

OK EdPlan™ Update

OK EdPlan™ Announcements

1. Click [here](#) to view a NEW recorded training that was provided at the CCOSA conference June, 11, 2015.
2. Deadline for registration for training is Sunday, July 12, 2015. Please make sure you have designated a representative from your district(s) to attend this training. ***Those who attend will be responsible for training district staff.*** Click [here](#) to for instructions and registration.
3. Prior to June 30, per the April Update Memo, each district will need to create the **End of Year SEAS Data** report and save this outside the SEAS system. The [instructions](#) on how to create this report are located on front of the OSDE Website. Click [here](#) to be taken to the OSDE Website.
4. On or after July 1, users can contact their Compliance, Data, and Finance Specialist at OSDE and obtain their log in credentials for the OK EdPlan™ site. Once logged in, please upload the End of Year SEAS data file to the main menu page of your district site. [Instructions](#) on how to upload this document will be available on the main menu of your district site.
5. Once the file has been uploaded to the main menu page of OK EdPlan™ an email should be sent to OKEdPlan@pcgus.com and include the following information:
 - a. **District Name**
 - b. **District Code**
 - c. **Contact Name for the district report**
 - d. **Contact Phone number**
 - e. **Contact Email Address**At that time PCG will adjust the file to the format required and will import this data into your OK EdPlan™ system which will allow the compliance reminders to populate for all special education students.
6. Any questions related to this report or the instructions for posting should be send to OKEdPlan@pcgus.com.