



Online Monitoring Technical Assistance Manual for Local Educational Agencies

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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.

The screenshot shows a Windows Internet Explorer browser window displaying the login page for the 2011 NCLB Monitoring Application. The address bar shows the URL: <http://appkest.fldoe.org/bsa/grantsmonitoring/login.aspx>. The page header features the Florida Department of Education logo and the text "Florida Department of EDUCATION".

Welcome to the Florida Department of Education (FDOE) Monitoring System. The Monitoring System was designed to provide Local Educational Agencies (LEAs) and State Agencies with the ability to submit work papers, upload supporting documentation, and complete System Improvement Plans.

If you are an authorized user, please log in by entering a valid user name and password. If you have forgotten your password, please follow [link to generate an email to the LEA liaison](#). If you need assistance navigating through the system, please follow the directions in the [Technical Assistance Document](#).

Warning This computer system is operated and maintained by the FDOE. Activity on this system is subject to monitoring in the course of systems administration and to protect the system from unauthorized use.

Unauthorized use of this system is a violation of Florida Statutes and can be punished with fines and imprisonment ([F.S. 815](#)).

Anyone using this system expressly consents to such monitoring and acknowledges that unauthorized use may be reported to the proper authorities.

The login form is titled "Log In" and contains the following fields and buttons:

- User Name:
- Password:
- Log In button

Below the login form is a link: [Have questions?](#)

At the bottom of the page, there are several navigation links: [DOE Home](#), [Commissioner](#), [Board of Education](#), [Contact Us](#), [DOE Paperless](#), [Open Government](#), and [Site Index](#).

For questions & comments regarding education issues: Commissioner@fldoe.org | For questions & comments regarding this Web site: [E-mail Webmaster](#)

[Accessibility](#) | [Copyright Florida Department of Education ©2005](#) | [Privacy Statement](#) | [Public Records](#)

Free Downloads: [Acrobat Reader](#) | [Excel Viewer 2003](#) | [Word Viewer 97/2000](#) | [PowerPoint Viewer 2003](#)

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

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.

2011 NCLB Monitoring Application - Windows Internet Explorer
https://app1.fldoe.org/bsa/grantsmonitoring/contact.aspx

File Edit View Favorites Tools Help X Convert Select

Favorites 2011 NCLB Monitoring Appl... People First Monitoring Test

2011 NCLB Monitoring Application

fldoe.org Florida Department of EDUCATION

Forgot Password
If you forgot your password, select your district.
LEA
--select--

General Questions
What grant are you working on?
12A048 - Title I, Part A, School Choice
LEA
Alachua
Please contact Melvin.Herring@fldoe.org or (850) 245-0479 for help with Title I, Part A, School Choice

Technical Difficulty
If you experience technical difficulty with the online monitoring system, please send an email to nclb@fldoe.org.

If you experience technical difficulty with the online monitoring system, please send an email to nclb@fldoe.org.

[DOE Home](#) | [Commissioner](#) | [Board of Education](#) | [Contact Us](#) | [DOE Paperless](#) | [Open Government](#) | [Site Index](#)

For questions & comments regarding education issues: Commissioner@fldoe.org | For questions & comments regarding this Web site: E-mail Webmaster
[Accessibility](#) | [Copyright Florida Department of Education ©2005](#) | [Privacy Statement](#) | [Public Records](#)
Free Downloads: [Acrobat Reader](#) | [Excel Viewer 2003](#) | [Word Viewer 97/2000](#) | [PowerPoint Viewer 2003](#)

Internet 125%

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).

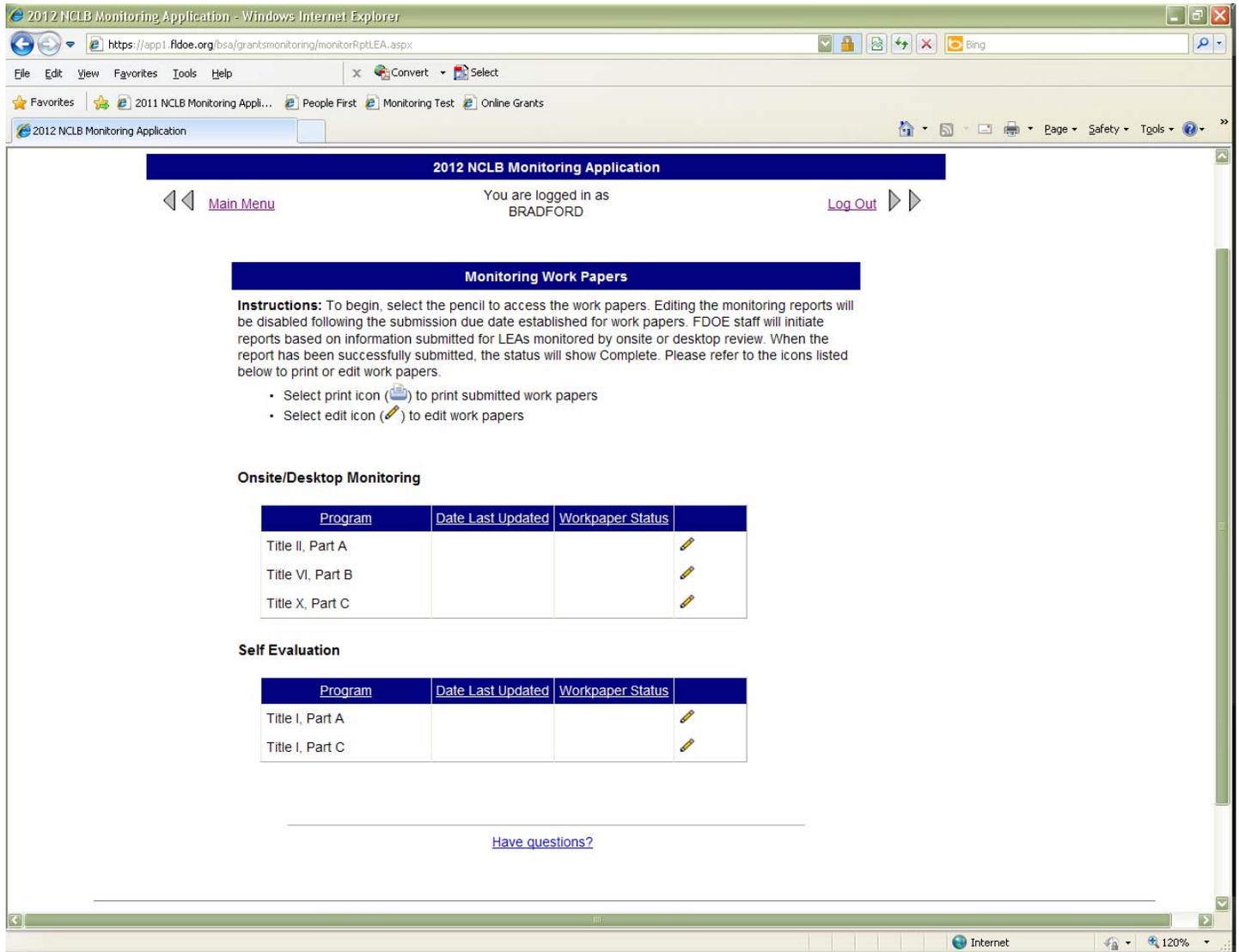
If an LEA would like to view the entire contents of a blank set of work papers (i.e., criterion items, questions, documentation, and specific findings) in an editable Word format, click on the link for **Entire Content of the Work Papers**.

The screenshot shows a web browser window titled "2012 NCLB Monitoring Application - Windows Internet Explorer". The address bar shows the URL "https://app1.fldoe.org/bsa/grantsmonitoring/MainMenu.aspx". The browser's address bar and menu bar are visible. The page content includes the Florida Department of Education logo and the text "Florida Department of EDUCATION". Below this, a blue banner reads "2012 NCLB Monitoring Application". Underneath, it says "You are logged in as BROWARD" with a "Log Out" link and a double arrow icon. A "Main Menu" section is highlighted with a blue background. The menu items are: [Monitoring Work Papers](#), [Self-Evaluation Certification \(doc\)](#) (with a note: "Link will be available after submission of all Monitoring Work Papers"), [Upload Documents to Support Compliance](#) (with a note: "Documentation will be available after submission of Monitoring Work Papers"), [System Improvement Plan and Evidence](#), and [Entire Content of the Work Papers](#) (with a note: "Entire Content will provide users with a blank version of the work papers"). A "Have questions?" link is also present. At the bottom, there are links for "DOE Home", "Commissioner", "Board of Education", "Contact Us", "DOE Paperless", "Open Government", and "Site Index". A footer contains contact information and a disclaimer: "Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing."

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.

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 Through 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

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.

2012 NCLB Monitoring Application - Windows Internet Explorer

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

File Edit View Favorites Tools Help

2012 NCLB Monitoring Application

Compliance Item B11A-3: The Local Educational Agency (LEA) shall provide training to enable teachers to teach and address the needs of students with different learning styles, particularly students with disabilities, students with special learning needs (including students who are gifted and talented), and students with limited English proficiency, improve student behavior in the classroom, and identify early and appropriate interventions to help these students learn.

Section 2122(b)(9)(A-B), P.L. 107-110

Status *

Requirement(s) Met Further Action Required Not Applicable

Further Action Required:
[Select All Findings](#) [De-select All Findings](#)

Finding(s)

The LEA should:

provide training to enable teachers to teach and address the needs of students with different learning styles, disabilities, special learning needs, gifted and talented, limited English proficiency, to improve student behavior in the classroom, and identify early and appropriate interventions.

I have further action because...

provide a sample list of professional development activities specific to students with special learning needs as noted in this compliance item.

Review Question(s) *

1. What kind of training was provided?
I have answered the question

2. What follow-up activities were utilized with teachers?
I have answered the question

[Documents to Support Compliance](#)

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).

The screenshot shows a web browser window titled "2011 NCLB Monitoring Application - Windows Internet Explorer". The address bar shows the URL: <https://app1.fdoe.org/bsa/grantsmonitoring/lea.aspx?tapno=12A001>. The browser's Favorites bar shows "2011 NCLB Monitoring Appli...", "People First", and "Monitoring Test". The main content area displays the following information:

Go to: [top](#) | [bottom](#)

Compliance Item KIA-1: The Local Educational Agency (LEA) shall:

- Reserve at least 1 percent of its Title I allocation for parental involvement activities, unless the amount would be less than \$5,000;
- Involve parents of children attending Title I schools in decisions regarding how the set-aside is allocated;
- Determine and reserve an equitable portion to provide services to parents of eligible private school students; and
- Distribute at least 95 percent of the remainder to its Title I schools for parental involvement.

Section 1118(a)(3)(A-C), P.L. 107-110; 34 CFR, Part 200, Section 200.65

Status *

Requirement(s) Met Further Action Required Not Applicable

Review Question(s) *

1. How is the 1 percent set-aside for parental involvement used?
I answered the question.
2. How are parents involved in decisions on allocations?
I answered the question.
3. How does the LEA determine the amount for equitable services to eligible private school parents?
I answered the question.

[Documents to Support Compliance](#)

Go to: [top](#) | [bottom](#)

Compliance Item KIA-2: The Local Educational Agency (LEA) shall implement programs, activities, and procedures to involve parents in programs assisted under Title I, Part A. The LEA shall involve parents of participating children in the planning of such programs, activities, and procedures and shall develop a written parental involvement policy/plan (PIP) that describes how the LEA will:

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.

2012 NCLB Monitoring Application - Windows Internet Explorer

https://app1.fldoe.org/bsa/grantsmonitoring/lea.aspx?tapno=13A095

File Edit View Favorites Tools Help

2012 NCLB Monitoring Application

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

Status *

Requirement(s) Met Further Action Required Not Applicable

Review Question(s) *

1. How does the LEA provide written notification of the educational rights and related opportunities to homeless families/unaccompanied youth?

2. Are homeless students/unaccompanied youth given free school supplies and course fee waivers if parents/guardians/youth cannot afford to pay for these items?

3. How does the LEA provide information on the McKinney-Vento Act at parent meetings, open houses, and/or parent awareness sessions?

4. How does the LEA provide meaningful opportunities for parents to participate in the education of their children? Such opportunities might include parents helping set literacy goals for their children, the LEA recruiting parents to participate in parent trainings on Families Building Better Readers or Mysteries in the Middle, the LEA assisting parents in attending parent/teacher conferences, the LEA providing backpacks for homeless students and including activity sheets with activities parents can do with their children, or other opportunities.

[Documents to Support Compliance](#)

Go to: [top](#) | [bottom](#)

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.

2011 NCLB Monitoring Application

You are logged in as BAKER

Monitoring Work Papers

Instructions: To begin, select the pencil to access the work papers. Editing the monitoring reports will be disabled following the submission due date established for work papers. FDOE staff will initiate reports based on information submitted for LEAs monitored by onsite or desktop review. When the report has been successfully submitted, the status will show Complete. Please refer to the icons listed below to print or edit work papers.

- Select print icon (🖨️) to print submitted work papers
- Select edit icon (✎️) to edit work papers

Onsite/Desktop Monitoring

Program	Date Last Updated	Workpaper Status	
Title I, Part A	8/3/2011 2:14 PM	Complete	🖨️ ✎️
Title I, Part A, School Choice	8/8/2011 3:51 PM	Partial	🖨️ ✎️
Title II, Part A	8/3/2011 1:34 PM	Complete	🖨️ ✎️
Title X, Part C	8/3/2011 1:38 PM	Complete	🖨️ ✎️

[Have questions?](#)

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	James Sawyer sara.dixon@fldoe.org (850)245-0657
	Further Action Required (System Improvement Plan Required) Compliance Item(s): DIA-4, JIA-1	
	Not Applicable* Compliance Item(s): LIA-1, LIA-2	
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	Charlie Brown charlie.brown@fldoe.org (850)245-0657
	Further Action Required (System Improvement Plan Required) Compliance Item(s): BIC-1	

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 selecting the export icon (Excel) for that program (see page 15), and access each program’s documentation upload screen by clicking the pencil icon.

The screenshot shows the '2011 NCLB Monitoring Application' web interface. At the top, there is a navigation bar with 'Main Menu' and 'Log Out' links. The user is logged in as 'HERNANDO'. The main content area is titled 'Documentation for 2011-2012' and contains the following text:

Instructions: Required Documentation for each program will be listed below upon successful submission of the monitoring work papers. Individual documentation uploads are available per criterion; there is one upload per item. Acceptable documentation formats are Rich Text Format (.rtf), Word (.doc and .docx), Excel (.xls and .xlsx), and Portable Document Format (.pdf).

- Select edit icon (pencil) to upload, edit, or view the documentation
- Select export icon (Excel) to export the documentation for a particular program

Please refer to [Online Monitoring System Technical Assistance Manual](#) to assist users as they upload documentation.

[Export All Documentation to Excel](#)

Program	Edit	Export
Title I, Part A		
Title I, Part A, School Choice		
Title II, Part A		
Title III, Part A		
Title X, Part C		

At the bottom of the page, there is a link: [Have questions?](#)

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.

Please contact the Office of Federal Programs at nclb@fldoe.org if you experience problems uploading documentation or need assistance with reducing file sizes. NOTE: The system will not allow you to upload documentation larger than 1.0 MB or those not in the following format .rtf, .doc, .docx, .xls, .xlsx, or .pdf.

Title I, Part A, Improving the Academic Achievement of the Disadvantaged

Itemized Reports

Compliance Item AIA-1: The Local Educational Agency (LEA) shall use the state academic assessments and other indicators in the state plan and the high quality student academic assessments the LEA and schools use and any other non-academic indicators, as described in the LEA plan, to annually review and report the progress of each school and student served under this part to parents, teachers, principals, schools, and the community.

Documents to Support Compliance:

[AIA-1 Documentation \(pdf\)](#) Last Updated 08/04/11 3:39 PM

Compliance Item AIA-2: The Local Educational Agency (LEA) shall use assessments to:

- determine the success of children served in meeting the state student academic achievement standards;
- assist in diagnosing, teaching, and learning in the classroom to enable low-achieving students to meet the state academic achievement standards;
- determine what revisions are needed to the Title I program; and
- identify students who may be at risk of reading failure.

Documents to Support Compliance:

- Meeting agendas, sign-in sheets, and notes pertaining to the review of academic assessments to improve the educational program
- Meeting agendas, sign-in sheets, and dated meeting notes/minutes for activities designed to improve the educational program
- Meeting agendas, sign-in sheets, and dated meeting notes/minutes for activities designed to improve teaching and learning based on assessment data
- Evidence that assessment data was used to identify students at risk of reading failure
- Evidence that the instructional program was changed to meet the specific needs of students at risk of reading failure
- Sample(s) of focus calendars, lesson plans, RTI plans, or other evidence, as applicable

[AIA-2 Documentation \(xlsx\)](#) Last Updated 08/04/11 3:40 PM

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 screenshot displays the '2011 NCLB Monitoring Application' in a Windows Internet Explorer browser. The address bar shows the URL: <https://app1.fdoe.org/bsa/grantsmonitoring/documentation.aspx?tapNo=12A001>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content is organized into sections for different compliance items:

- Compliance Item DIA-1:** Features a 'Documents to Support Compliance' section with a file input field and a 'Browse...' button, followed by a link to 'DIA-1 Documentation (pdf)' and a timestamp 'Last Updated 08/09/11 1:54 PM'. Below this is a 'Secondary Documentation' section with another file input field and 'Browse...' button, followed by a link to 'DIA-1 Documentation (pdf)' and a timestamp 'Last Updated 08/09/11 2:55 PM'. A 'Submit Report for DIA-1' button is located below these fields.
- Compliance Item DIA-2:** Features a 'Documents to Support Compliance' section with a file input field and a 'Browse...' button, followed by a link to 'DIA-2 Documentation (xls)' and a timestamp 'Last Updated 08/09/11 1:55 PM'. Below this is a 'Secondary Documentation' section with another file input field and 'Browse...' button, followed by a link to 'DIA-2 Documentation (xlsx)' and a timestamp 'Last Updated 08/09/11 1:55 PM'. A 'Submit Report for DIA-2' button is located below these fields.
- Compliance Item DIA-3:** Features a 'Documents to Support Compliance' section with a file input field and a 'Browse...' button, followed by a link to 'DIA-3 Documentation (doc)' and a timestamp 'Last Updated 08/09/11 1:55 PM'. Below this is a 'Secondary Documentation' section with a file input field and a 'Browse...' button. A 'Submit Report for DIA-3' button is located below these fields.

Each section also includes a 'Return to top' link. The browser's status bar at the bottom shows 'Done', 'Internet', and a zoom level of '130%'.

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

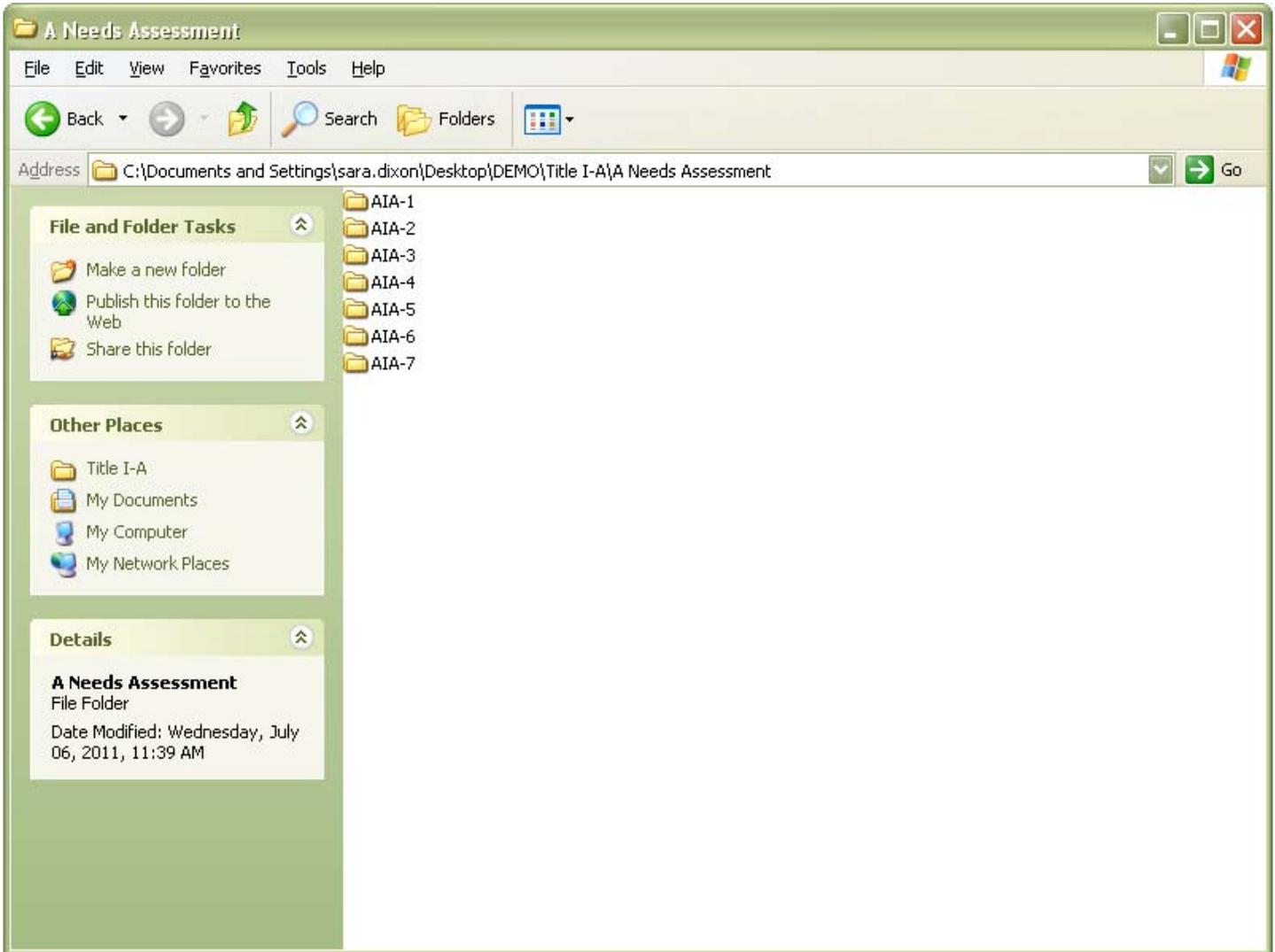
1	1112DOC_27_080911035545[1].xls - Microsoft Excel										
	A	B	C	D	E	F	G	H	I	J	K
2	Program	Criterion	Primary Documentation				Secondary Documentation				
3			Creation Date	Last Submit Date			Creation Date	Last Submit Date			
4	Title I, Part A	AIA-1	8/4/2011 15:39	8/4/2011 15:39	AIA-1 Documentation						
5	Title I, Part A	AIA-2	8/4/2011 15:40	8/4/2011 15:40	AIA-2 Documentation						
6	Title I, Part A	AIA-3	8/4/2011 15:41	8/4/2011 15:41	AIA-3 Documentation						
7	Title I, Part A	AIA-4	8/4/2011 15:41	8/4/2011 15:41	AIA-4 Documentation						
8	Title I, Part A	AIA-5	8/4/2011 15:41	8/4/2011 15:41	AIA-5 Documentation						
9	Title I, Part A	AIA-6	8/4/2011 15:41	8/4/2011 15:41	AIA-6 Documentation						
10	Title I, Part A	AIA-7									
11	Title I, Part A	BIA-1									
12	Title I, Part A	BIA-2									
13	Title I, Part A	CIA-1									
14	Title I, Part A	CIA-2									
15	Title I, Part A	CIA-3									
16	Title I, Part A	CIA-4									
17	Title I, Part A	CIA-5									
18	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			
19	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			
20	Title I, Part A	DIA-3	8/9/2011 13:55	8/9/2011 13:55	DIA-3 Documentation						
21	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			
22	Title I, Part A	DIA-5									
23	Title I, Part A	DIA-6									
24	Title I, Part A	DIA-7									
25	Title I, Part A	DIA-8									
26	Title I, Part A	DIA-9									
27	Title I, Part A	DIA-10									
28	Title I, Part A	DIA-11									
29	Title I, Part A	DIA-12									
30	Title I, Part A	DIA-13									
31	Title I, Part A	DIA-14									
32	Title I, Part A	FIA-1									
33	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.

2012 NCLB Monitoring Application - Windows Internet Explorer
https://app1.fldoe.org/lbsa/grantsmonitoring/monitorRptLEA.asp

File Edit View Favorites Tools Help
Convert Select

2012 NCLB Monitoring Application

my Florida Department of EDUCATION

2012 NCLB Monitoring Application

◀◀ [Main Menu](#) You are logged in as BROWARD [Log Out](#) ▶▶

Which year's System Improvement Plan do you wish to edit?

For Onsite and Desktop LEAs, 2012-2013 System Improvement Plans and Evidence will be available after receipt of Preliminary Report. For Self-Monitoring LEAs, 2012-2013 System Improvement Plans and Evidence will be available after submission of Monitoring Work Papers.
[2012-2013](#)

To access and submit System Improvement Plans and Evidence from the 2011-2012 Monitoring Cycle, select the link below. Link will no longer be available after the submission deadline for 2011-2012 System Improvement Plan Evidence has passed.
[2011-2012](#)

[Have questions?](#)

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Free Downloads: [Acrobat Reader](#) | [Excel Viewer 2003](#) | [Word Viewer 97/2000](#) | [PowerPoint Viewer 2003](#)

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Internet 120%

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)

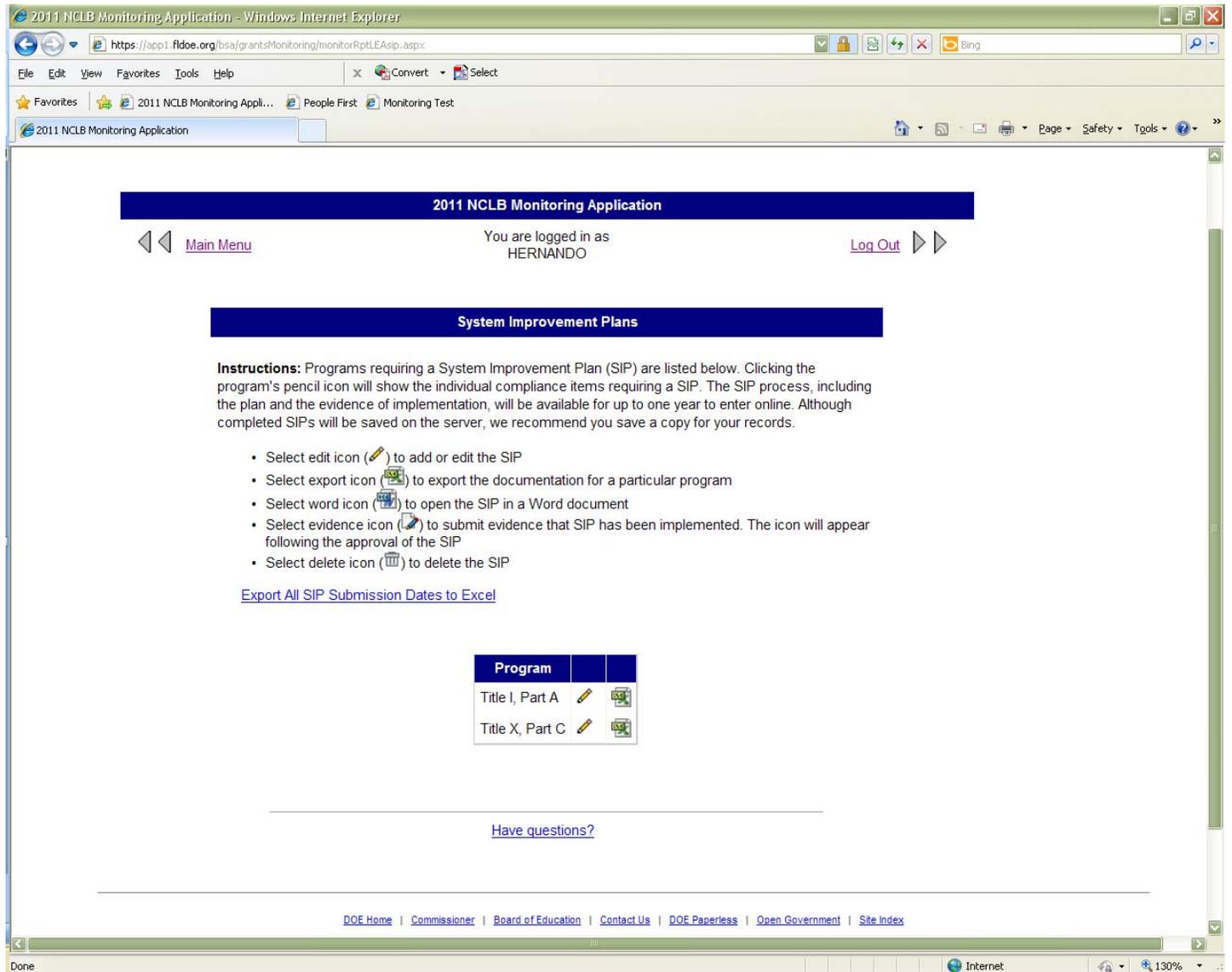
Title I, Part A System Improvement Plans are available and required for the following compliance item(s):

- AIA-1
- BIA-3

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

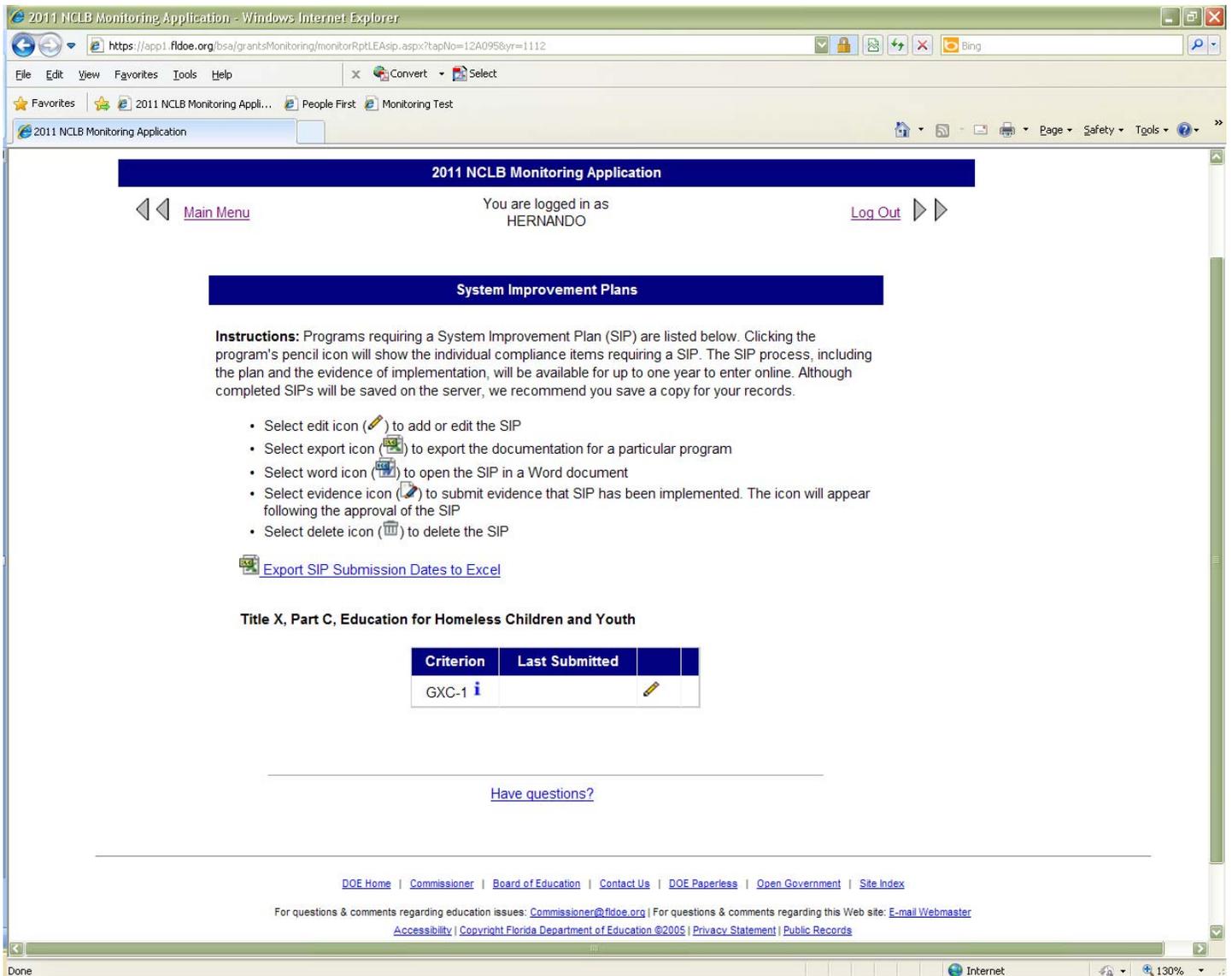
Upon receipt of an email like the one directly above, users may log in to the system to begin work on their SIPs. To complete SIP(s), follow the instructions starting on the next page.

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 - Windows Internet Explorer

https://app1.fdoe.org/lbsa/grantsMonitoring/sip.aspx

File Edit View Favorites Tools Help

2011 NCLB Monitoring Appl... People First Monitoring Test

2011 NCLB Monitoring Application

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.

Done Internet 125%

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).

2011 NCLB Monitoring Application - Windows Internet Explorer
https://app1.fldoe.org/bsa/grantsMonitoring/sip.aspx

File Edit View Favorites Tools Help

2011 NCLB Monitoring Application

Contact Information for Person(s) Responsible for Implementation of Plan
Specify by name, title, telephone number, and email address of each LEA representative who will be responsible for implementation of the plan.

1.
Name: George Harrison
Title: Director
Telephone: 850-245-0657 Ext: xxx-xxx-xxxx
E-mail: nclb@fldoe.org

[Add Another Person Responsible](#)

Action
The Actions to be Taken need to be specific and directly related to achievement of the objective. Highlight each Person Responsible for the corresponding Action. Timelines should be specified as a beginning date and a completion date (month and year). The completion date in these timelines cannot exceed the anticipated date of completion (below).

1.
Action to Be Taken
Action #1

Person(s) Responsible
Using the mouse, click to highlight the Person(s) Responsible. For multiple selections, hold down the Ctrl key (PC) or the Command key (Mac) while clicking the desired selections.
George Harrison

Timeline
Begin: Oct 2011
End: Dec 2011

[Add Another Action](#)

Anticipated Date of Completion
Specify the date by which the LEA is committed to successfully achieving the objective (Format: mm/dd/yyyy).
12/15/2011

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).

2011 NCLB Monitoring Application - Windows Internet Explorer

https://app1.fdoe.org/bsa/grantsMonitoring/monitorRptLEAsip.aspx?tapNo=12A095&yr=1112

File Edit View Favorites Tools Help

2011 NCLB Monitoring Application

Florida Department of **EDUCATION**

2011 NCLB Monitoring Application

◀◀ [Main Menu](#) You are logged in as **HERNANDO** [Log Out](#) ▶▶

System Improvement Plans

Instructions: Programs requiring a System Improvement Plan (SIP) are listed below. Clicking the program's pencil icon will show the individual compliance items requiring a SIP. The SIP process, including the plan and the evidence of implementation, will be available for up to one year to enter online. Although completed SIPs will be saved on the server, we recommend you save a copy for your records.

- Select edit icon (✎) to add or edit the SIP
- Select export icon (📄) to export the documentation for a particular program
- Select word icon (📄) to open the SIP in a Word document
- Select evidence icon (📎) to submit evidence that SIP has been implemented. The icon will appear following the approval of the SIP
- Select delete icon (🗑) to delete the SIP

[Export SIP Submission Dates to Excel](#)

Title X, Part C, Education for Homeless Children and Youth

Criterion	Last Submitted			
GXC-1 i	8/10/2011 3:10:19 PM	✎	📄	🗑

[Have questions?](#)

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.

2011 NCLB Monitoring Application - Windows Internet Explorer

https://app1.fdoe.org/bsa/grantsMonitoring/monitorRptLEAsip.aspx?tapNo=12A095&yr=1112

File Edit View Favorites Tools Help

2011 NCLB Monitoring Application

Florida Department of **EDUCATION**

2011 NCLB Monitoring Application

◀◀ [Main Menu](#) You are logged in as HERNANDO [Log Out](#) ▶▶

System Improvement Plans

Instructions: Programs requiring a System Improvement Plan (SIP) are listed below. Clicking the program's pencil icon will show the individual compliance items requiring a SIP. The SIP process, including the plan and the evidence of implementation, will be available for up to one year to enter online. Although completed SIPs will be saved on the server, we recommend you save a copy for your records.

- Select edit icon (✎) to add or edit the SIP
- Select export icon (📄) to export the documentation for a particular program
- Select word icon (📄) to open the SIP in a Word document
- Select evidence icon (📄) to submit evidence that SIP has been implemented. The icon will appear following the approval of the SIP
- Select delete icon (🗑) to delete the SIP

[Export SIP Submission Dates to Excel](#)

Title X, Part C, Education for Homeless Children and Youth

Criterion	Last Submitted		
GXC-1 i	8/10/2011 3:10:19 PM	📄	📄

[Have questions?](#)

Done Internet 125%

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.

The screenshot shows a web browser window titled "2011 NCLB Monitoring Application - Windows Internet Explorer". The address bar shows the URL: <https://app1.fdoe.org/bsa/grantsmonitoring/completeSIPLEA.aspx>. The page content includes:

schools in the LEA.

Finding: GXC-1: 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.

Objective: We hope to achieve this objective.

Evidence of Improvement: We will show our improvement by providing this documentation.

Anticipated Date of Completion: 12/15/2011

Contact Information for Person(s) Responsible for Implementation of Plan: George Harrison, Director, (850) 245-0657, nclb@fldoe.org

Action to be Taken	Person(s) Responsible	Timelines
Action #1	George Harrison	Oct 2011-Dec 2011

Date Completed (format: mm/dd/yyyy):

Evidence of Compliance

Description:

1.0 MB max file size

.rtf, .doc, .docx, .xls, .xlsx, .pdf

[Evidence of Completion \(pdf\)](#) Last Updated 08/10/11 3:30 PM

[Have questions?](#)

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

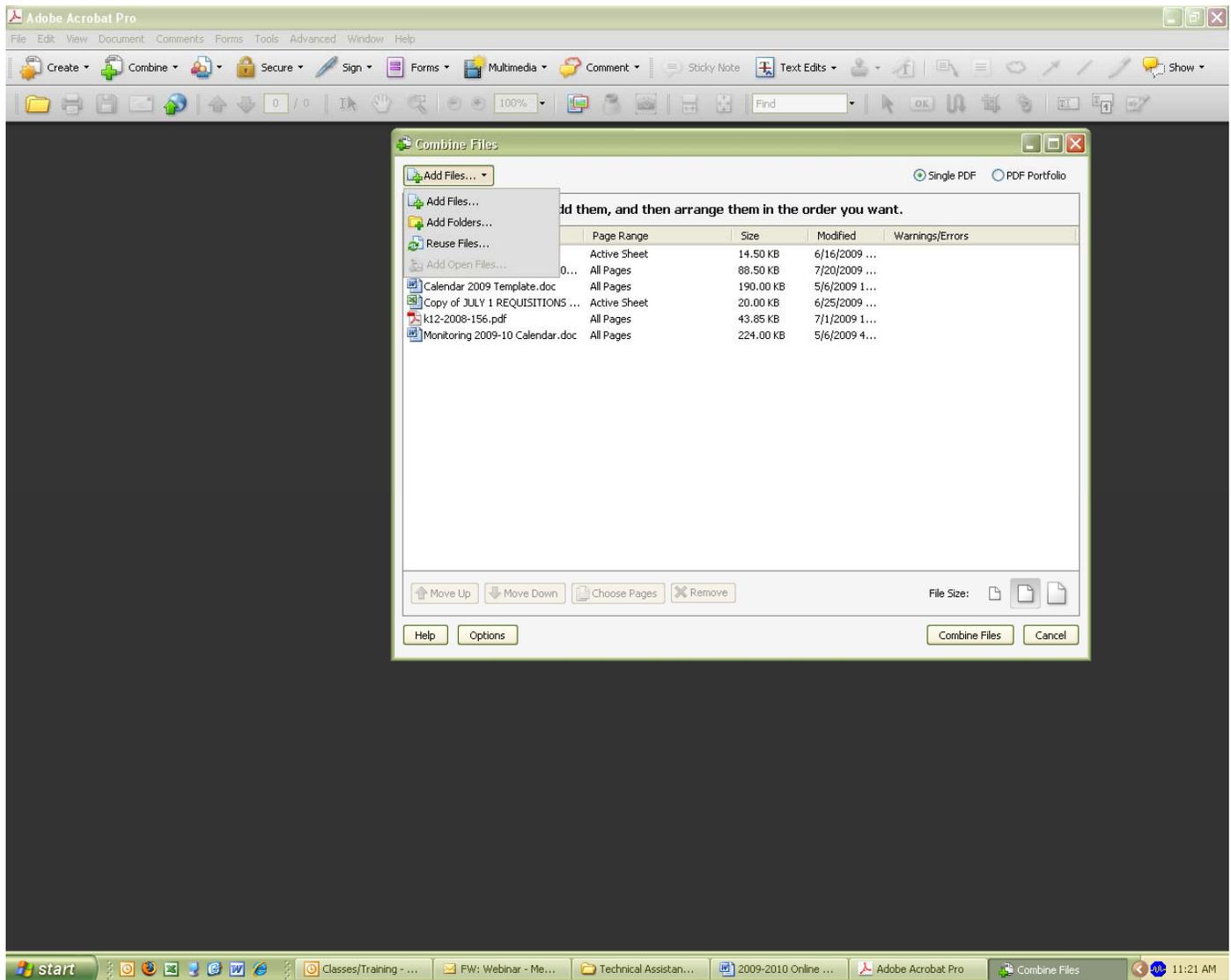
Starting with PDF Documents

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

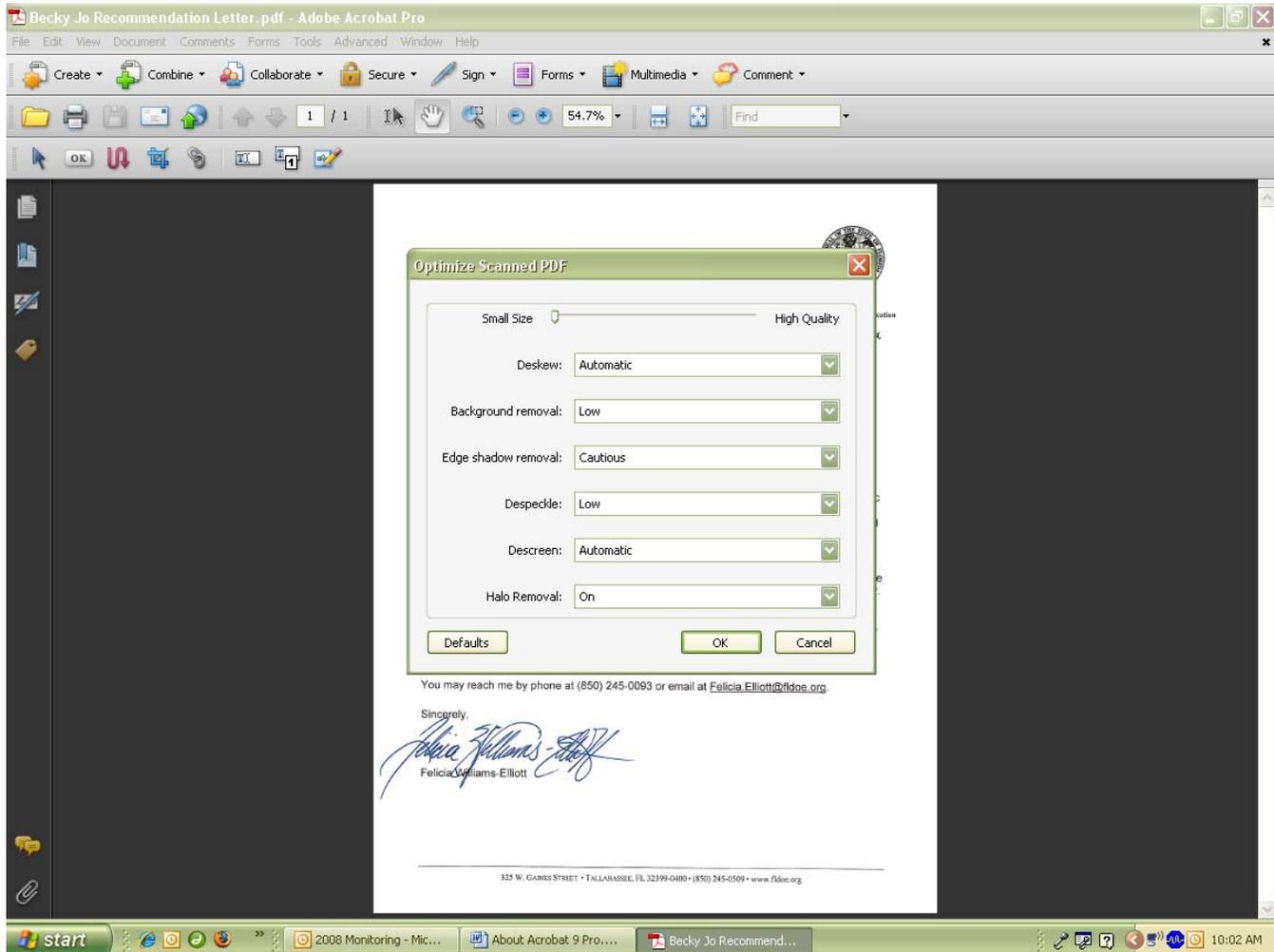
While working through the next few steps, some of the steps require a **Save**. It is important to note that users should always rename and save the document you are reducing – never save the reduced file as your original. If the file is reduced to the point it is not legible, you will have the original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

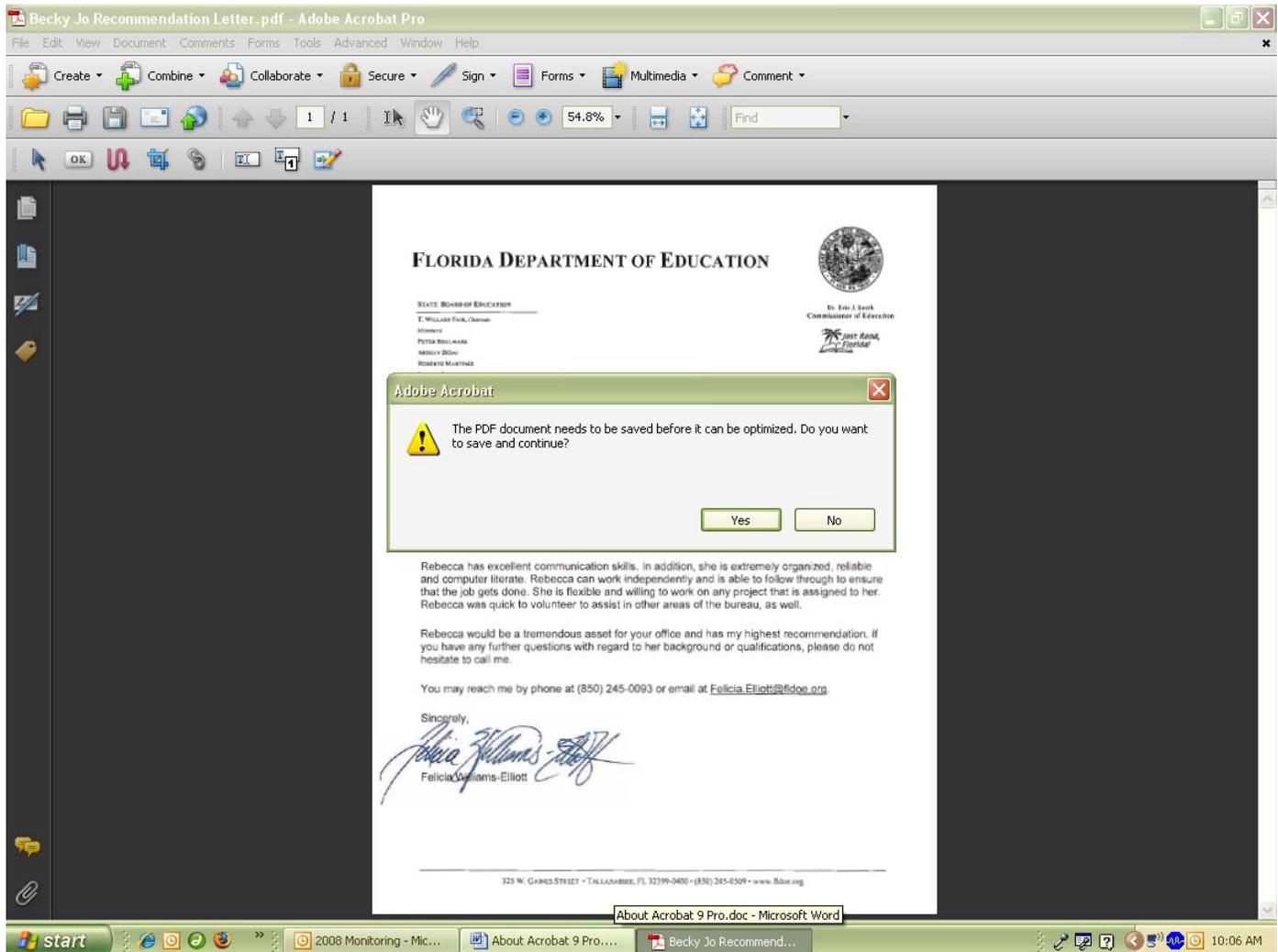


If the document needs to be reduced further, try the steps below:

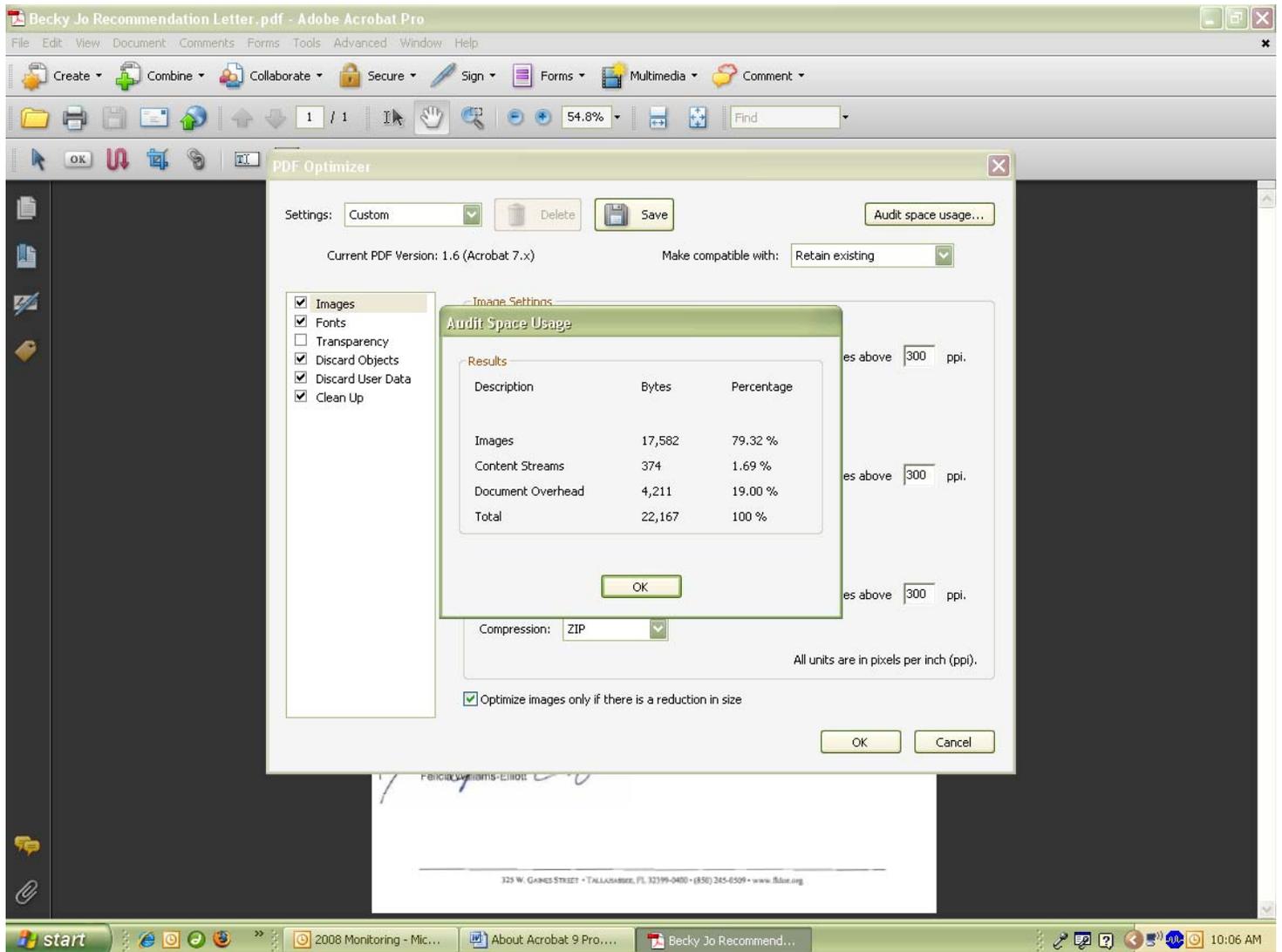
Select *Advanced* on the toolbar in Adobe 9 Pro.

Select *PDF Optimizer*.

Select Yes to save the document.

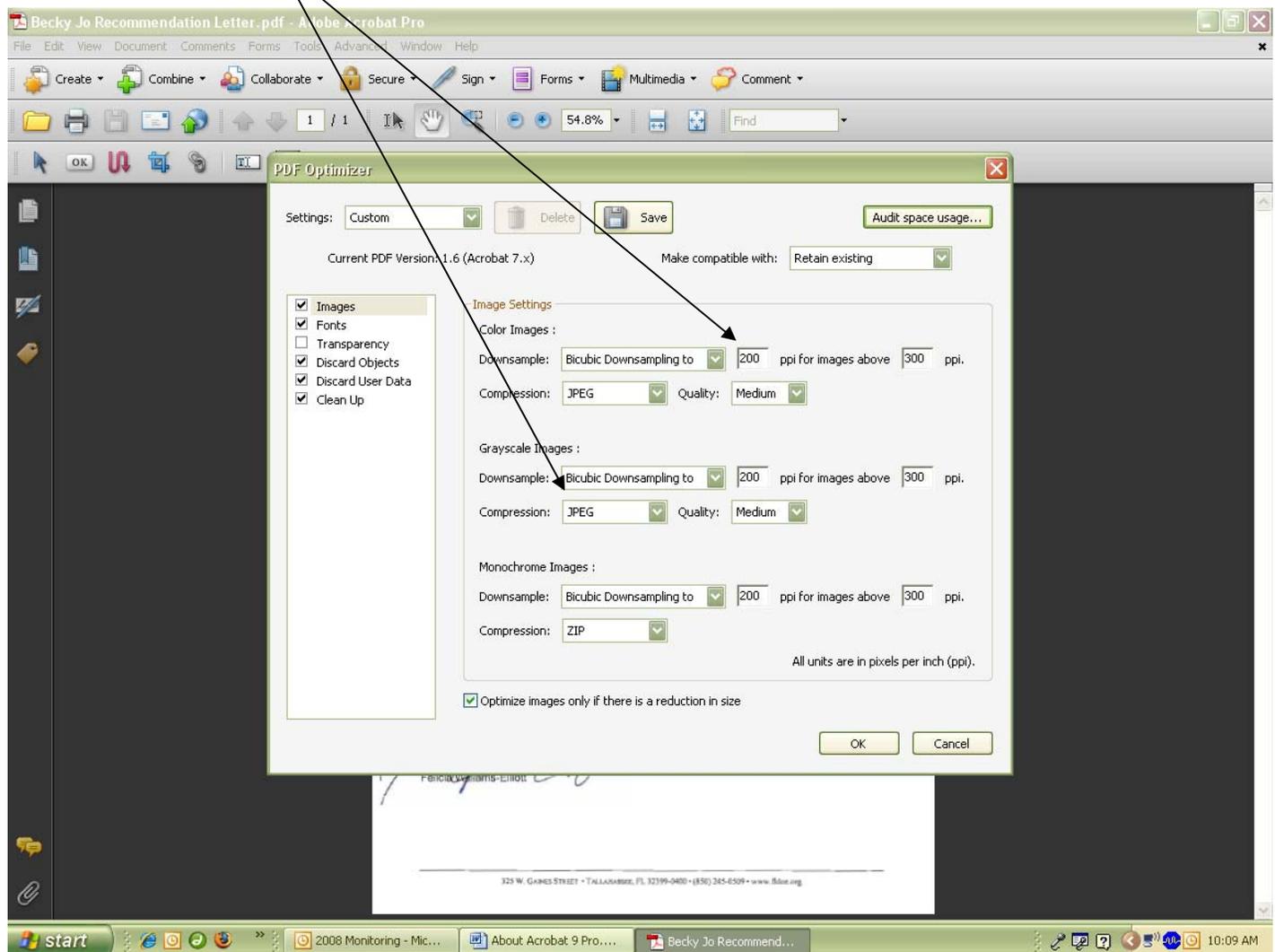


Select *Audit Space usage...* to see how much space in the document is taken up by images.
Select OK



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

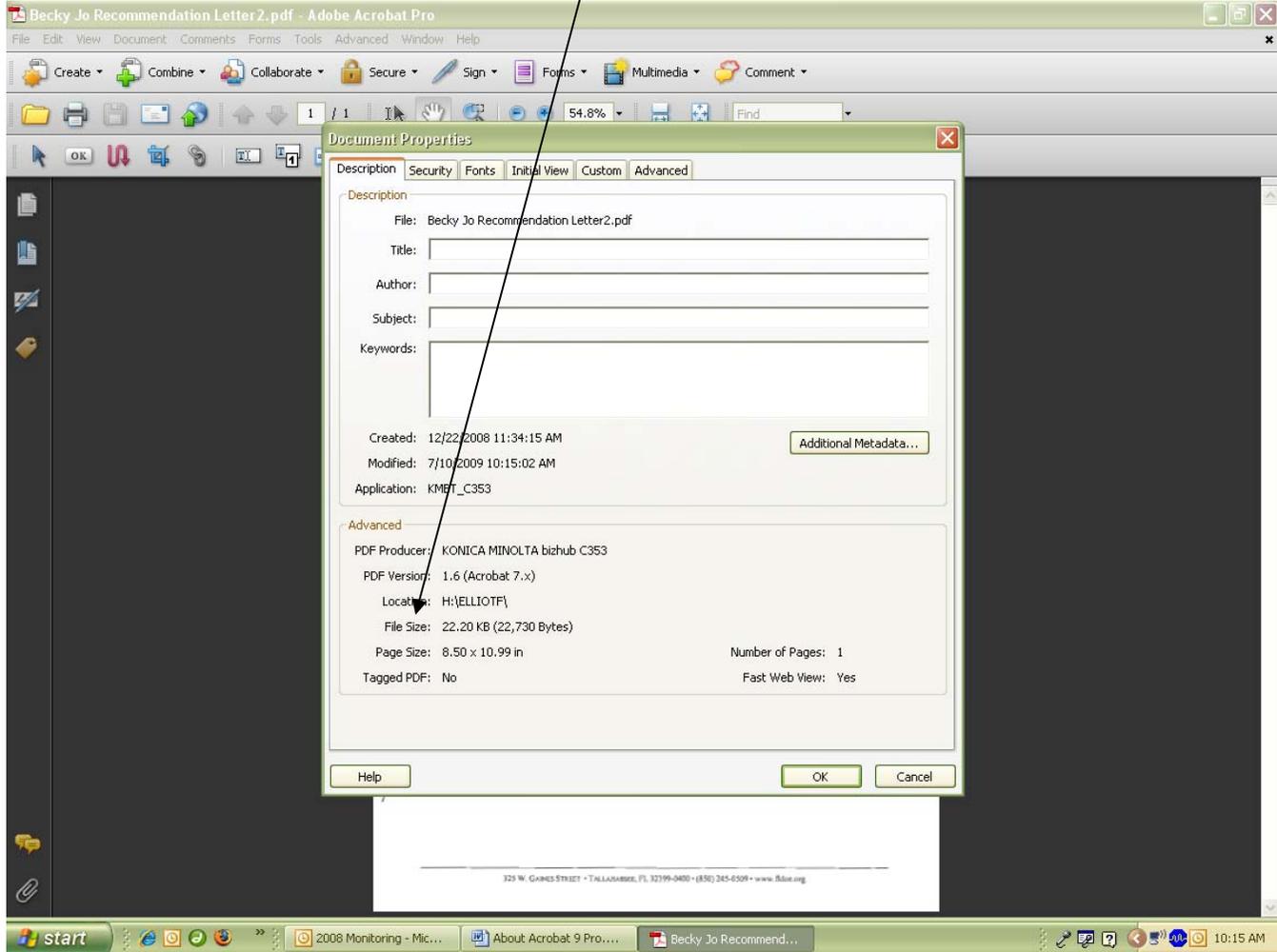


NOTE: Please make sure you can read the information in the file after reducing the ppi.

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>

Contact Us

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.