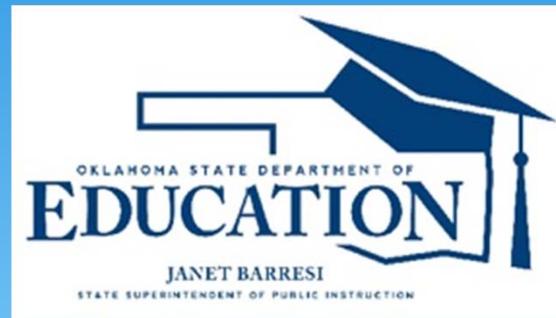


Oklahoma State Department of Education  
Janet Barresi  
State Superintendent of Public Instruction



Application Process for  
School Improvement  
Projects 515, 519 and 537

# School Support/School Improvement Grants Management System Contacts

- ✓ **Gina Scroggins – Executive Director of School Support/School Improvement**
- ✓ **Amanda Drew- Grants Consultant**  
Phone: (405) 522-3713  
Email: [amanda.drew@sde.ok.gov](mailto:amanda.drew@sde.ok.gov)
- ✓ **Amber Polach- School Improvement Grant (SIG) Turnaround Director**  
Phone: (405) 522-3253  
Email: [amber.polach@sde.ok.gov](mailto:amber.polach@sde.ok.gov)
- ✓ **Sarrah Burleson- Claims Auditor**  
Phone: (405) 522-0140  
Email: [sarrah.burleson@sde.ok.gov](mailto:sarrah.burleson@sde.ok.gov)

# Who will utilize the Grants Management System in respect to the School Improvement Projects?

Schools that have:

- ✓ Carryover from FY 2012 (Project 515)
- ✓ Priority Schools (Project 515)
- ✓ School Improvement Grant (SIG) Schools (Projects 519 and 537).



# Application Process



# 1. Log in to the School District Reporting Site.

 **School District Reporting Site**

**OKLAHOMA STATE DEPARTMENT OF EDUCATION**  
Janet Barresi, State Superintendent of Public Instruction

[SDE Home](#)  
[Reporting Site Home](#)  
[Contact Us](#)  
[Help](#)

**Log On**

Username

Password

Forgotten password? [Click Here](#)

Still having trouble with your username password? [Click Here](#)



[Latest News: School Personnel Records \(SPR\)](#) As of: 12/23/2011 11:33:22 AM  
[Latest News: Accreditation Application - Opening October 3, 2011](#) As of: 9/21/2011 3:17:44 PM



**Please Note:**

Principals must have the Accreditation Application (Accred App 08-09) and Highly Qualified Teacher System (OECS/HQT) with principal-level access assigned/added to their user accounts by the school district Log-on Administrator or Superintendent.

For security purposes, each user account is set to expire six months from the last password change. Users will be prompted for a new password when they attempt to log on.

**Log-on administrators or superintendents should**

- log on (if all attempts fail, select the [Help](#) link to the left .)
- after logging on, select the User Identification and Access link (on the left)
- select the [Help](#) link to the left for a reminder on how to assign user accounts and system access
- review all user accounts on the list (click on each name to review user's account information and system access)
- select the [Help](#) link to the left for instructions on how to assign user account information and access to applications (e.g. Accreditation, School Personnel, OCAS)
- delete and/or add user accounts
- assign or modify user access to appropriate applications

This page is the home page for all of the online reports to and from the Oklahoma State Department of Education and is personalized with information just for you.

## 2. Click Grants Management and Expenditure Reporting.

 **School District Reporting Site**

**OKLAHOMA STATE DEPARTMENT OF EDUCATION**  
Janet Barresi, State Superintendent of Public Instruction

Welcome SarrahBurleson from SDE !

[Time Reform](#) [Quality Time Analysis \(QTA\) Information](#)

[Calendar: Schedule of Due Dates](#)  
[Accountability At A Glance \(PDF\)](#)  
School Days to Hours: [Spreadsheet & Directions](#)

[SDE Home](#)  
[Reporting Site Home](#)  
[User Identification and Access](#)  
[Contact Us](#)  
[Help](#)  
[Logout](#)

**Systems Menu**

- ▶ [Accreditation Application - Opening October 3, 2011](#)
- ▶ [Allocation Notices System FY 2012-2013](#)
- ▶ [District Consolidated Application - Federal Grants Online 2009](#)
- ▶ [District Consolidated Application - Federal Grants Online 2010](#)
- ▶ [District Consolidated Application - Federal Grants Online 2011](#)
- ▶ [District Consolidated Application - Federal Grants Online 2012](#)
- ▶ [Grants Management and Expenditure Reporting](#)
- ▶ [Highly Qualified Teacher \(HQT\) System](#)
- ▶ [Payment Notices](#)
- ▶ [School Personnel Records - FY 2009](#)
- ▶ [School Personnel Records - FY 2010](#)
- ▶ [School Personnel Records - FY 2011](#)
- ▶ [School Personnel Records - FY 2012](#)

*This page is the home page for all of the online reports to and from the Oklahoma State Department of Education and is personalized with information just for you.*

3. Click on the project you would like to enter.

You have been granted access to the forms below by your Security Administrator

- Competitive Grants**
  - 21st Century
  - 21st Century Funded Projects Only
  - Title X-C - Homeless
- Ed-Jobs**
  - Ed-Jobs
  - Ed Jobs REAC3H COACHES
- IDEA**
  - Assurances
  - IDEA Consolidated Application
  - LEA Agreement
- NCLB**
  - Consolidated Workbook
  - Federal Assurances
  - School Improvement 1003(a) - Project 515
  - Title I Comparability
  - Title I-A - Excess Funds - 9-30 Report
  - Title I-A - Neglected
  - Title I-C - Migrant
  - Title I-D - Delinquent
  - Title III - Immigrant
  - Title III - Limited English Proficiency
  - Consolidated Application (I-A, II-A, VI, CAC)
- School Improvement (SIG) Competitive**
  - ARRA - SIG-1003(g) - Project 537
  - SIG 1003(g) - Project 519
- ARRA Expenditure Reporting**
  - ARRA - NCLB Title I-A
  - ARRA - Special Education IDEA
  - ARRA - Title I-A - Neglected
  - ARRA - Title I-D - Delinquent
  - ARRA - Title II-D - Ed Tech
  - ARRA - Title X-C - Homeless
  - ARRA SFSF-Stabilization Funds
- Training Tutorials**
  - LOGGING INTO THE NEW GRANT MANAGEMENT AND EXPENDITURE REPORTING SITE
  - COMPLETING THE FEDERAL ASSURANCES

**School Improvement Project is 515.**

**School Improvement Grant (SIG) Projects are 519 and 537.**

# Important to remember!

You **must use** the navigation links to move throughout the Grants Management System. Do not click the back button. If you do not use the links, you may be bumped from the system and information may not save.

Click to Return to Organization Select  
Click to Return to Application Select  
Click to Return to Menu List / Sign Out

The screenshot shows a web application interface for a Grants Management System. The main content area displays details for a grant titled "School Improvement 1003(a)". The details include:

- Applicant:** (blank)
- Application Cycle:** (blank)
- Overview:** School Improvement 1003(a)
- Due Date:** TBD
- Program:** Title I Part A School Improvement
- Funding Period:** The funds for this grant MUST be encumbr...
- Funding:** School Improvement Awards are...
- Submission Guidelines:**
  - 1) The LEA/site will have...
  - 2) Funds will be used for...
  - 3) The LEA/site ensures that all Title I personnel are highly...
  - 4) The LEA/site ensures that coding for personnel salaries...
- Federal Guidance:** School Improvement Guidance from US Department of Education
- OSDE Support Links:** OSDE School Improvement 1003(a) Website
- OSDE Program Contact:** Amanda Drew Email: amanda.drew@sde.ok.gov Phone: (405) 522-3713

On the right side of the interface, there is a navigation menu with the following options:

- Click to Return to Organization Select
- Click to Return to Application Select
- Click to Return to Menu List / Sign Out

The interface also includes a "Navigation History" section and a "Back" button. A large yellow starburst graphic is overlaid on the center of the screenshot, containing the text: "You must use the navigation links to move throughout the Grants Management System. Do not click the back button. If you do not use the links, you may be bumped from the system and information may not save."

4. In the drop-down menu click 2013 then click Create Application.

Application Select - School Improvement 1003(a)

[Click for Instructions](#)

Year: 2013 ▾

Select an application from the list(s) below and press one of the following buttons:

This Organization has not created any Applications

**Please note:** after the initial process of creating the application, the district will be directed to this page after clicking the appropriate project on the main screen. To open the application, click the appropriate radio button then Open Application.

Application Select - School Improvement 1003(a) [Click for Instructions](#)

Select an application from the list(s) below and press one of the following buttons:

Open Application  Create Amendment  Payments  Review Summary

Select	Application / Amendment	Original Submit Date	Substantially Approvable Date	OSDE Final Approval Date	Status	Status Date
2012-2013						
<input type="checkbox"/>	13-SI-1003a-00 Original Application				Not Submitted	

5. After you create/open the application you will be directed to the Overview page. This page will give you important guidelines and links.



Ap  
Ap

2012-2013 School Improvement 1003(a) - 00  
Original Application

School Improvement 1003(a) ▾  
Printer-Friendly  
Click to Return to Application Select  
Click to Return to Menu List / Sign Out

Overview | Contact Information | Budget Pages | Personnel | Para-Professionals | Technology Justification | LEA/School Improvement Assurances | Submit | Application History | Page Lock Control | Application Print

### School Improvement 1003(a) - Overview

**Due Date:** TBD

**Program:** Title I Part A School Improvement 1003(a)

**Funding Period:** The funds for this grant MUST be encumbered by June 30, 2013.

**Funding:** School Improvement Awards are made annually.

**Submission Guidelines:**

- 1) The LEA/site will have engaged in comprehensive planning for the effective implementation / integration of federal and state programs and local initiatives (WISE) with appropriate groups.
- 2) Funds will be used to implement supplemental programs or interventions that are designed to meet the instructional needs identified in the site(s) School Improvement Plan which may include the Turnaround Principles.
- 3) The LEA/site ensures that all Title I personnel are highly qualified. If not, the site(s) may contact the office of School Support/School Improvement for guidance.
- 4) The LEA/site ensures that coding for personnel salaries align to data in School Personnel Records.

**Federal Guidance** [School Improvement Guidance from US Department of Education](#)

**OSDE Support Links** [OSDE School Improvement 1003\(a\) Website](#)

**OSDE Program Contact:** Amanda Drew Email: [amanda.drew@sde.ok.gov](mailto:amanda.drew@sde.ok.gov) Phone: (405) 522-3713

# 6. The next page is the Contact Information page. This information will be used for communication regarding applications as well as claims.

**Applicant:** 2-2013 School Improvement 1003(a) - 00  
**Application:** School Improvement 1003(a)  
**Cycle:** School Application

School Improvement 1003(a) ▾  
Printer-Friendly  
Click to Return to Application Select  
Click to Return to Menu List / Sign Out

Overview | **Contact Information** | Budget Pages | Personnel | Para-Professionals | Technology Justification | LEA/School Improvement Assurances | Submit | Application History | Page Lock Control | Application Print

### Contact Information Instructions

**Superintendent / Authorized Representative:**

Name   
Address 1\*   
Address 2   
City\*  State\*  Zip+4\*   
Phone\*  Extension  Fax\*  Email\*

Check here if there is an alternate contact at the district for School Improvement 1003(a) Application

Check here if there is a claims contact for School Improvement 1003(a) Application

Application Approval / Disapproval Copy Email Addresses  
 Check to add up to five (5) email addresses to receive copies of automated approval/disapproval notices. The Authorized Representative or Superintendent who submits the application does not need to be included in this list. Any other users who should receive notification should be listed.

\* Denotes required field

Save Page

# Allocations

- \* School Improvement Carryover Funds are currently loaded in the Grants Management System.
- \* Current Year Allocations are in the process of being calculated and will be posted in the near future.
- \* SIG and SIG ARRA Allocations are final and have been loaded in the Grants Management System.
- \* SIG and SIG ARRA allocations are posted on the School District Reporting Site.

# 7. The Allocations page is a summary of allocated funds for the district.

Overview	Contact Information	Budget Pages	Personnel	Para-Professionals	Technology Justification	LEA/School Improvement Assurances	Submit	Application History	Page Lock Control	Application Print
Allocations			Budget Detail			Budget Summary				
<b>Allocations</b>										Instructions
										SI-1003a
<b>Current Year Funds</b>										
Allocation										\$0.00
ReAllocated (+)										\$0.00
Released (-)										\$0.00
<b>Total Current Year Funds</b>										\$0.00
<b>Prior Year(s) Funds</b>										
Rollover (+)										\$0.00
ReAllocated (+)										\$0.00
<b>Total Prior Year(s) Funds</b>										\$0.00
<b>Sub Total</b>										\$0.00
<b>Multi-District</b>										
Transfer In (+)										\$0.00
Transfer Out (-)										\$0.00
Administrative Agent										
<b>Adjusted Sub Total</b>										\$0.00
<b>Funds not applied for</b> (Select the boxes below ONLY if the LEA is electing to release its Title funds back to OSDE to be reallocated to other LEA's.)										
<b>Current Year Funds</b>										<input type="checkbox"/>
<b>Prior Year Funds</b>										<input type="checkbox"/>
<b>Total Available for Budgeting</b>										\$0.00
										SI-1003a

# 8. The Budget Detail page is where districts will budget funds for each site that has been allocated funds.

Overview | Contact Information | **Budget Pages** | Personnel | Para-Professionals | Technology Justification | LEA/School Improvement Assurances | Submit | Application History | Page Lock Control | Application Print

Allocations | **Budget Detail** | Budget Summary

### Budget Detail By Site

Instructions

Itemize and explain each expenditure amount that appears on the Budget Summary.

[Description of Function Codes and Object Codes \(OCAS\)](#)

Note: This Budget Summary displays to aid in creating and editing the Request and will not display once the Request is submitted to the SEA.

	100	200	300	400	500	600	700	800	Indirect Cost
<b>Paid to Date Amounts</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Current Budgeted Amounts by Object Code</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Notes:** The District Level Budget page is identified by "000"

Site:

Total Allocation Available for Budgeting

To obtain additional detail lines, fill in all blank lines, and click Save Page. Three (3) more blank lines will then be added at the bottom.

Function Code	Object Code	Expenditure Description and Itemization	SI-1003a Funds	Delete Row
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>

Total Displayed:

The maximum amount of Indirect Costs that may be taken, if no transfer to the CAC is made, and no Property is budgeted will be \$0.00

Function/object codes

Site drop down menu

Descriptions

Amounts

9. School Improvement allocations are for specific sites. Utilize the site drop down menu to budget the site level allocation(s) at the appropriate site(s). After inputting information click Calculate Totals then click Save Page.

Overview | Contact Information | Budget Pages | Personnel | Para-Professionals | Technology Justification | LEA/School Improvement Assurances | Submit | Application History | Page Lock Control | Application Print

Allocations | Budget Detail | Budget Summary

**Budget Detail By Site** Instructions

Itemize and explain each expenditure amount that appears on the Budget Summary.

[Description of Function Codes and Object Codes \(OCAS\)](#)

Note: This Budget Summary displays to aid in creating and editing the Request and will not display once the Request is submitted to the SEA.

	100	200	300	400	500	600	700	800	Indirect Cost
<b>Paid to Date Amounts</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Current Budgeted Amounts by Object Code</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Notes:** The District Level Budget page is identified by "000"

Site:

Total Allocation Available for Budgeting

To obtain additional detail lines, fill in all blank lines, and click Save Page. Three (3) more blank lines will then be added at the bottom.

Function Code	Object Code	Expenditure Description and Itemization	SI-1003a Funds	Delete Row
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>

Total Displayed:

The maximum amount of Indirect Costs that may be taken, if no transfer to the CAC is made, and no Property is budgeted will be \$0.00



11. The Personnel page is for any federally paid staff identified on the Budget Detail page. Please make sure that all fields are completed. This information should align with information on the Budget Detail page(s).

If no personnel were budgeted, this page is not required.

Applicant: 2012-2013 School Improvement 1003(a) - 00  
 Application Cycle: Original Application

Overview | Contact Information | Budget Pages | Personnel | Para-Professionals | Technology Justification | LEA/School Improvement Assurance

**Personnel**

**Notes:**  
 For certified staff enter the Teacher Number. For non-certified/support staff, enter the last four digits of the Social Security Number (SSN).  
 Do not enter a subject code for support staff.  
 For certified staff that are being used as tutors, under code 415 and not assigned in the HQT system please use last four of SSN with no subject code.  
 Subject codes are required when using job code 207 or 210.

Status legend: U-Unverified, I-Inconsistent, V-Validated

Status	First Name	Last Name	Teacher Number OR Last 4 SSN	Job Code in SPR	Subject Code in HQT	Site Code	Grade Level	OCAS Function	OCAS Object	SI-1003a FTE	SI-1003a Salary	Other Salary Amounts	Total Salary	Delete Row
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Status legend:  
 U - Unverified. This status indicates that the individual on this row has not yet been verified against data in the School Personnel Records System. The SDE will attempt to verify all staff in October. After that point, LEAs must use a 'validate' button to complete the verification process.  
 Salaries and...  
 ...with the data within School Personnel Records (SPR) and/or Highly Qualified Teachers (HQT) system...  
 ...against the SPR and/or HQT systems. No further action for such individuals...

Job codes 207 and 210 require a subject code.

Job code 415 only requires a subject code when the teacher number is entered.

When all personnel have been entered click calculate totals and save page.

Create Additional Entries  
 Calculate Totals Save Page  
 Validate Personnel

Please ensure coding is correct. If changes need to be made to School Personnel Records, please contact Tammie Hall at (405) 521-3360 or email her at [tammie.hall@sde.ok.gov](mailto:tammie.hall@sde.ok.gov).  
 Please ensure coding is correct. If changes need to be made to the Highly Qualified Teacher System, please contact Bunny Farley at (405) 521-4527 or email her at [bunny.farley@sde.ok.gov](mailto:bunny.farley@sde.ok.gov).

\*\* If a paraprofessional or staff that is not required to be in the highly qualified system is paid with federal funds, please use the last four of their social security number for identification. \*\*

Job codes 207 and 210 require a subject code.

Job code 415 only requires a subject code when the teacher number is entered.

When all personnel have been entered click calculate totals and save page.

12. After the Personnel page has been saved, click the Validate Personnel button, if any personnel has an "I" status, the district should not be able to submit the application. The district will need to make sure all information is accurate and make changes to SPR, HQT, or the personnel page if necessary.

**Applicant:** School Improvement 1003(a) Printer-Friendly  
Click to Return to Application Select  
Click to Return to Menu List / Sign Out  
**Application:** 2012-2013 School Improvement 1003(a) - 00  
**Cycle:** Original Application

Overview | Contact Information | Budget Pages | **Personnel** | Para-Professionals | Technology Justification | LEA/School Improvement Assurances | Submit | Application History | Page\_Lock Control | Application Print

**Personnel** Instructions

**Notes:** For certified staff enter the Teacher Number. For non-certified/support staff, enter the last four digits of the Social Security Number (SSN).  
 Do not enter a subject code for support staff.  
 For certified staff that are being used as tutors, under code 415 and not assigned in the HQT system please use last four of SSN with no subject code.  
 Subject codes are required when using job code 207 or 210.

Status Legend: U-Unverified, I-Inconsistent, V-Validated

Status	First Name	Last Name	Teacher Number OR Last 4 SSN	Job Code in SPR	Subject Code in HQT	Site Code	Grade Level	OCAS Function	OCAS Object	SI-1003a FTE	SI-1003a Salary	Other Salary Amounts	Total Salary	Delete Row
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Status legend:  
 U - Unverified. This status indicates that the individual on this row has not yet been verified against data in the School Personnel Records System. The SDE will attempt to verify all staff in October. After that point, LEAs must use a 'validate' button to complete the verification process. Salaries and Benefits will not be reimbursed for Unverified staff.  
 I - Inconsistent. This status indicates that the data entered on this Personnel Page is not consistent with the data within School Personnel Records (SPR) and/or Highly Qualified Teachers (HQT) system. Please review the data for such individuals within those systems, and update the appropriate systems data. Personnel must be in Validated status before resubmitting an application or amendment.  
 V - Validated. This status indicates that the data for this individual has been successfully validated against the SPR and/or HQT systems. No further action for such individuals is required.

Create Additional Entries  
 Calculate Totals | Save Page  
**Validate Personnel**

Please ensure coding is correct. If changes need to be made to School Personnel Records, please contact Tammie Hall at (405) 521-3360 or email her at [tammie.hall@sde.ok.gov](mailto:tammie.hall@sde.ok.gov).  
 Please ensure coding is correct. If changes need to be made to the Highly Qualified Teacher System, please contact Bunny Farley at (405) 521-4527 or email her at [bunny.farley@sde.ok.gov](mailto:bunny.farley@sde.ok.gov).

13. The Paraprofessional page asks if the district has paraprofessionals that are paid with federal funds. The district would need to answer the question, check all that apply, and click save page. If no paraprofessionals are in the district, click No, Save Page, and continue with the application.

Applicant: School Improvement 1003(a) [Printer-Friendly](#)

Application: 2012-2013 School Improvement 1003(a) - 00 [Click to Return to Organization Select](#)

Cycle: Original Application [Click to Return to Application Select](#)

[Click to Return to Menu List / Sign Out](#)

Overview	Contact Information	Budget Pages	Personnel	<b>Para-Professionals</b>	Technology Justification	LEA/School Improvement Assurances	Submit	Application History	Page Lock Control	Application Print
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**Certification of Qualified Instructional Support Paraprofessionals** [Instructions](#)

Information: Title I of the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind (NCLB) Act, is designed to help disadvantaged children reach high academic standards. Properly trained paraprofessionals can play important roles in improving student achievement in Title I schools where they can reinforce and augment a teacher's effort in the classroom. Instructional paraprofessionals must work directly under the supervision of a highly qualified teacher. [Section 1119(g)(2)] See Section 1119(c)(1) of NCLB for further information on this requirement.

Does the district have paraprofessionals who are paid with federal funds?

Yes  No

Qualification:

1. The district ensures that **all** instructional paraprofessionals supported with funds under NCLB have met one or more of the following Paraprofessional qualification requirements (check all that apply):

<input type="checkbox"/> Associate Degree	<input type="checkbox"/> Paraprofessional Test (ParaPro)
<input type="checkbox"/> 48 Hours of College Credit	<input type="checkbox"/> WorkKey
<input type="checkbox"/> Oklahoma General Education Test (OGET)	

**Save Page**

Please Note: This is not on the Project 519 or 537 application.

14. If technology is listed on the Budget Detail page, the Technology Justification page should be completed in its entirety. After all information is completed, click Save Page. If no technology is listed, this page is not required.

Applicant: School Improvement 1003(a)  
Application: 2012-2013 School Improvement 1003(a) - 00  
Cycle: Original Application

Overview | Contact Information | Budget Pages | Personnel | Para-Professionals | **Technology Justification** | LEA/School Improvement Assurances | Submit

### School Improvement 1003(a) Technology Justification Page

Provide the information requested below for each amount budgeted in the OCAS Summary Budget.

Technology Item	Site	Location of Technology	Technology Usage Student/Staff	Describe the training teachers will receive related to this technology.	Describe how this technology will improve student achievement. Describe how the usage of technology will be monitored and evaluated.
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> / <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> / <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> / <input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Please note: There are two questions to answer.

Please Note: This is not on the Project 519 or 537 application.

15. If the district has someone other than the superintendent/authorized representative complete the application, once ready to submit, that person will need to click Consistency Check then click Submit for Local Review. After submitting the application for Local Review the Superintendent will receive an email notification to verify and submit the application.

Applicant: School Improvement 1003(a) ▾  
Application: 2012-2013 School Improvement 1003(a) - 00  
Cycle: Original Application

Printer-Friendly  
Click to Return to Application Select  
Click to Return to Menu List / Sign Out

Overview Contact Information Budget Pages Personnel Para-Professionals Technology Justification LEA/School Improvement Assurances **Submit** Application History Page Lock Control Application Print

**Submit** [Click for Instructions](#)

**Consistency Check** Lock Application Unlock Application

Assurances  
LEA Data Entry  
LEA Administrator  
Program Review  
Final Review

**Submit for Local Review**

# 16. The superintendent/authorized representative will check the assurances check box and click Legal Entity Agrees.

Applicant: 2012-2013 School Improvement 1003(a) - 00  
Application: Original Application  
Cycle: Original Application

School Improvement 1003(a) Printer-Friendly  
[Click to Return to Application Select](#)  
[Click to Return to Menu List / Sign Out](#)

Overview Contact Information Budget Pages Personnel Para-Professionals Technology Justification LEA/School Improvement Assurances Submit Application History Page Lock Control Application Print

### School Improvement 1003(a) Statement of Assurances Instructions

By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below.

**The recipient hereby assures that:**

1. The LEA ensures each site has a plan for improvement which has been subjected to a documented, meaningful, and thorough district level review process and approved prior to submitting to the School Support/School Improvement office.
2. The LEA/site will implement the program described in this plan and monitor its effectiveness in accordance with the intent of the law.
3. The LEA/site will administer the program described in this plan in accordance with all applicable statutes and regulations and will comply with the applicable provisions of the Elementary and Secondary Education Act of 1965, and according to the ESEA Flexibility Waiver (Approved February 8, 2012).
4. The LEA/site ensures all teachers and paraprofessionals are highly qualified according to federal requirements in the area in which they are providing instruction. (Approved February 9th, 2012).
5. The LEA/site ensures all materials and services meet the supplemental not supplant rule.
6. The LEA/site ensures that all FY13 claims for reimbursement are uploaded in the Grants Management System and will be submitted on a monthly basis. All claims submitted for reimbursement should be in payable form and include appropriate supplemental documentation.

The assurances were fully agreed to on this date:

Please note: The assurances will only be agreed to once.

17. Once the assurances have been certified, the superintendent/authorized representative will need to run the consistency check.

The screenshot displays a web application interface with a navigation bar at the top containing the following tabs: Overview, Contact Information, Budget Pages, Personnel, Technology Justification, Assurances, Submit, Application History, Page Lock Control, and Application Print. Below the navigation bar, the 'Submit' section is active, featuring a 'Click for Instructions' link on the right. In the center of the page, three buttons are visible: 'Consistency Check', 'Lock Application', and 'Unlock Application'. The 'Consistency Check' button is highlighted with a yellow border. On the left side of the page, a vertical list of menu items is shown: Assurances, LEA Data Entry, LEA Administrator, Program Review, and Final Review.

18. If the consistency check does not display errors, the district should click Submit to OSDE.

Applicant: School Improvement 1003(a) ▾  
Application: 2012-2013 School Improvement 1003(a) - 00 Printer-Friendly  
Cycle: Click to Return to Application Select  
Click to Return to Menu List / Sign Out

Overview | Contact Information | Budget Pages | Personnel | Para-Professionals | Technology Justification | LEA/School Improvement Assurances | **Submit** | Application History | Page\_Lock Control | Application Print

**Submit** Click for Instructions

**Warning!**

You are about to make final submission of the budget information for OSDE approval. In order to make changes to your institution's budget after clicking the submit button below you must contact OSDE to change your application's status. SDE Administrator ran the consistency check process which locked the application on 8/24/2012 at 8:40 AM.

[Lock Application](#) [Unlock Application](#)

Assurances	8/22/2012
Consistency Check was run on:	8/24/2012
LEA Data Entry	
LEA Administrator	
Program Review	
Final Review	

**Submit to OSDE**

# 19. After clicking the Submit to OSDE button, the status should change to Submitted to OSDE.

Other statuses may include:

- Returned for Changes
- Approved with Comments
- Not Submitted
- Pre-Approved
- Final Approved

Application Select - School Improvement 1003(a) [Click for Instructions](#)

Select an application from the list(s) below and press one of the following buttons:

[Open Application](#)      [Create Amendment](#)  
[Review Summary](#)      [Payments](#)

Select	Application / Amendment	Original Submit Date	Substantially Approvable Date	OSDE Final Approval Date	Status	Status Date
2012-2013						
<input type="checkbox"/>	13-SI-1003a-00 Original Application	12-28-2011			Submitted to OSDE	02-07-2012

20. If the status says Returned for Changes, the district should receive an email notification. To find the reviewer's notes regarding why the application/amendment was returned, click the application/amendment with the status Returned for Changes then click Review Summary.

Select an application from the list(s) below and press one of the following buttons:

[Open Application](#)   [Create Amendment](#)   [Delete Application/Amendment](#)

[Review Summary](#)   [Payments](#)

Select	Application / Amendment	Original Submit Date	Substantially Approvable Date	OSDE Final Approval Date	Status	Status Date
	-SI-1003a-00 Original Application	12-28-2011			Returned for Changes	02-07-2012

21. Click the level of review with the status Returned for Changes then click Review Checklist.

**Review Summary** [Instructions](#)

Latest submission to OSDE occurred on: 7/24/2012

Round 1					
Select	Stop	Group	Staff	Status	Status Date
<input type="checkbox"/>	2	District Superintendent	Test	Submitted	7/24/2012
<input type="checkbox"/>	3	Program Review 1	Test	Accepted	8/5/2012
<input checked="" type="checkbox"/>	4	Program Review 2	Test	Returned for Changes	8/5/2012

[Review Checklist](#)

22. A pop-up window will appear and show comments from the reviewer(s). After the checklist is reviewed, the district can make changes to the application and resubmit.

**Applicant:**  
**Application:** 2012-2013 School Improvement 1003(a) - 00  
**Cycle:** Original Application

[Review Checklist](#)

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**School Improvement 1003(a) - Review Checklist**  
**Your application has been reviewed by the following Department of Education staff:**  
**OSDE Staff Name:**   
**OSDE Staff Name:**   
If you have questions regarding this checklist, please contact Amanda Drew at (405) 522-3713

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**1. Budget Detail**  
a. Does each site have the correct allocated amount budgeted?  
  
 Check to add comment. (0 of 2000 maximum characters used)  
b. Are proposed expenditures allowed under the program?  
  
 Check to add comment. (0 of 2000 maximum characters used)  
c. Are function/object codes appropriate for the expenditures?  
  
 Check to add comment. (0 of 2000 maximum characters used)

**2. Personnel Page**  
a. Are function/object codes appropriate for the position(s)?  
  
 Check to add comment. (0 of 2000 maximum characters used)  
b. Does the Budget Detail page and the Personnel page align?  
  
 Check to add comment. (0 of 2000 maximum characters used)

**3. Paraprofessional Page**  
a. Has the Paraprofessional page been completed correctly?  
  
 Check to add comment. (0 of 2000 maximum characters used)

**4. Technology Addendum**  
a. Has the Technology Addendum been completed correctly?  
  
 Check to add comment. (0 of 2000 maximum characters used)

Please Note:  
Review areas 3 and 4 are not on Project 519 or 537 application Review Checklist.

23. When editing the application, go to the Page Lock Control page and select the pages you would like to open to edit. After you have selected all the pages you need to edit, click save. The pages will then be available for editing. When all edits have been made, the district will need to resubmit the application.

Click to Return to Menu List / Sign Out

Overview Contact Information Budget Pages Personnel Para-Professionals Technology Justification LEA/School Improvement Assurances Submit Application History Page\_Lock Control Application Print

Page Review Status Click for Instructions

Expand All

School Improvement 1003(a)	Page Status	Open Page for editing
School Improvement 1003(a)		
Contact Information	LOCKED	<input type="checkbox"/>
Budget Pages		
Allocations	LOCKED	<input type="checkbox"/>
Budget Detail	LOCKED	<input checked="" type="checkbox"/>
Budget Summary	LOCKED	<input type="checkbox"/>
Personnel	LOCKED	<input type="checkbox"/>
Para- Professionals	LOCKED	<input type="checkbox"/>
Technology Justification	LOCKED	<input checked="" type="checkbox"/>
LEA/School Improvement Assurances	FINAL	<input type="checkbox"/>
Submit	LOCKED	<input type="checkbox"/>
Application History	LOCKED	<input type="checkbox"/>
Page_Lock Control	LOCKED	<input type="checkbox"/>
Application Print	LOCKED	<input type="checkbox"/>

24. If the original application is in final approved status and changes need to be made, the district will need to Create an Amendment to the application. Click the most recently approved application then click Create Amendment.

Select an application from the list(s) below and press one of the following buttons:

[Open Application](#) [Create Amendment](#) [Delete Application/Amendment](#)  
[Review Summary](#)

Select	Application / Amendment	Original Submit Date	Substantially Approvable Date	OSDE Final Approval Date	Status	Status Date
	-SI-1003a-00 Amendment 2	08-23-2012		08-23-2012	Final Approved	08-23-2012
	-SI-1003a-00 Amendment 1	08-22-2012		08-22-2012	Final Approved	08-22-2012
	13-SI-1003a-00 Original Application	08-22-2012	08-22-2012	08-22-2012	Final Approved	08-22-2012

25. After you click Create Amendment, the amendment will be available. Go to the Page Lock Control page in the amendment and select the pages you would like to open for edit. After you have selected all the pages you need to edit, click save. The pages will then be available for editing.

Once necessary changes are made, the district will need to submit the application for review.

Cycle: Click to Return to Application Select  
Click to Return to Menu List / Sign Out

Overview | Contact Information | Budget Pages | Personnel | Para-Professionals | Technology Justification | LEA/School Improvement Assurances | Submit | Application History | **Page\_Lock Control** | Application Print

Page Review Status Click for Instructions

Expand All

School Improvement 1003(a)	Page Status	Open Page for editing
School Improvement 1003(a)		
Contact Information	LOCKED	<input type="checkbox"/>
Budget Pages		
Allocations	LOCKED	<input type="checkbox"/>
Budget Detail	LOCKED	<input checked="" type="checkbox"/>
Budget Summary	LOCKED	<input type="checkbox"/>
Personnel	LOCKED	<input type="checkbox"/>
Para- Professionals	LOCKED	<input type="checkbox"/>
Technology Justification	LOCKED	<input checked="" type="checkbox"/>
LEA/School Improvement Assurances	FINAL	<input type="checkbox"/>
Submit	LOCKED	<input type="checkbox"/>
Application History	LOCKED	<input type="checkbox"/>
Page_Lock Control	LOCKED	<input type="checkbox"/>
Application Print	LOCKED	<input type="checkbox"/>

26. If the district has someone other than the superintendent/authorized representative complete the application, once ready to submit, that person will click Consistency Check then click Submit for Local Review. After submitting the application for Local Review the Superintendent will receive an email notification to verify and submit the application.

Applicant: School Improvement 1003(a) ▾  
Application: 2012-2013 School Improvement 1003(a) - 00 Printer-Friendly  
Cycle: Click to Return to Application Select  
Click to Return to Menu List / Sign Out

Overview	Contact Information	Budget Pages	Personnel	Para-Professionals	Technology Justification	LEA/School Improvement Assurances	Submit	Application History	Page_Lock Control	Application Print
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**Submit** Click for Instructions

Consistency Check Lock Application Unlock Application

Assurances  
LEA Data Entry  
LEA Administrator  
Program Review  
Final Review

Submit for Local Review

27. If the consistency check does not display errors, the superintendent/authorized representative should click submit to OSDE.

Applicant: School Improvement 1003(a) ▾  
Application: 2012-2013 School Improvement 1003(a) - 00  
Cycle: [Printer-Friendly](#)  
[Click to Return to Application Select](#)  
[Click to Return to Menu List / Sign Out](#)

Overview Contact Information Budget Pages Personnel Para-Professionals Technology Justification LEA/School Improvement Assurances **Submit** Application History Page\_Lock Control Application Print

**Submit** [Click for Instructions](#)

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In order to make changes to your institution's budget after clicking the submit button below you must contact OSDE to change your application's status.  
SDE Administrator ran the consistency check process which locked the application on 8/24/2012 at 8:40 AM.

[Lock Application](#) [Unlock Application](#)

Assurances 8/22/2012  
Consistency Check was run on: 8/24/2012

LEA Data Entry  
LEA Administrator  
Program Review  
Final Review

**Submit to OSDE**

# Important Reminders:

- \* GMS
  - \* Save work frequently!
    - \* Session timeout is set to 60 minutes.
  - \* Disable pop-up blockers when working with GMS site.
  - \* Errors/warnings will display in **red** at the top of the page upon attempting to save.
    - \* If no message displays, the save was successful.
- \* OSDE
  - \* Indirect cost is not allowed for projects 515, 519, or 537.
  - \* Please provide detailed information regarding requested expenditures.
  - \* If your site is no longer in School Improvement and has carryover funds, please ensure the site has completed the annual review of the Schoolwide Plan.

# Fiscal Contact Person

If you need assistance regarding the following:

- \* Allocations 515, 519, 537
- \* Carryover Funds 515, 519, 537
- \* Expiration of Funds/Fiscal Timeline
- \* Over Payments or Release of Funds
- \* School Improvement 515 Applications

Please contact Amanda Drew at (405) 522-3713 or [amanda.drew@sde.ok.gov](mailto:amanda.drew@sde.ok.gov)

# Questions



## Contact Information

- ✓ If you have any questions regarding **Project 515** applications or Project 515, 519, and 537 allocations, please contact **Amanda Drew**.  
Phone: (405) 522-3713  
Email: [amanda.drew@sde.ok.gov](mailto:amanda.drew@sde.ok.gov)
- ✓ If you have any questions regarding **Project 519 or 537** applications, please contact **Amber Polach**.  
Phone: (405) 522-3253  
Email: [amber.polach@sde.ok.gov](mailto:amber.polach@sde.ok.gov)
- ✓ If you have any question regarding **Project 515, 519 or 537** claims, please contact **Sarrah Burleson**.  
Phone: (405) 522-0140  
Email: [sarrah.burleson@sde.ok.gov](mailto:sarrah.burleson@sde.ok.gov)

Please note: The School Support/School Improvement claims checklist and due dates are posted on the School Support/School Improvement Website:

<http://ok.gov/sde/school-improvement>