report in edit mode. The ability to edit the work papers will no longer be available once FDOE staff begin reviews. LEAs should complete the work papers by the due date specified.

The table also shows Date Last Updated, which gives a date and time stamp each time the work papers are edited. If a report has been started, but not submitted, the Workpaper Status column will show *Partial*. Only after submission of the work papers will the status change to *Complete*. ***Please note:*** if a user selects save and return later after already submitting, a *Complete* report will revert back to *Partial*. Users will need to select the Submit button again.

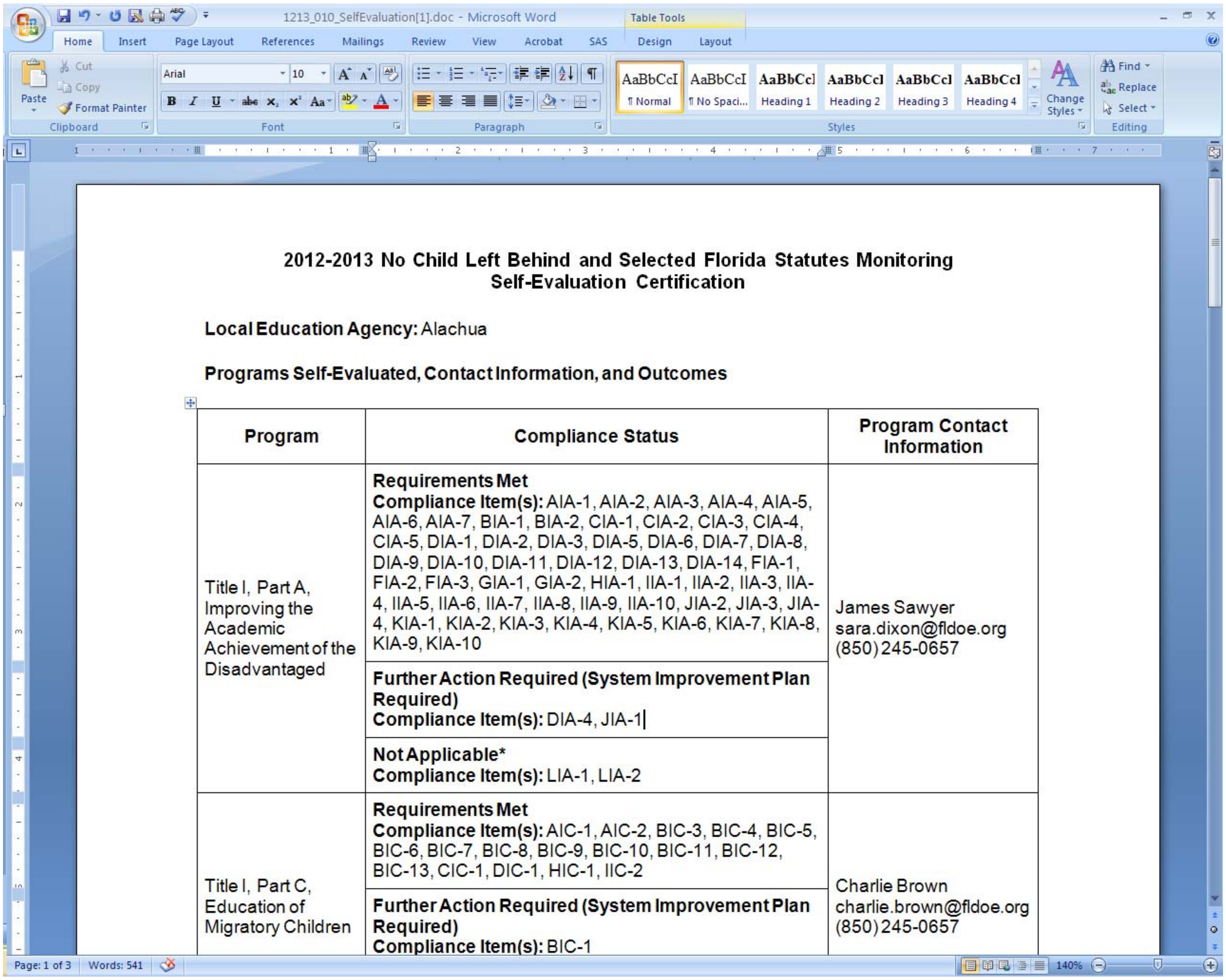


NOTE: All programs must have a *Complete* status before the Self-Evaluation Certification link on the Main Menu will activate.

Self-Evaluation Certification

The Self-Evaluation Certification will automatically generate following submission of all the work papers and will match the information submitted in the work papers. After all program reports have been completed, the **Self-Evaluation Certification** link will activate on the Main Menu. The Self-Evaluation Certification document will open in Microsoft Word and can be saved by the LEA. It should be signed and emailed to ofp@fldoe.org or mailed to the address on the certification, as required.

Each program will be listed; compliance items designated **Requirements Met, Further Action Required,** and **Not Applicable** will be reflected on this page. The contact person's information will be pulled from the Contact Information in the work papers. The compliance items will be listed by their designation. In the example below, for Title I, Part A, the LEA has numerous items that met all requirements, one item requiring further action, and none that did not apply.



2012-2013 No Child Left Behind and Selected Florida Statutes Monitoring
Self-Evaluation Certification

Local Education Agency: Alachua

Programs Self-Evaluated, Contact Information, and Outcomes

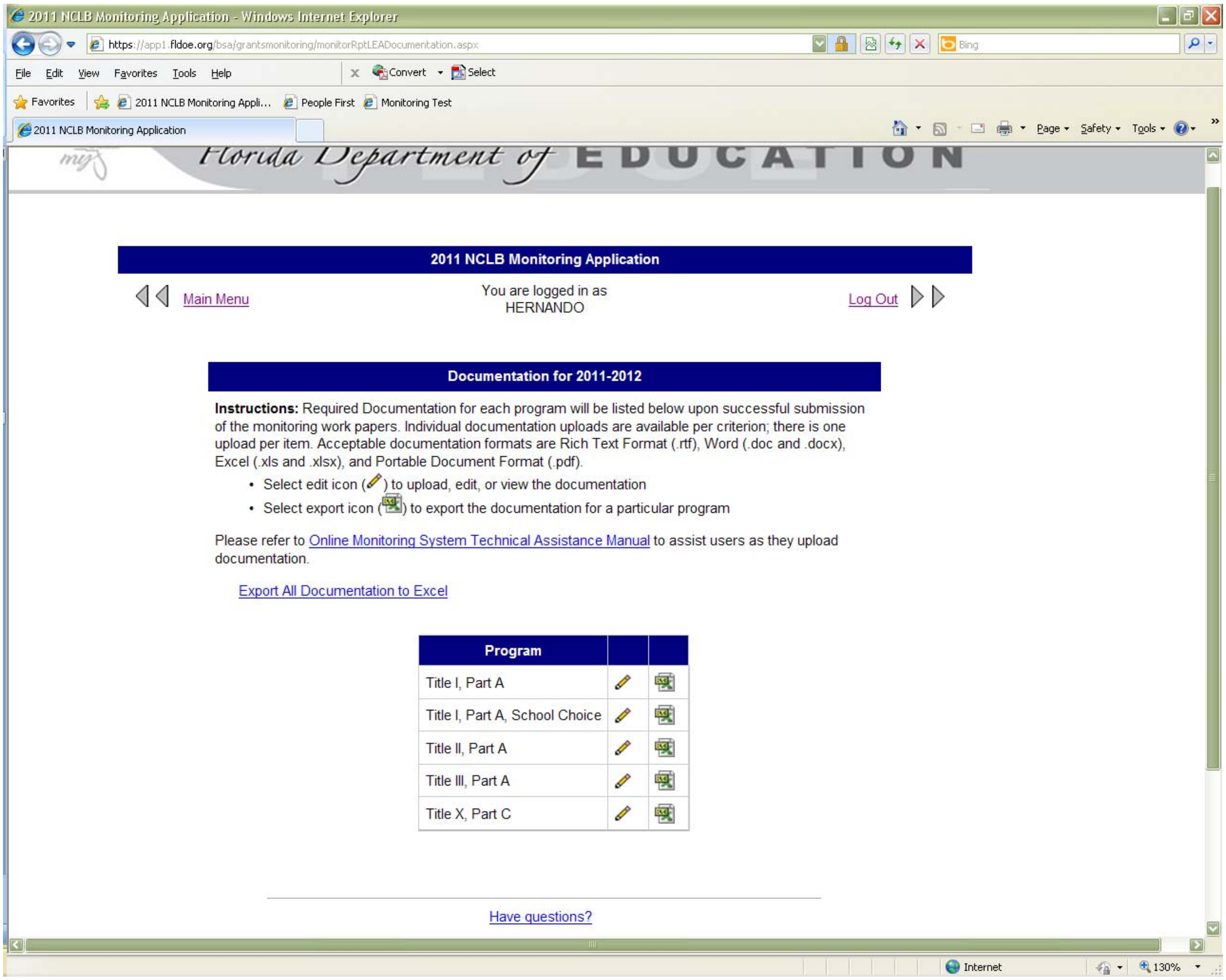
Program	Compliance Status	Program Contact Information
Title I, Part A, Improving the Academic Achievement of the Disadvantaged	**Requirements Met** **Compliance Item(s):** AIA-1, AIA-2, AIA-3, AIA-4, AIA-5, AIA-6, AIA-7, BIA-1, BIA-2, CIA-1, CIA-2, CIA-3, CIA-4, CIA-5, DIA-1, DIA-2, DIA-3, DIA-5, DIA-6, DIA-7, DIA-8, DIA-9, DIA-10, DIA-11, DIA-12, DIA-13, DIA-14, FIA-1, FIA-2, FIA-3, GIA-1, GIA-2, HIA-1, IIA-1, IIA-2, IIA-3, IIA-4, IIA-5, IIA-6, IIA-7, IIA-8, IIA-9, IIA-10, JIA-2, JIA-3, JIA-4, KIA-1, KIA-2, KIA-3, KIA-4, KIA-5, KIA-6, KIA-7, KIA-8, KIA-9, KIA-10 **Further Action Required (System Improvement Plan Required)** **Compliance Item(s):** DIA-4, JIA-1 **Not Applicable*** **Compliance Item(s):** LIA-1, LIA-2	James Sawyer sara.dixon@fldoe.org (850) 245-0657
Title I, Part C, Education of Migratory Children	**Requirements Met** **Compliance Item(s):** AIC-1, AIC-2, BIC-3, BIC-4, BIC-5, BIC-6, BIC-7, BIC-8, BIC-9, BIC-10, BIC-11, BIC-12, BIC-13, CIC-1, DIC-1, HIC-1, IIC-2 **Further Action Required (System Improvement Plan Required)** **Compliance Item(s):** BIC-1	Charlie Brown charlie.brown@fldoe.org (850) 245-0657

NOTE: All LEAs are required to submit the Self-Evaluation Certification.

Documents to Support Compliance

LEAs being monitored through desktop and onsite activities must upload documentation in the online monitoring system as evidence to support compliance. Self-monitoring LEAs are only required to upload documentation for specific compliance items in a few programs (listed on page 15). The work papers will indicate which specific documents need to be uploaded for compliance (look for "**This documentation is required for all LEAs"** listed next to the document in the work papers). For more information, please contact the individual program offices. Desktop and Onsite LEAs are required to upload documentation for all applicable compliance items.

Documentation for a program becomes available following submission of that program's work papers. On the Documentation Menu, users can export the documentation for all programs by selecting the link **Export All Documentation to Excel**, export documentation for each individual program by the selecting the export icon (Excel) for that program (see page 15), and access each program's documentation upload screen by clicking the pencil icon.



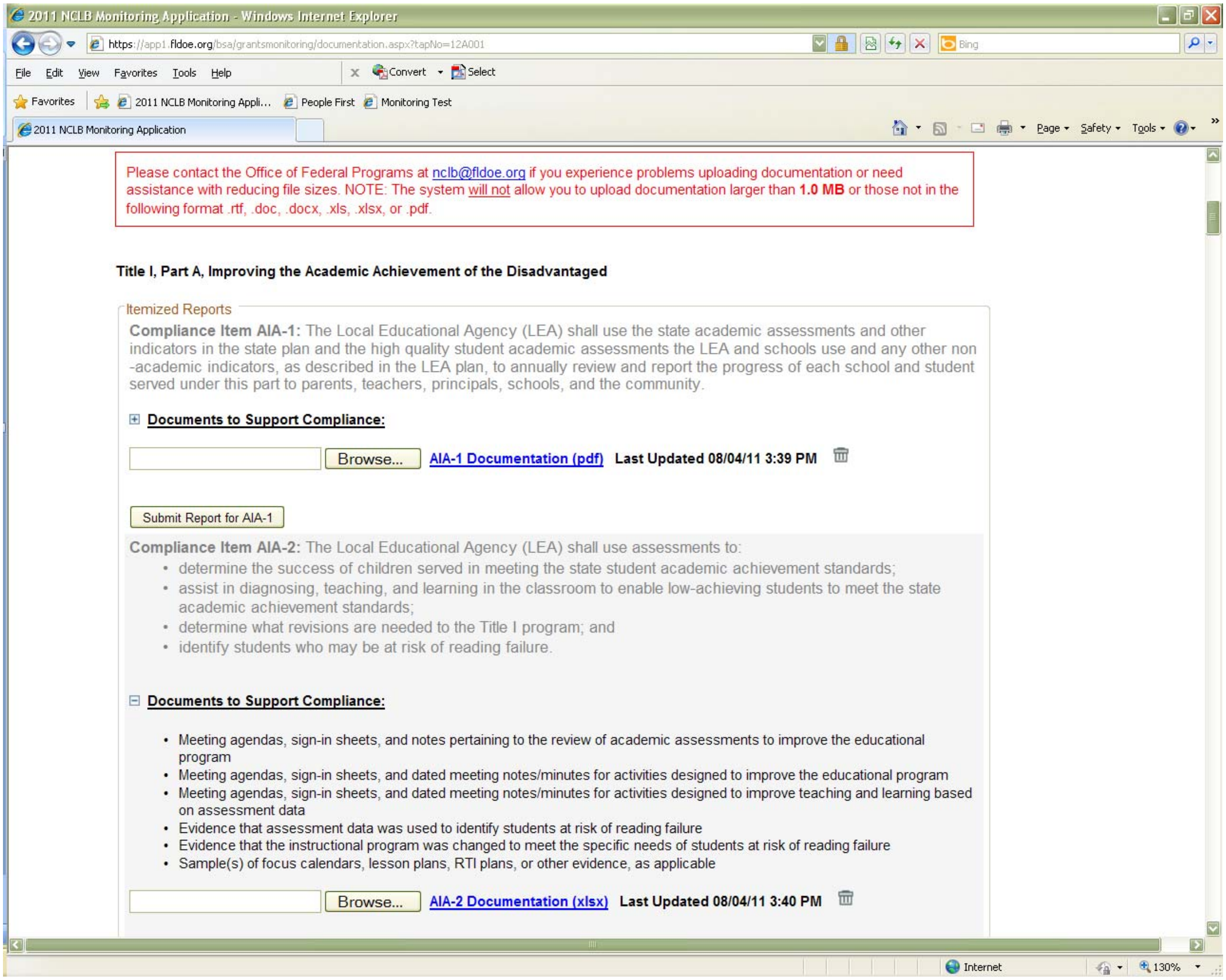
NOTE: The online system **only** accepts the following format types: Portable Document Format (.pdf); Microsoft Word (.doc and .docx); Microsoft Excel (.xls and .xlsx); and Rich Text Format (.rtf). Any attempts to upload a file that is not one of these types, such as a PowerPoint, will result in an Invalid File Type error message. ***Please refrain from uploading portfolios; the FDOE server cannot support these files and will not allow FDOE program staff to access them.*** Additional upload troubleshooting assistance can be found on page 17.

One upload is available per compliance item. Uploading additional documents under the same item will replace what was there previously. Assistance combining multiple documents into one file begins on page 27 of this manual. To see the list of documents that will support compliance for a given item, click on the box with a plus sign.

To upload, select Browse, find the location of the file on your computer, and submit. If saved successfully, a hyperlink will appear next to the Browse button. If an LEA wants to replace or add to documentation previously uploaded to the system for a compliance item, the user must begin the process again. Users may verify the most recent upload by exporting the Excel spreadsheet provided on the Documentation Menu page (see page 15). Once the page refreshes, the latest upload date and time stamp will show next to the hyperlink.

Documentation for each compliance item must be submitted individually; there is no Save and Return later or Submit for All button. Once a document has been uploaded, it may be accessed by selecting the hyperlinks on this page.

To access other portions of the monitoring system, select the Main Menu link. To logout of the monitoring system entirely, select the Logout link.



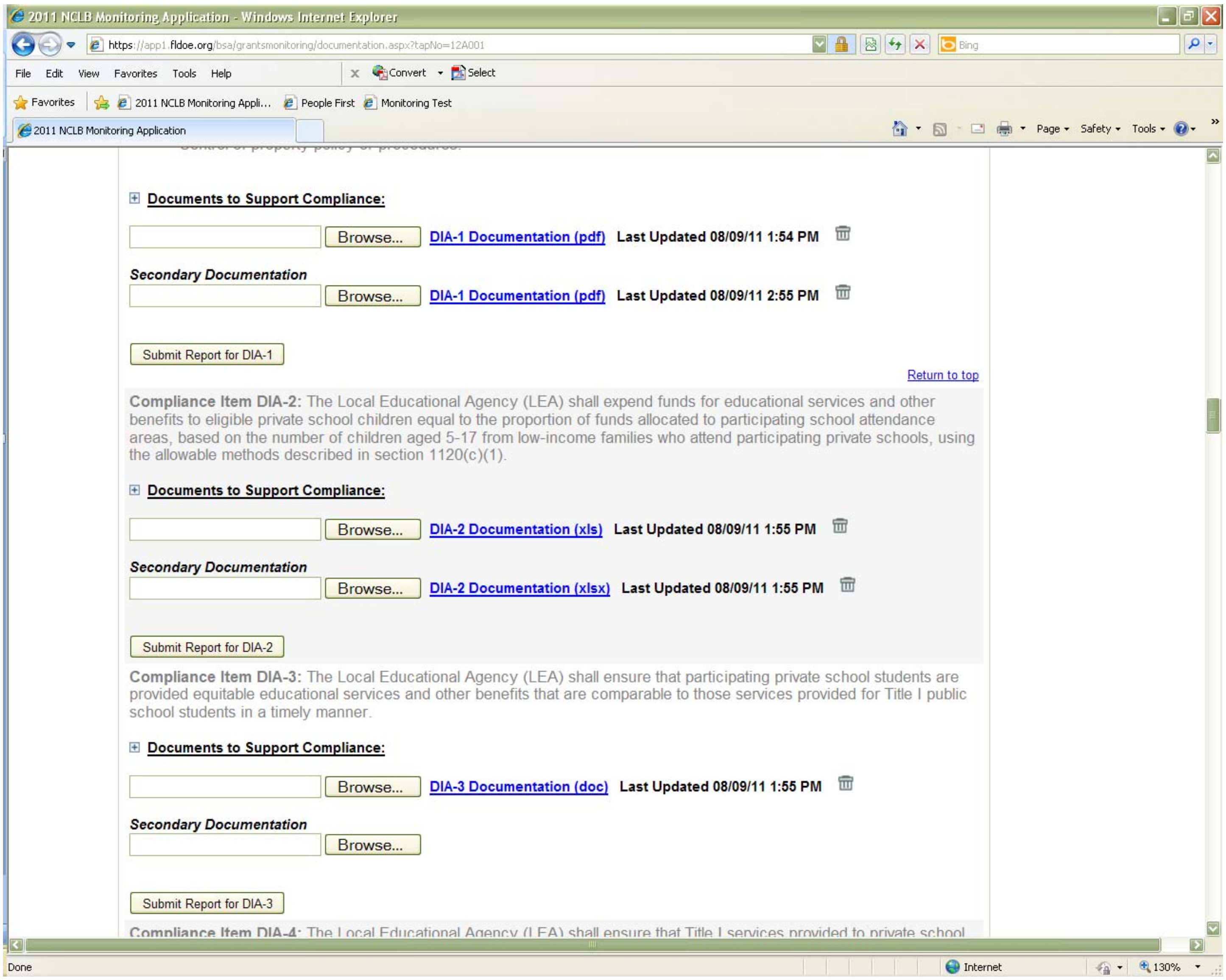
NOTE: During the self-monitoring process, in a given file, if some of the pages need to be replaced and the rest is approvable, the LEA must update the original file and upload again. ***To make it easier to identify documents that have been changed or replaced, it is recommended that LEAs either place a date on the file, add a cover page to assist with reviewing changes, or draw attention to the changes in some other way.***

Secondary Upload for Desktop and Onsite LEAs

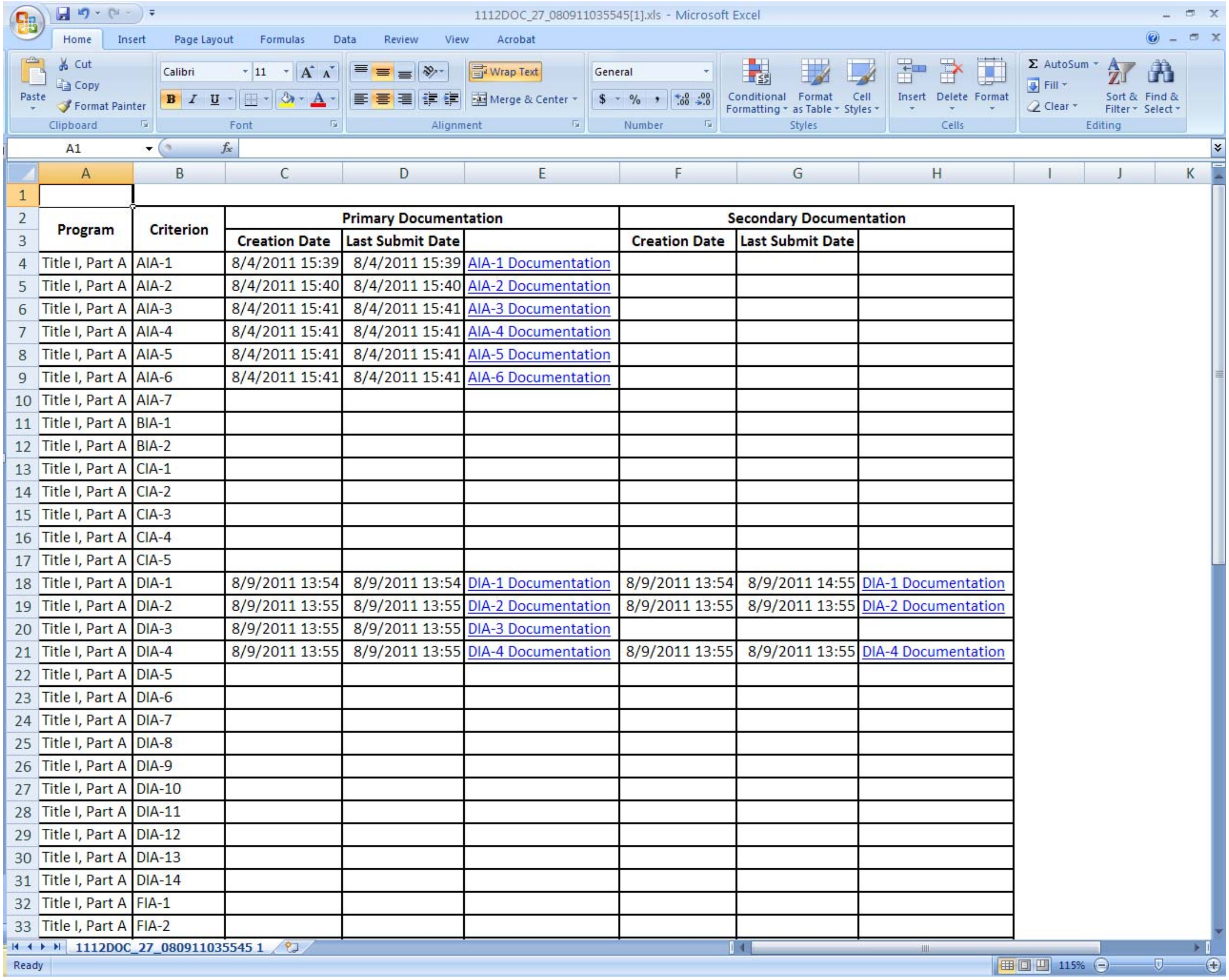
Following the deadline for submission of all documentation, LEAs selected for Desktop and Onsite Monitoring are often asked for additional information. During the FDOE review of documentation, Desktop and Onsite LEAs will have a second opportunity to upload, without overwriting previously uploaded information.

Once the second upload is available, users can place a file into the Secondary Documentation field by selecting the Browse button, finding the location of the file on the computer, and then selecting the Submit button. If desired, a replacement file can be put into the first upload field, though please check with the program office prior to overriding reviewed material. The Submit button will upload the documents at once. If there is nothing in the field, the previously uploaded files will remain untouched.

The secondary upload field is available to make it easier for LEAs to provide additional documentation or clarify documentation during the onsite and desktop review. This feature is offered as a convenience to minimize the process of manipulating previously uploaded documentation. Its use is not a requirement.



The screen shot below is an example of the export spreadsheet for Documentation. Clicking on the hyperlinks in blue will open the uploaded documentation.



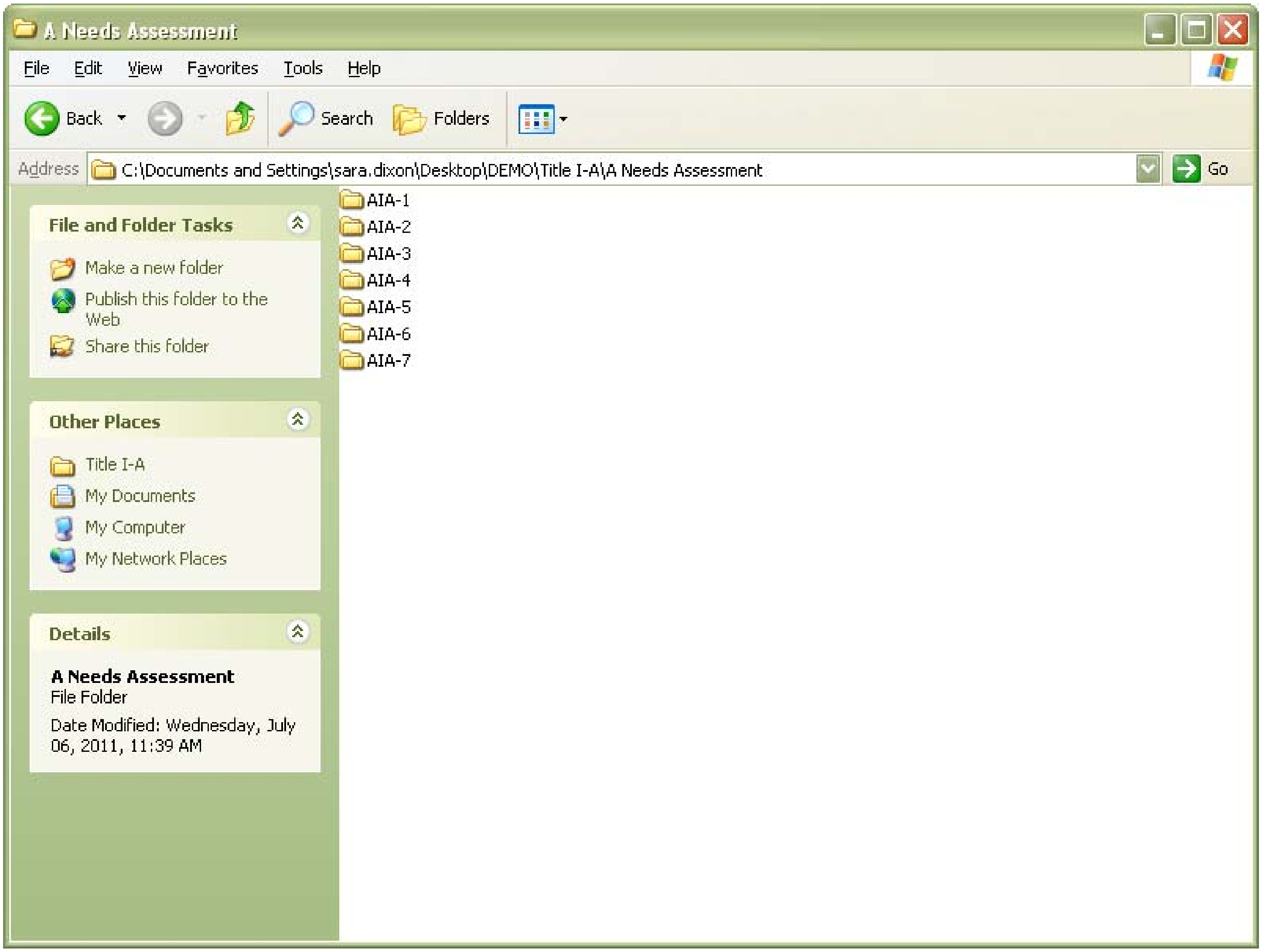
Program	Criterion	Primary Documentation			Secondary Documentation		
		Creation Date	Last Submit Date		Creation Date	Last Submit Date	
Title I, Part A	AIA-1	8/4/2011 15:39	8/4/2011 15:39	AIA-1 Documentation			
Title I, Part A	AIA-2	8/4/2011 15:40	8/4/2011 15:40	AIA-2 Documentation			
Title I, Part A	AIA-3	8/4/2011 15:41	8/4/2011 15:41	AIA-3 Documentation			
Title I, Part A	AIA-4	8/4/2011 15:41	8/4/2011 15:41	AIA-4 Documentation			
Title I, Part A	AIA-5	8/4/2011 15:41	8/4/2011 15:41	AIA-5 Documentation			
Title I, Part A	AIA-6	8/4/2011 15:41	8/4/2011 15:41	AIA-6 Documentation			
Title I, Part A	AIA-7						
Title I, Part A	BIA-1						
Title I, Part A	BIA-2						
Title I, Part A	CIA-1						
Title I, Part A	CIA-2						
Title I, Part A	CIA-3						
Title I, Part A	CIA-4						
Title I, Part A	CIA-5						
Title I, Part A	DIA-1	8/9/2011 13:54	8/9/2011 13:54	DIA-1 Documentation	8/9/2011 13:54	8/9/2011 14:55	DIA-1 Documentation
Title I, Part A	DIA-2	8/9/2011 13:55	8/9/2011 13:55	DIA-2 Documentation	8/9/2011 13:55	8/9/2011 13:55	DIA-2 Documentation
Title I, Part A	DIA-3	8/9/2011 13:55	8/9/2011 13:55	DIA-3 Documentation			
Title I, Part A	DIA-4	8/9/2011 13:55	8/9/2011 13:55	DIA-4 Documentation	8/9/2011 13:55	8/9/2011 13:55	DIA-4 Documentation
Title I, Part A	DIA-5						
Title I, Part A	DIA-6						
Title I, Part A	DIA-7						
Title I, Part A	DIA-8						
Title I, Part A	DIA-9						
Title I, Part A	DIA-10						
Title I, Part A	DIA-11						
Title I, Part A	DIA-12						
Title I, Part A	DIA-13						
Title I, Part A	DIA-14						
Title I, Part A	FIA-1						
Title I, Part A	FIA-2						

Tip for Organizing Documentation

On your local computer or network, organize all your documentation into folders for each compliance item. You can even go so far as to organize first by Common Element, then by compliance item.

As you gather documentation electronically, having the folders organized in such a way will help users file each file under the appropriate compliance item. When there is more than one document in a folder, having them all together will make it easier to combine the documents (see page 27). Organizing your documents in such a way at the beginning of the upload process will save you time and effort.

Then, when users are ready to upload, the documents are organized!



Troubleshooting the Documentation Upload

When uploading documentation, users may see the following error messages.

File exceeds size limit

The default maximum file size is 3 MB (3000 KB). Users should limit the number of scanned pages in an uploaded file because this dramatically increases the file size. When scanning is absolutely necessary, the user should attempt to compress these files following the directions starting on page 29. If the file cannot be compressed any further and the file is still too large for upload, send the file to ofp@fldoe.org and the Office of Federal Programs will work with you to get the file uploaded.

Invalid File Type

The online system **only** accepts the following format types: Portable Document Format (.pdf); Microsoft Word (.doc and .docx); Microsoft Excel (.xls and .xlsx); and Rich Text Format (.rtf). Any attempts to upload a file that is not one of these types, such as a PowerPoint, will result in an Invalid File Type error message.

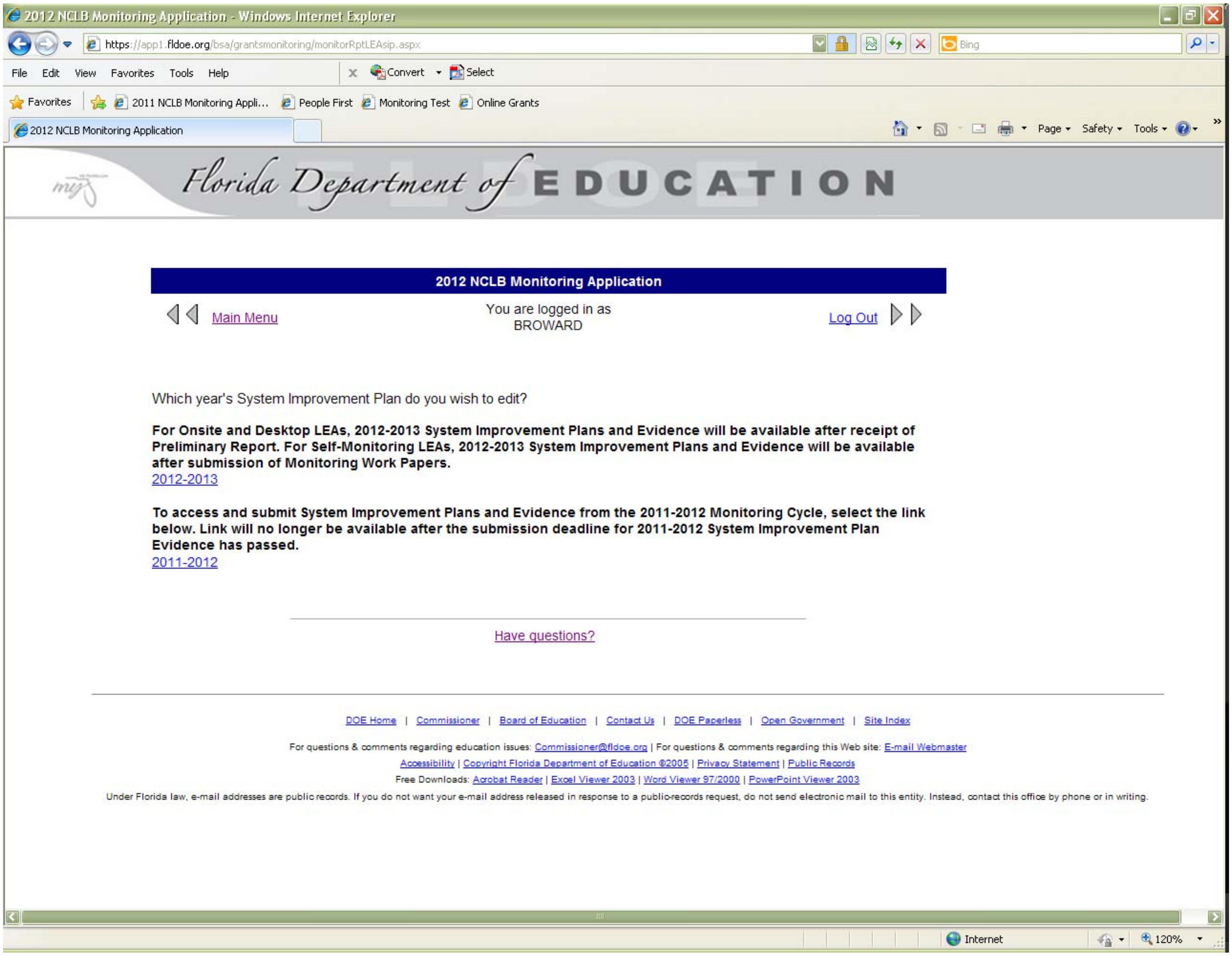
Invalid Extension

A common way to receive this message is having multiple periods (.) in a file name. The system will read anything after the first period as a file extension. For example, in the file name "AID2-1.Documentation.Dixie.pdf," the system will read ".Documentation.Dixie.pdf" as the file extension, which is invalid. Simply replacing the periods with hyphens or underscores, as in "AID2-1_Documentation_Dixie.pdf," will rectify the situation.

If you continue to have trouble with the documentation upload, please contact the Office of Federal Programs at ofp@fldoe.org.

System Improvement Plans and Evidence

If an LEA has documentation to upload as evidence of a previous year System Improvement Plan (SIP) implementation, users should access the **System Improvement Plans and Evidence** link from the Main Menu. In the screen shot below, users can select the link to edit SIPs and continue the corrective action process where they last left off.



In the event that LEAs need to edit or submit previous year SIPs, follow the directions beginning on page 20 of this manual. Directions for the submission of SIP implementation evidence begin on page 25.

System Improvement Plans

Self-Monitoring LEAs

Immediately upon submission of the work papers, the System Improvement Plans (SIPs) for those items marked **Further Action Required** will be available. To complete the SIPs, follow the instructions starting on the next page.

Onsite and Desktop LEAs

System Improvement Plans (SIPs) will be available after the FDOE sends the preliminary report to the LEA. The LEA liaison and the person identified as the LEA program contact in the work papers will receive an email message, from ofp@fldoe.org, listing the SIPs to be entered into the system. The system will automatically generate the email, copying the FDOE program office. See example below:

From: ofp@fldoe.org [mailto:ofp@fldoe.org]
Sent: Wednesday, September 26, 2012 2:16 PM
To: Program.Contact@schooldistrict.k12.fl.us
CC: LEA.Liaison@schooldistrict.k12.fl.us
Subject: 2011 NCLB Monitoring - SIP Available for Title I, Part A

Program Contact: (NOTE: this email will be addressed to the person listed as the contact for this program)

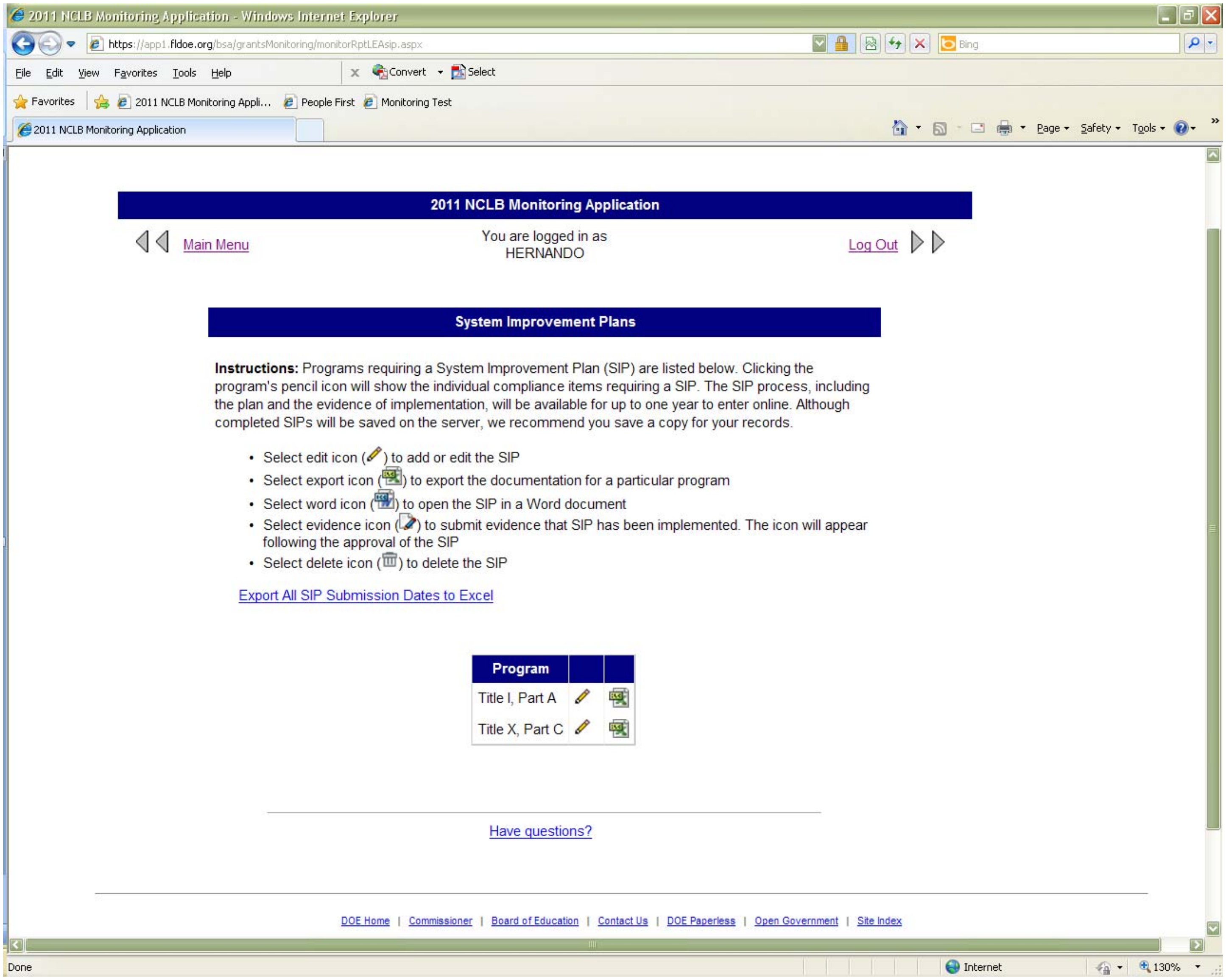
Title I, Part A System Improvement Plans are available and required for the following compliance item(s):

- AIA-1
- BIA-3

For help with your Title I, Part A System Improvement Plans please contact Sonya.Morris@fldoe.org.

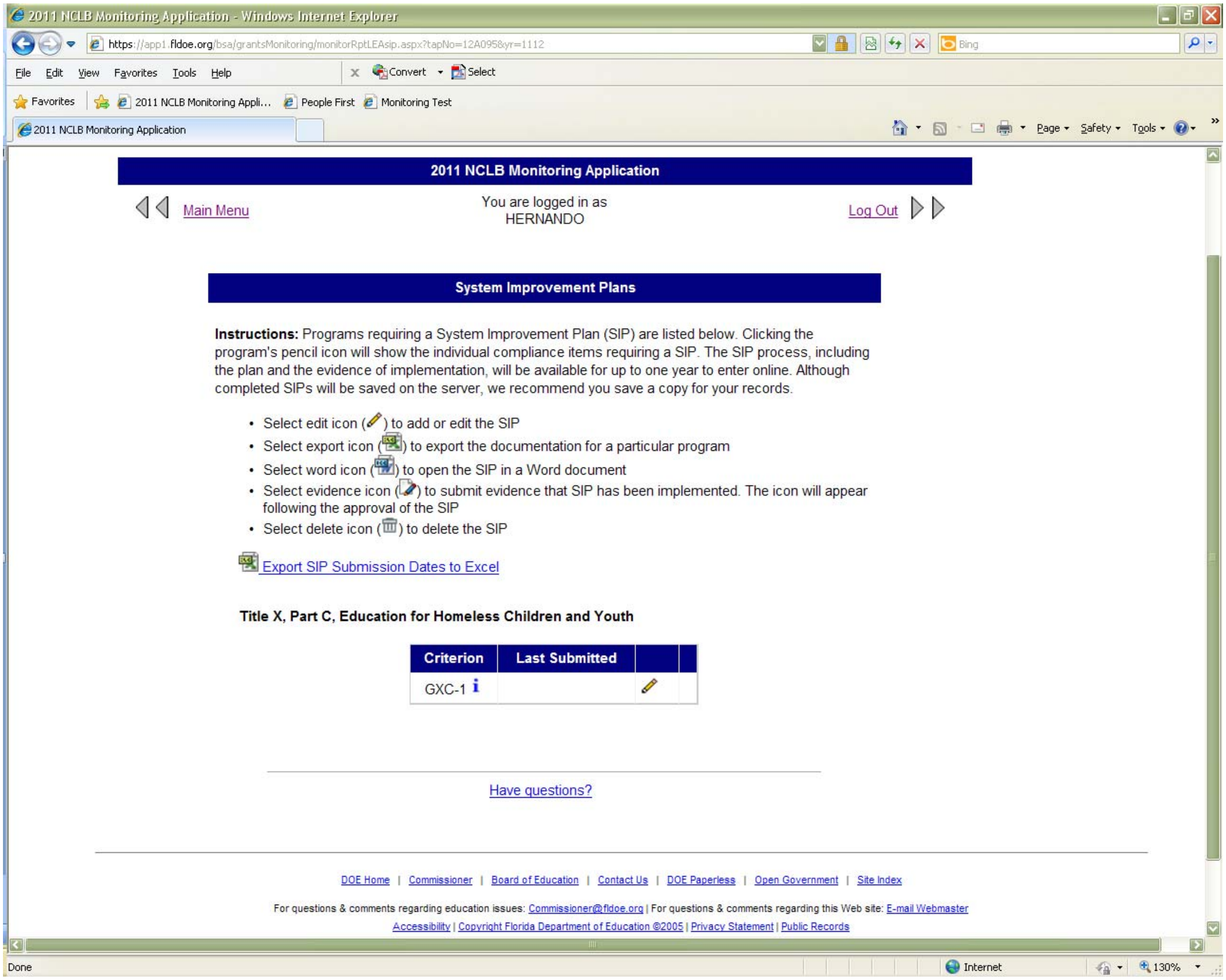
Upon receipt of an email like the one directly above, users may log in to the system to begin work on their SIPs. To complete SIP(s), follow the instructions starting on the next page.

Select the **System Improvement Plan and Evidence** link from the Main Menu and then the hyperlink to the year (see screen shot on page 18). If the FDOE determines that an LEA requires further action, the program(s) requiring action will be listed as below:



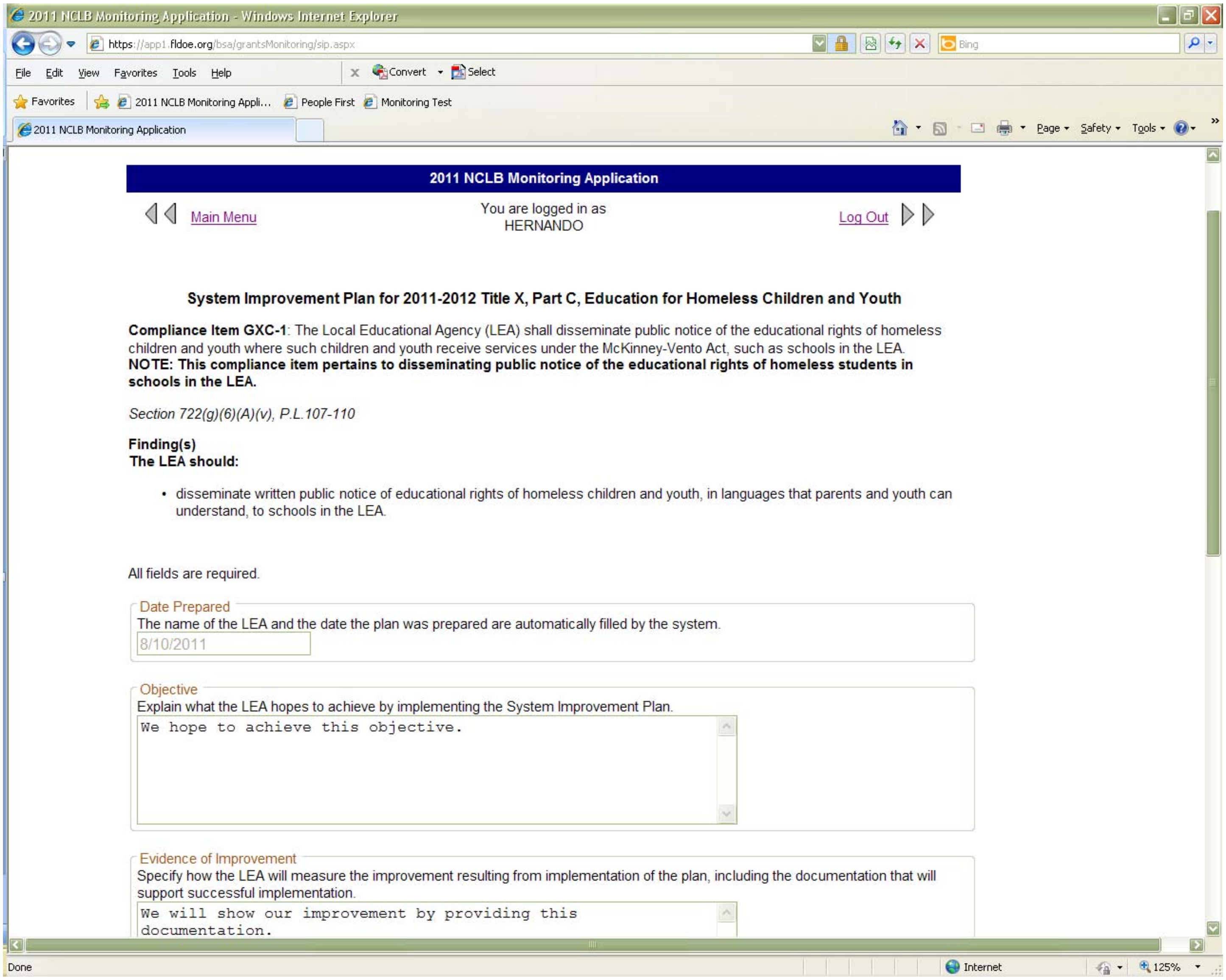
The link above the table, **Export All SIP Submission Dates to Excel**, will export SIP and SIP Evidence submission dates into an Excel spreadsheet for all programs. Clicking on the pencil icon next to a program will reveal the list of the criterion items requiring SIPs (see next page). The Excel icon will export program specific SIP and SIP Evidence submission dates into an Excel spreadsheet.

By clicking the pencil next to the program in the previous sample screen shot, the user will see the screen below; the SIP(s) will be listed by compliance item. Select the pencil icon to create/edit a SIP.



The **Export SIP Submission Dates to Excel** link on this page will open a spreadsheet of the SIP and SIP Evidence submission dates specific to the program.

Clicking the pencil icon on the previous page will take the user to a screen similar to below. The compliance item and finding(s) will be listed for the user's reference. Follow the onscreen directions to understand what should go into each field. All fields are required.



2011 NCLB Monitoring Application

Main Menu | You are logged in as HERNANDO | Log Out

System Improvement Plan for 2011-2012 Title X, Part C, Education for Homeless Children and Youth

Compliance Item GXC-1: The Local Educational Agency (LEA) shall disseminate public notice of the educational rights of homeless children and youth where such children and youth receive services under the McKinney-Vento Act, such as schools in the LEA.
NOTE: This compliance item pertains to disseminating public notice of the educational rights of homeless students in schools in the LEA.

Section 722(g)(6)(A)(v), P.L.107-110

Finding(s)
The LEA should:

- disseminate written public notice of educational rights of homeless children and youth, in languages that parents and youth can understand, to schools in the LEA.

All fields are required.

Date Prepared
The name of the LEA and the date the plan was prepared are automatically filled by the system.
8/10/2011

Objective
Explain what the LEA hopes to achieve by implementing the System Improvement Plan.
We hope to achieve this objective.

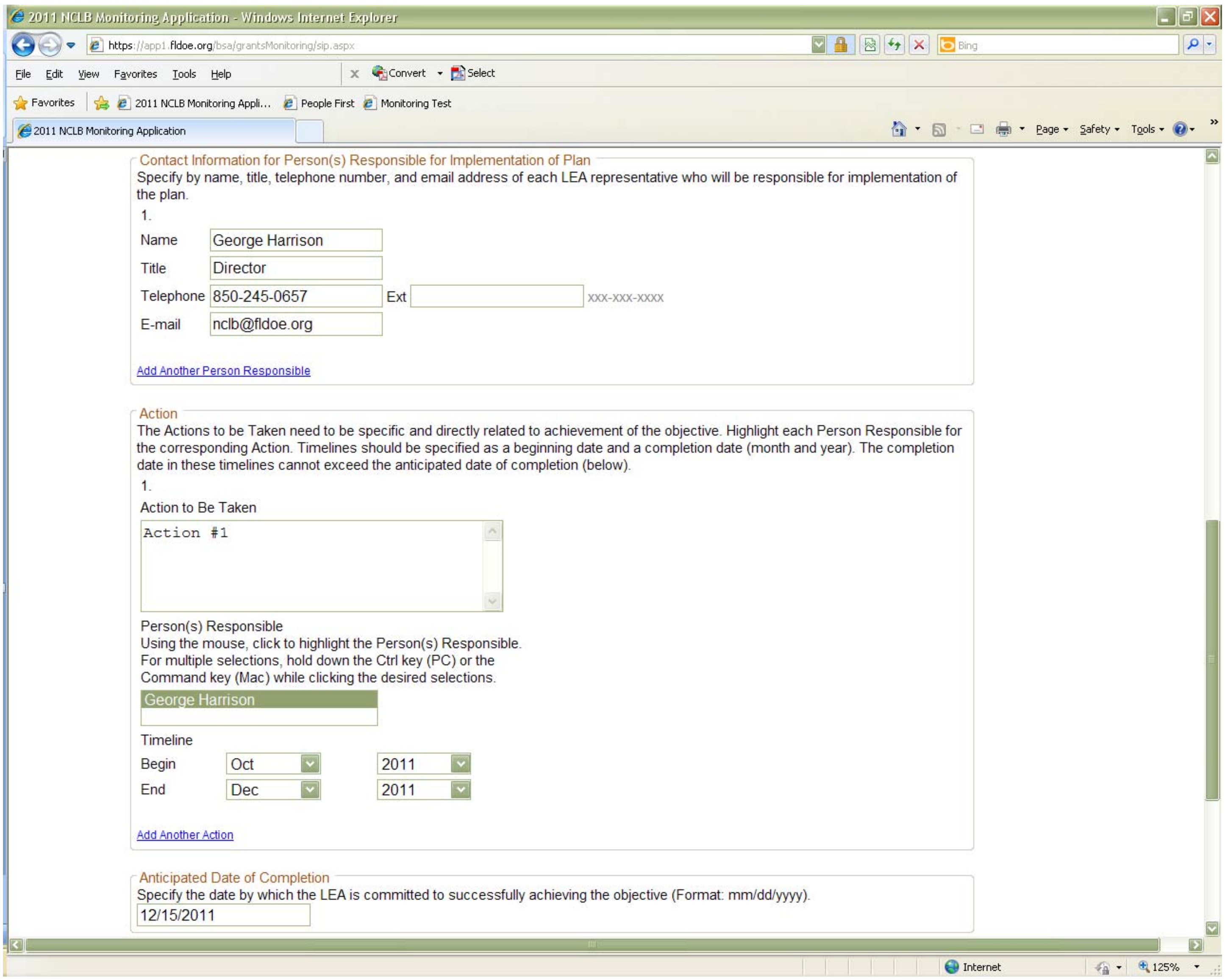
Evidence of Improvement
Specify how the LEA will measure the improvement resulting from implementation of the plan, including the documentation that will support successful implementation.
We will show our improvement by providing this documentation.

Users can add multiple persons responsible for implementation of the plan by clicking the **Add Another Person Responsible** link. When there is more than one person, a **Delete A Person Responsible** link will appear. Clicking this link will remove the last person listed. ***Once the user inputs the first contact name, the rest of the SIP form will open.*** The Action section populates with the contact name(s) so users can select which contact(s) are responsible for each action.

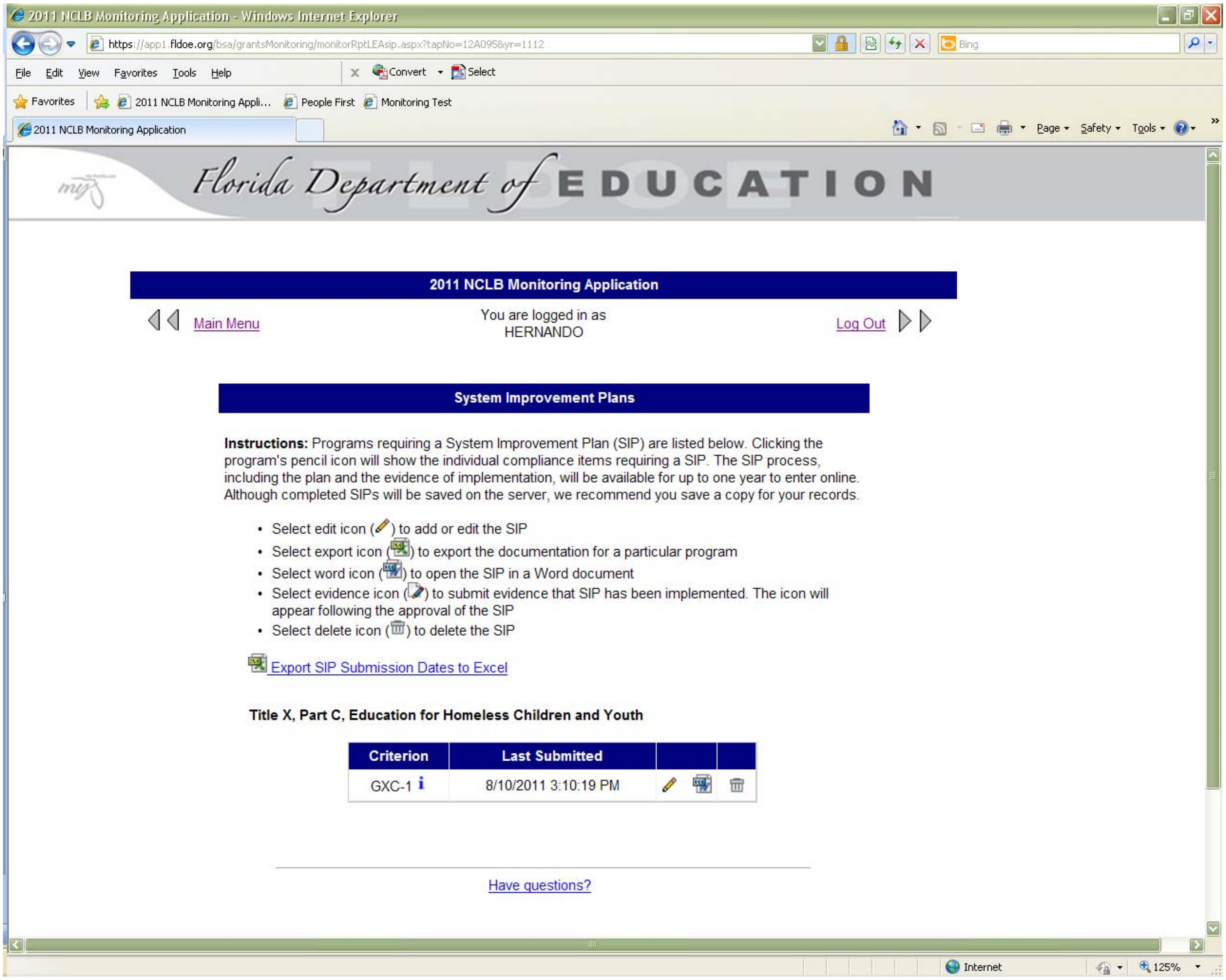
Similarly, users can add multiple actions under the Action section by clicking **Add Another Action**. When there is more than one action listed, there will be a **Delete An Action** link, which removes the last action listed. Each action will require the user to specify which contact is responsible. Select the person responsible by holding down the Control key (or Command key on a Mac) and clicking with the mouse. Even if there is only one person listed for the SIP, users must highlight the name of that person. Each action will also require a timeline to be specified (month and year). If the action occurs within one month, the begin and end dates can be the same.

The **Anticipated Date of Completion** should be in line with the timelines for the Actions. It cannot be earlier than the latest end date. This field requires an MM/DD/YYYY format.

Once all fields have been completed, click the **Generate System Improvement Plan** button (not shown in screen shot).



Once saved, the LEA will be able to edit (click the pencil), save a copy in Word (click the Word icon), or delete a SIP (click the trash can).

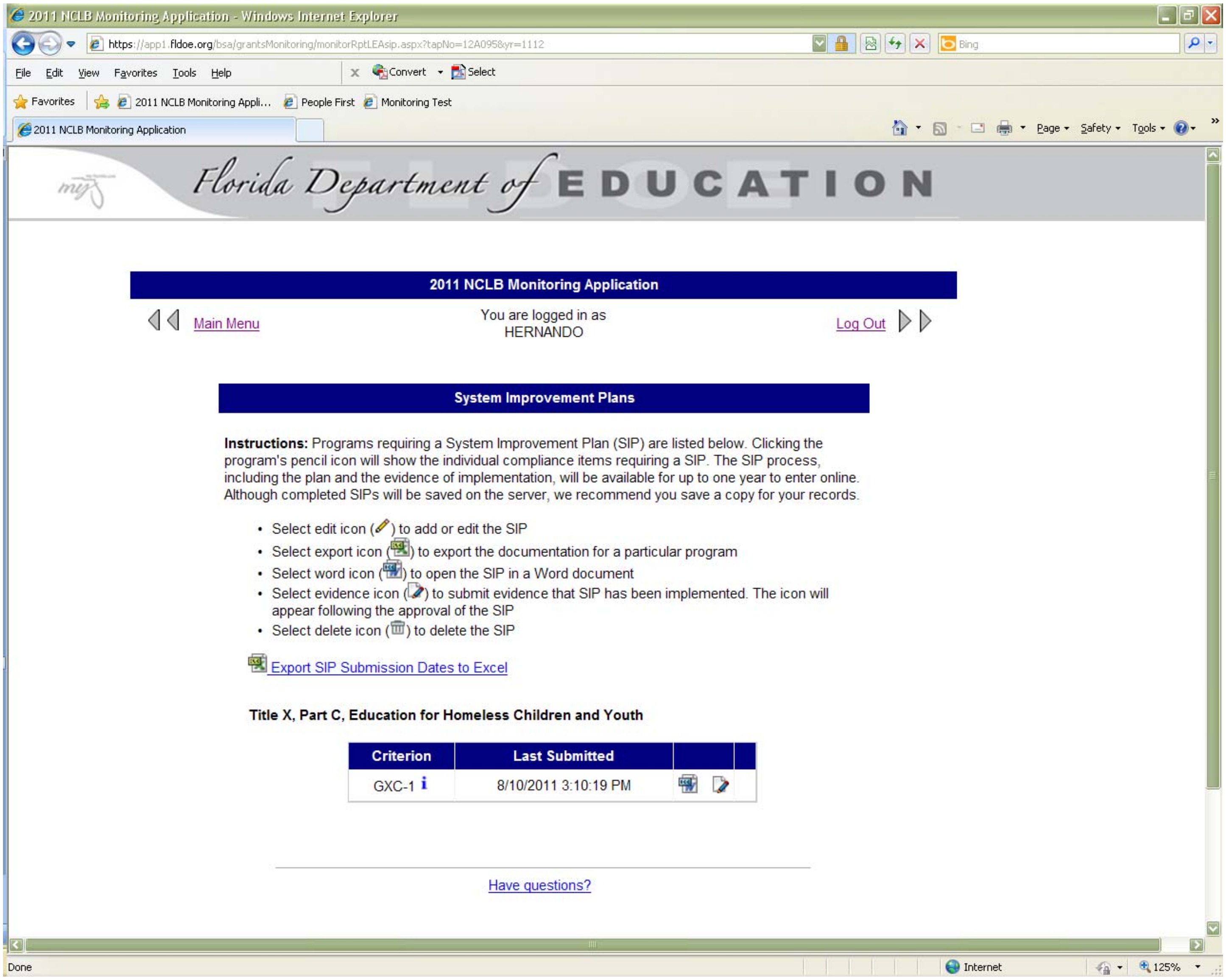


Once the SIP is submitted, FDOE staff will begin their review. When the SIP is approved, all the people listed under **Person(s) Responsible** in the SIP, along with the LEA liaison, will receive an email alert; following approval, the option to edit the SIP closes and the ability to upload evidence of implementation becomes available.

Evidence of SIP Implementation

When FDOE reviewer approves a SIP, the ability to upload evidence of SIP implementation opens up. As in the screen shot on page 20, click on the pencil for the program to be completed. Users will see a screen similar to the one below. The ability to edit the SIP is now closed, so the edit (pencil) icon has been replaced by the evidence (pen and paper) icon. Users can still view the approved SIP by clicking on the Word icon.

Click on the evidence icon to access the SIP evidence upload.

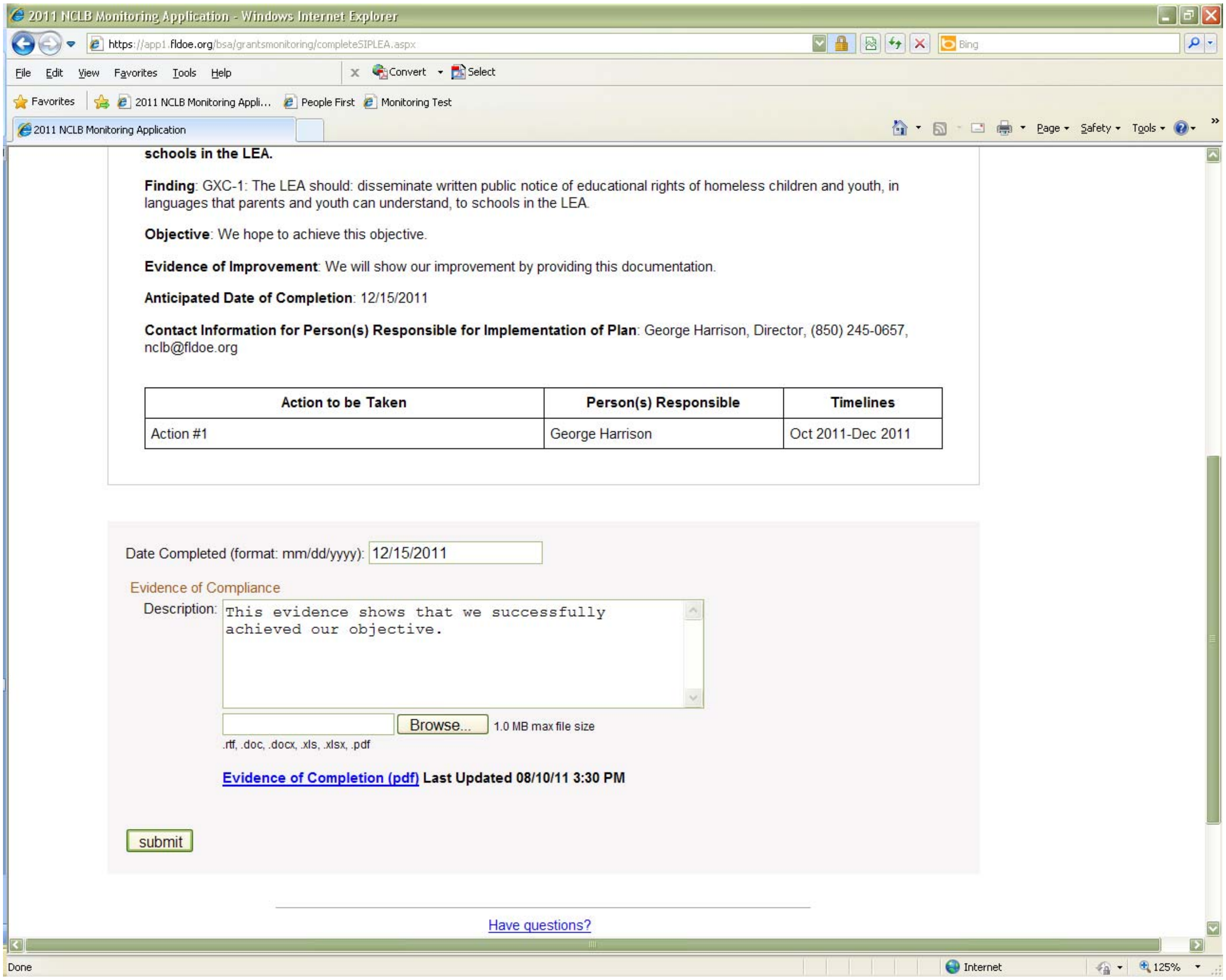


After clicking the evidence icon, users will see a read-only copy of the approved SIP. Scroll to the bottom of the screen for the input section. For each SIP, the LEA should provide the date the SIP was implemented (Date Completed), give a description of the evidence provided, and upload the evidence.

Only one upload is available per compliance item. Assistance combining multiple documents into one file begins on page 27 of this manual. To upload, select Browse, find the location of the file on your computer, and submit. If an LEA wants to replace or add to documentation previously uploaded to the system, the user must begin the process again.

Once the evidence has been successfully submitted, a hyperlink to the uploaded file will appear under the file path field. Once the page refreshes, a date and time stamp will show next to the hyperlink.

When the FDOE reviewer has approved the evidence, the people listed as **Person(s) Responsible for Implementation of Plan** will receive an email alert. The ability to replace the documentation or edit the description will be closed following approval.



NOTE: Evidence of SIP Implementation uploads have the same limitations as Documents to Support Compliance uploads. Only files that are in the following formats will be accepted: Portable Document Format (.pdf); Microsoft Word (.doc and .docx); Microsoft Excel (.xls and .xlsx); and Rich Text Format (.rtf). Also, 3 MB is the default size limit. Additional troubleshooting help for providing evidence can be found on page 17 of this manual.

Using Adobe Acrobat 9 Pro

How to Combine Files

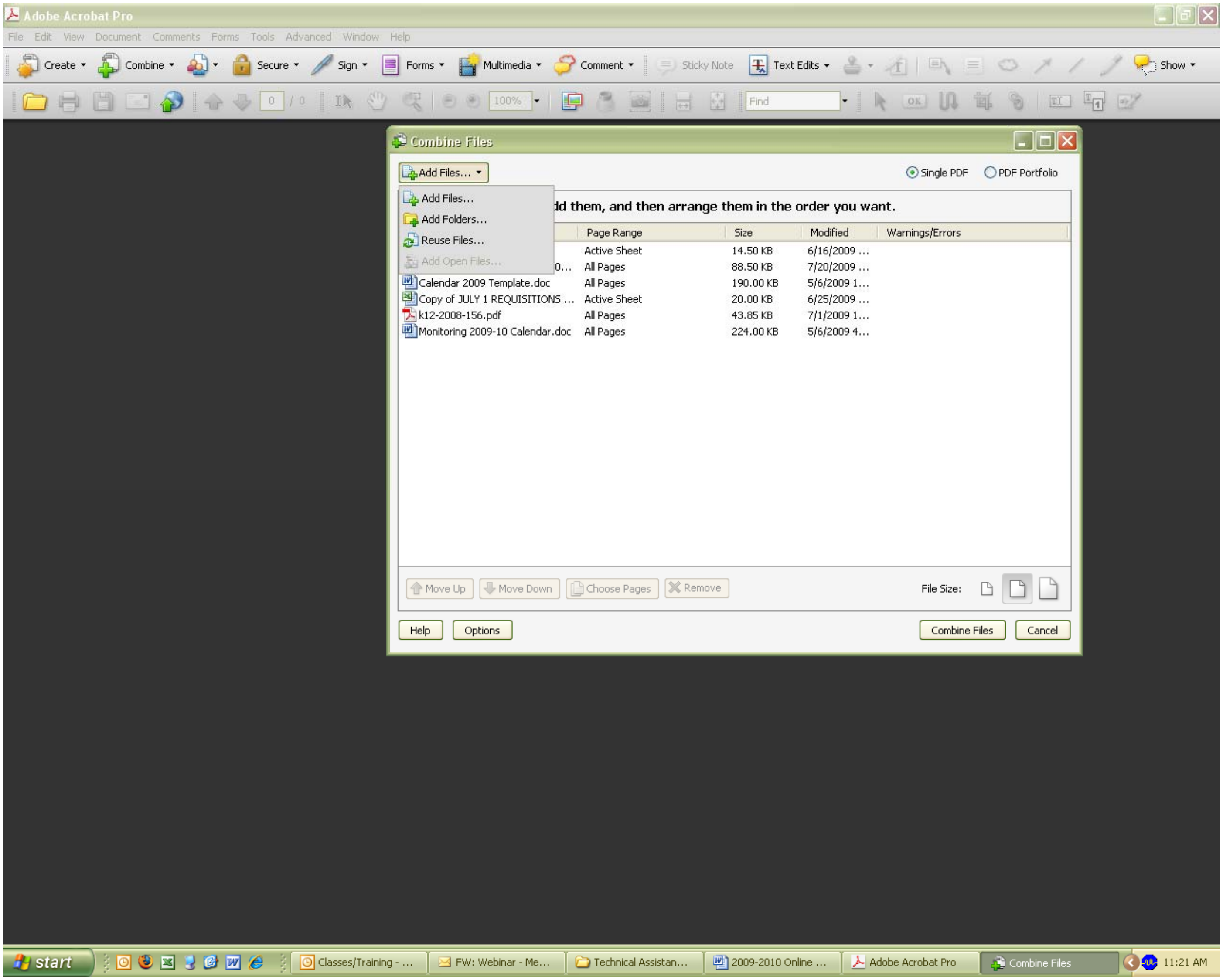
Starting with PDF Documents

1. Open the PDF that serves as the basis of the combined file.
2. Choose Document > Insert Pages > From File (Windows), or Document > Insert Pages (Mac OS).
3. Select the PDF.
4. In the Insert Pages dialog box, specify where to insert the document (before or after the first or last page, or a designated page). Click OK.
5. To leave the original PDF intact as a separate file, choose Save As, and type a new name for the merged PDF.
6. You can also add an existing file to a PDF by dragging the file icon directly into position in the Pages panel of the open PDF.

Starting with Word/Excel/etc. Documents

1. Open Adobe Acrobat
2. Choose File > Combine > Merge Files into a Single PDF
3. Click on the Add Files button in the top left corner. Add Files allows you to pick and choose files in different locations on your computer. Add Folders allows you to add all the files in a particular folder.
4. Find the files/folders you want to put into this document.
5. As you add files, you will see them listed in the window. Once you have added all desired files, make sure the Single PDF button (top right corner) is selected. You may drag the listed files to place them in the desired order. You may also designate certain pages of a file to be added with the Choose Pages button.
6. Click Combine Files.

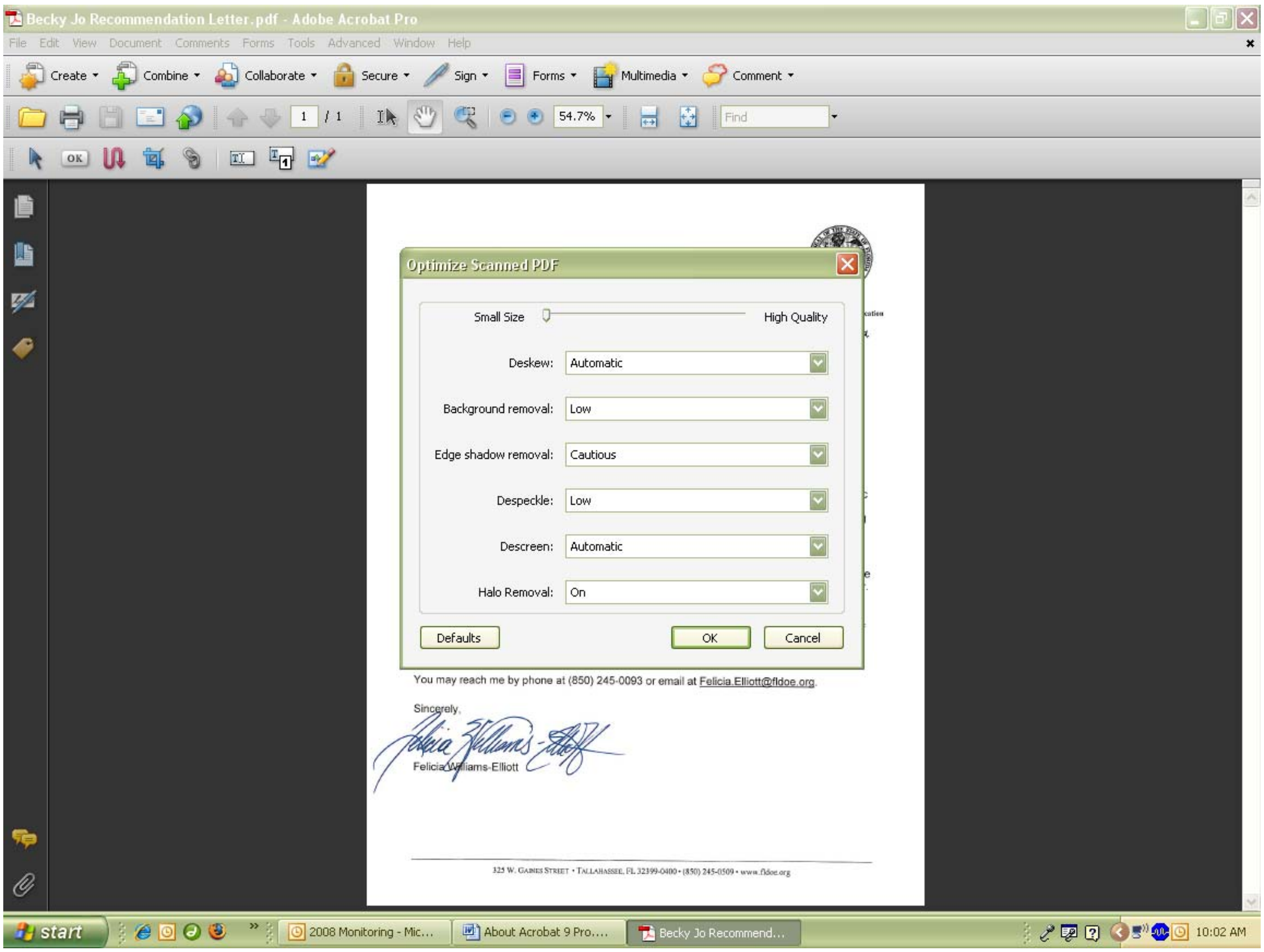
Below is a screen shot of combining files in Adobe Acrobat Professional 9.



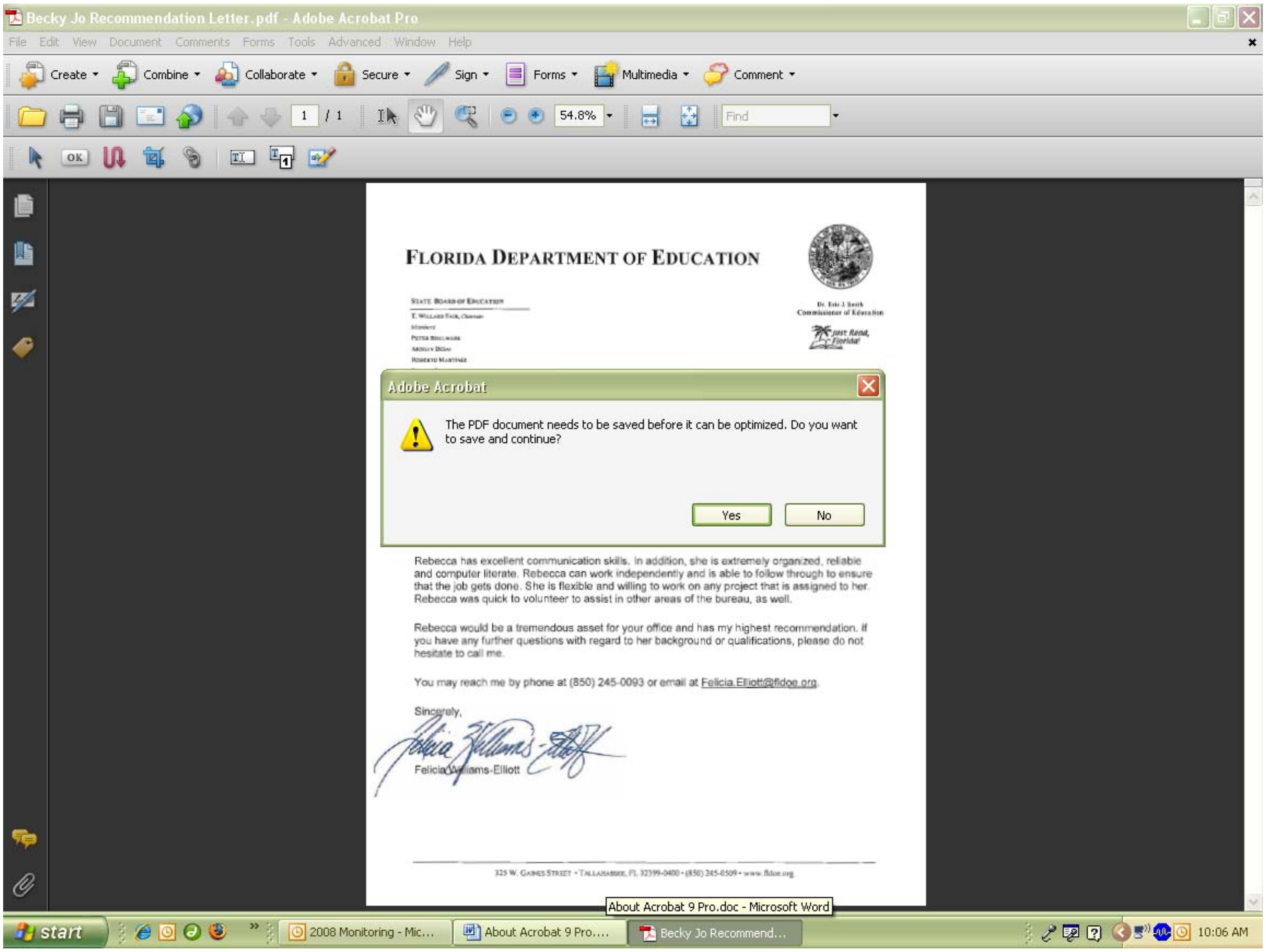
How to Reduce Files

While working through the next few steps, some of the steps require a **Save**. It is important to note that users should always rename and save the document you are reducing – never save the reduced file as your original. If the file is reduced to the point it is not legible, you will have the original to start the process over.

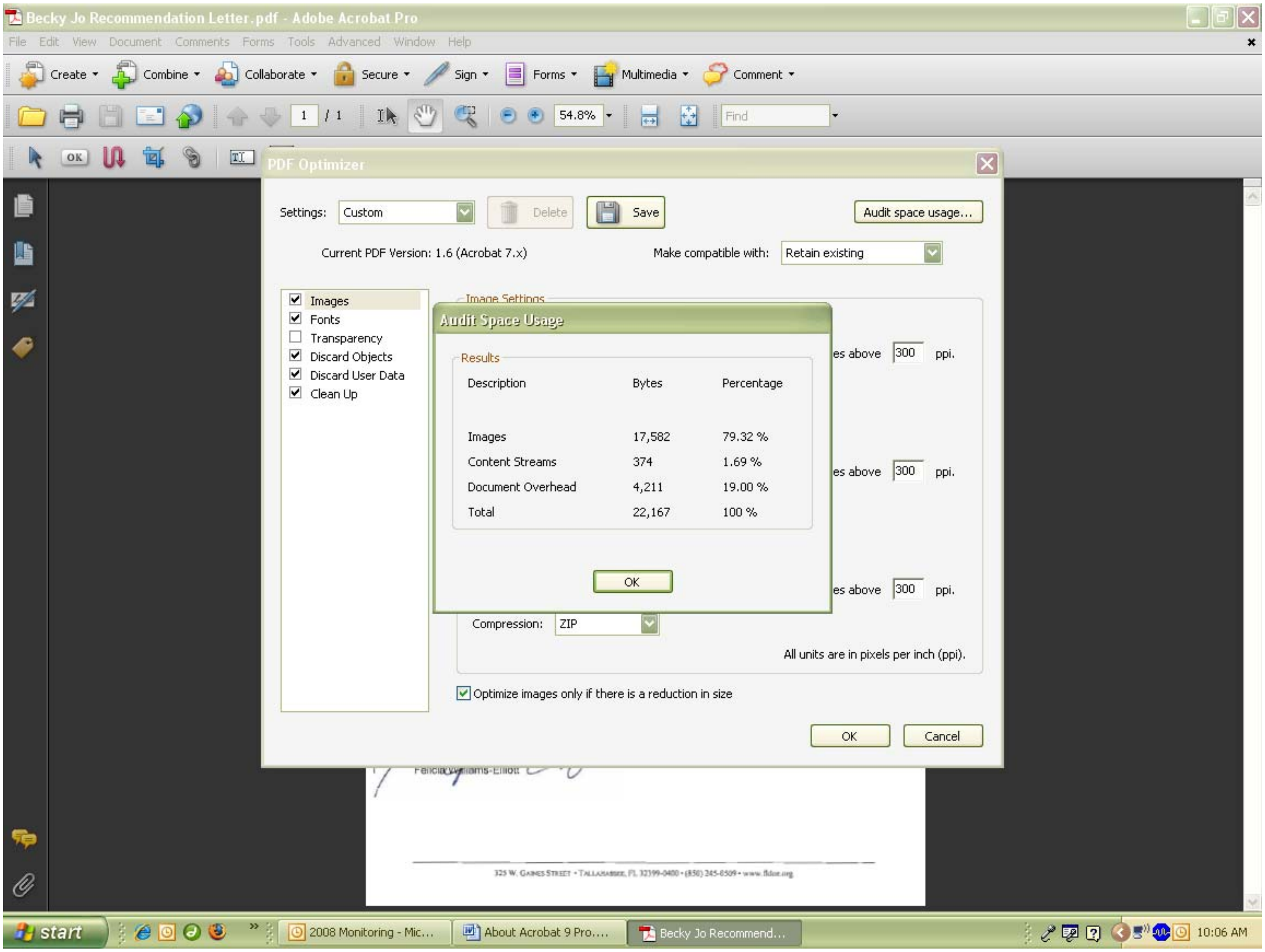
Select *Document* on the toolbar in Adobe 9 Pro.
Select *Optimize Scanned PDF*.
Move the scroll bar between Small Size and High Quality to the farthest left.
Select OK.



If the document needs to be reduced further, try the steps below:
Select *Advanced* on the toolbar in Adobe 9 Pro.
Select *PDF Optimizer*.
Select Yes to save the document.

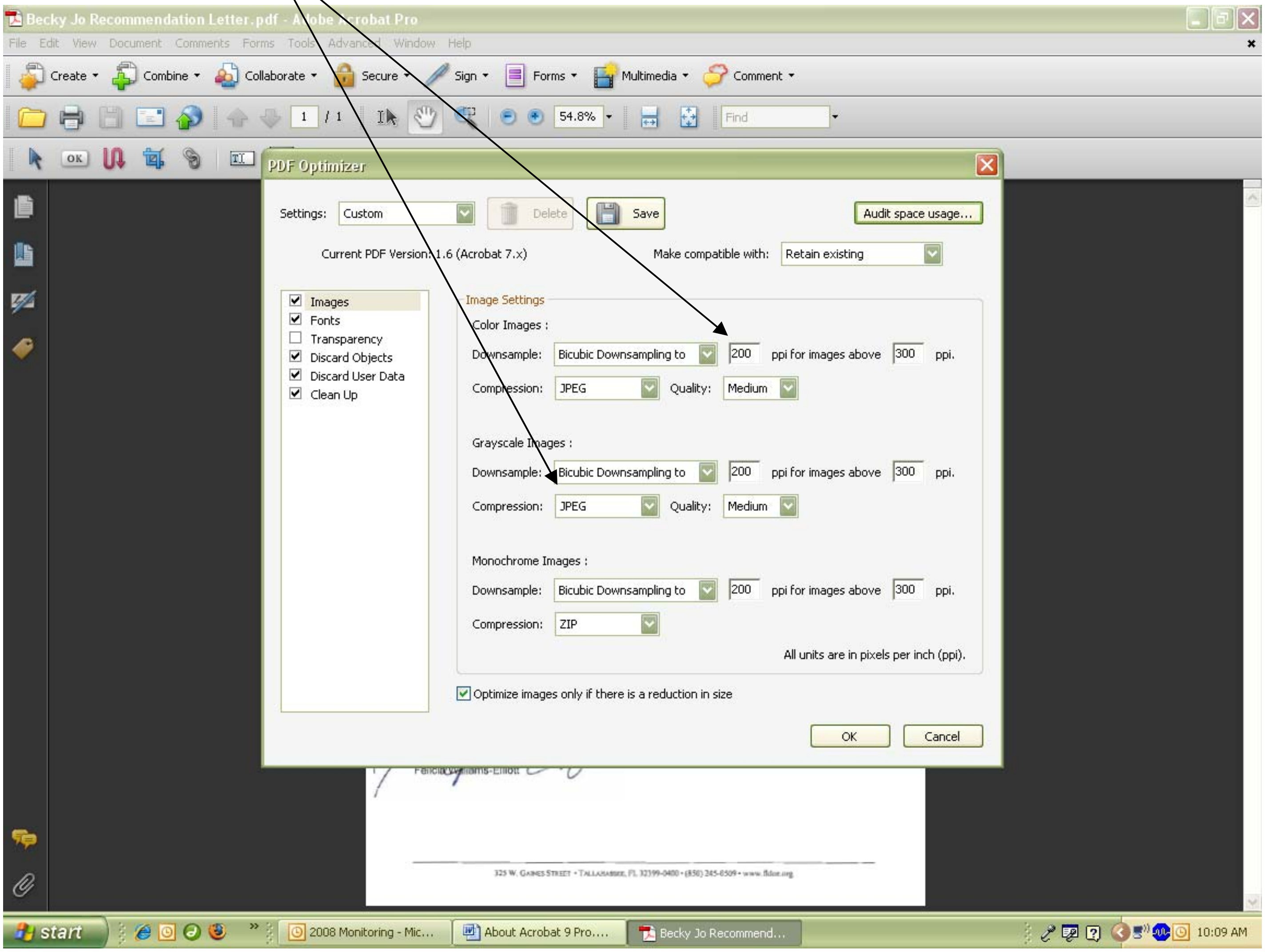


Select *Audit Space usage…* to see how much space in the document is taken up by images.
Select OK



NOTE: Scanned documents are considered to be images when converted to a PDF.

For Color, Grayscale, and Monochrome Images:
Change the ppi to 300 or less
Make sure the *Compression* is set to ZIP

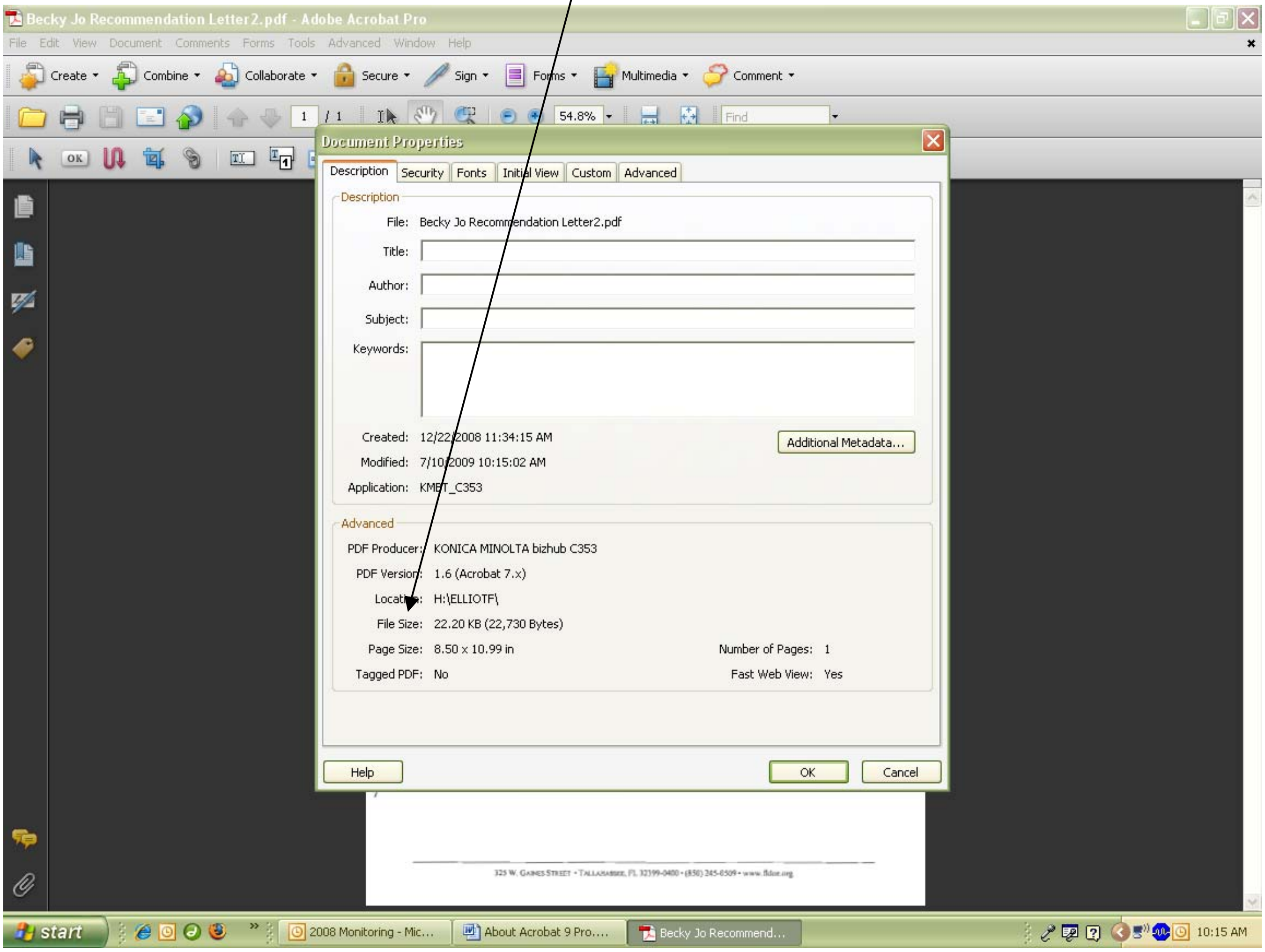


NOTE: Please make sure you can read the information in the file after reducing the ppi.

Always rename and save the document you are reducing – never save the reduced file as your original. If the file is reduced to the point it is not legible, you will need to have the original to start the process over.

Check File Size

Select File → Properties and choose the Description check the file size
1000 KB = 1 MB



If the file size is still too large, continue decreasing the ppi incrementally; but be sure to save and rename!

Adobe Professional Tutorials

ADOBE 9 Professional
Optimize PDF files in Acrobat 9 with better results: http://acrobatusers.com/tutorials/optimize-pdf-files-better-results
Video: Optimize/reduce files using Adobe 9: http://tv.adobe.com/watch/learn-acrobat-9/optimizing-your-pdf-document/
Video: Acrobat Tips and Tricks on how to reduce files further: http://tv.adobe.com/watch/acrobat-tips-and-tricks/optimizing-your-pdf-document/

ADOBE X Professional
Video: The Basics of Editing a PDF Document: http://tv.adobe.com/watch/acrobat-x/getting-started-the-basics-of-editing-a-pdf-document/
Video: How to optimize/reduce files using Adobe X: http://tv.adobe.com/watch/acrobat-x/how-to-optimize-your-pdf-file/

Adobe XI Professional
Acrobat / Optimizing PDFs:
http://help.adobe.com/en_US/acrobat/using/WS58a04a822e3e50102bd615109794195ff-7c88.w.html
Video: How to optimize/reduce files using Adobe XI: http://acrobatusers.com/tutorials/how-optimize-your-pdf-file

Programmatic Assistance

Please email bfep@fldoe.org or dial (850) 245-9939 to receive program assistance for:
Title I, Part A, Improving the Academic Achievement of the Disadvantaged and Supplemental Educational Services
Title I, Part C, Migrant Education Program
Title I, Part D, Subpart I, State Programs for Neglected and Delinquent
Title I, Part D, Subpart II, Local Programs for Neglected and Delinquent
Title VI, Part B, Subpart II, Rural and Low Income Schools Program
Title X, Part C, Education for Homeless Children and Youth

Title II, Part A, Teacher and Principal Training and Recruiting Fund
Peggy Primicerio – Peggy.Primicerio@fldoe.org or (850) 245-0734

Title III, Part A, Language Instruction for Limited English Proficient and Immigrant Students
Chane Eplin – Chane.Eplin@fldoe.org or (850) 245-0417

Technical Assistance

For the quickest response to **technical** difficulties, please email ofp@fldoe.org or call (850) 245-0657.