



**south dakota**  
DEPARTMENT OF EDUCATION

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**Gra<sub>n</sub>t<sub>s</sub>**

**Manage<sub>m</sub>ent**

**System**

**User's Guide**

**for**

**Planning Sections**

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# Introduction

The planning sections of the Grants Management System (GMS) contain narrative required for approval to receive federal ESEA funding, as well as school level planning sections. They are one part of the overall application for federal funds in the GMS. Since federal monies are awarded to the district, every district accepting these funds must complete the information in the Comprehensive District Academic Improvement Plan section.

This information must be answered from a District perspective, for all schools in the district regardless of the type of Title I program being operated at any of the schools. Every district will complete a thirteen question LEA plan that discusses many aspects of the district, not just the Title I school(s). Every district will discuss the coordination with the local or regional Head Start (HS) Program, which should occur even if there are no students currently participating in HS programming. The coordination establishes the procedures for what would occur if there were students.

The school level sections are for schools operating either Targeted Assistance or Schoolwide programs.

For more information please call the Title program representative assigned to the district.

# Logging in to the GMS

## Step 1: Access the login page

1. Go to [www.doe.sd.gov](http://www.doe.sd.gov)
  - a. Click on Menu and then A-Z Index "G" for Grants Management and the Grants Management System (GMS) for Federal Grant Programs.

## Step 2: Logging In

1. All users will get to this screen after following Step 1:

The screenshot shows the login page for the South Dakota Department of Education's Grants Management System. The page is titled "Welcome to the Grants Management System" and includes a "LOGON" section with input fields for "Username/Email" and "Password". A "Forgot Password" link is also present. Below the login fields are sections for "ANNOUNCEMENTS", "INFORMATION", "TRAINING", and "UPCOMING". Blue arrows point to the "Username/Email" field with the text "K12 Email address" and to the "Password" field with the text "leapswd - new users".

- a. Username is always the user's K12 email address
- b. Password default for new users is leapswd; If a user has been in the system before, it is the password the user set previously.
  - i. If prompted to change password, attempt at least once. If it does NOT work, click close on the message box.
  - ii. Click on Forgot Password.
    1. A new password will be emailed. Copy and paste into the Password box.
    2. Change password when prompted.

### Step 3: Entering the system

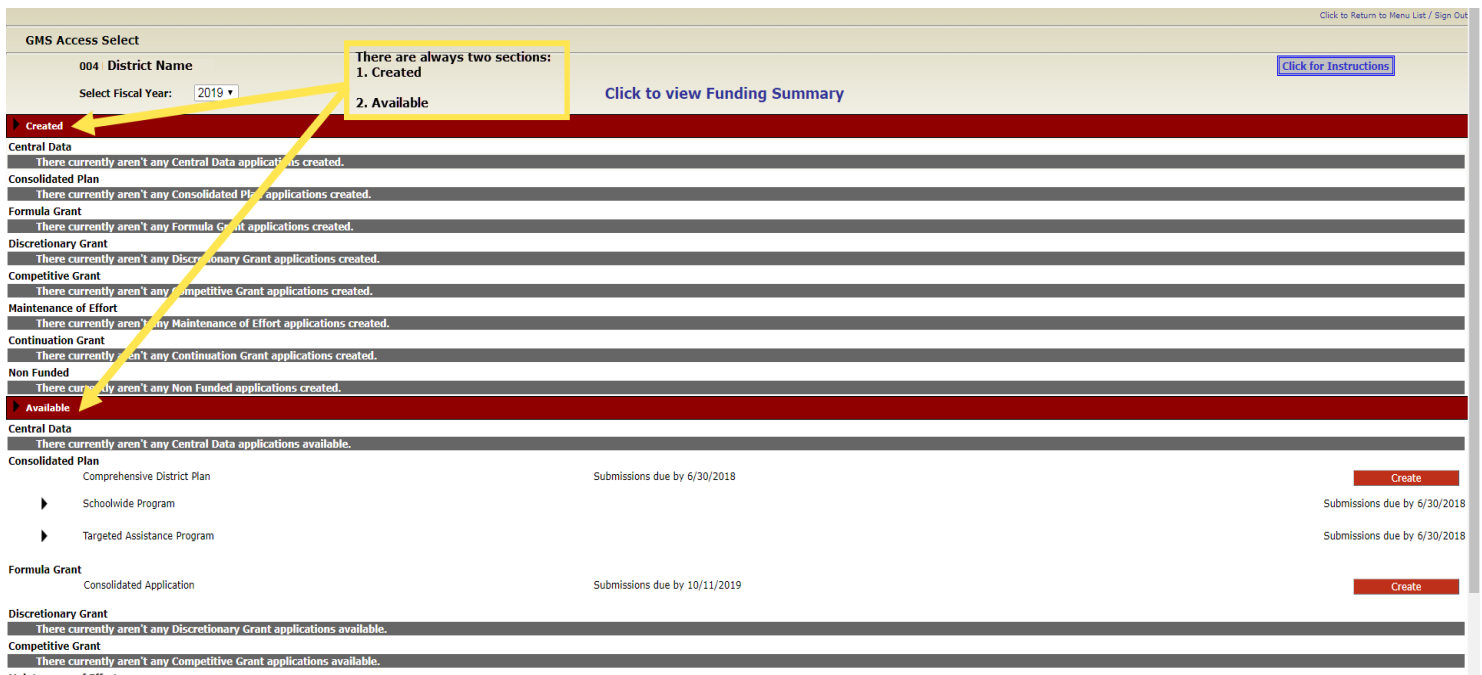
1. The first page in the system looks like the screen shot below. Depending on access rights, a user might have more or fewer items listed.



2. Click on GMS Access.

### Step 4: GMS Access/Select

1. The first time the system is accessed each day, it may default to the 2020 screen. Be sure to check and to change to 2022 if necessary.
2. If nothing has been created for the 2020-2021 school year, the screen will look like this.



## Step 5: Creating Sections:

1. When starting a section for the first time, it must be created from under the Available list of the GMS Access/Select screen.

**GMS Access Select**  
001  
Select Fiscal Year: 2017

**NOTE:** Sections of the grant application must be created the first time into the system. Unless otherwise granted, only Building Principals may create their assigned school's section and only Superintendents may create the Comprehensive District Plan.

**Created**

Central Data  
There currently aren't any Central Data applications created.

Consolidated Plan  
There currently aren't any Consolidated Plan applications created.

Formula Grant  
There currently aren't any Formula Grant applications created.

Discretionary Grant  
There currently aren't any Discretionary Grant applications created.

Competitive Grant  
There currently aren't any Competitive Grant applications created.

Maintenance of Effort  
There currently aren't any Maintenance of Effort applications created.

Continuation Grant  
There currently aren't any Continuation Grant applications created.

Non Funded  
There currently aren't any Non Funded applications created.

**Available**

Central Data  
There currently aren't any Central Data applications available.

Consolidated Plan  
Comprehensive District Plan  
Schoolwide Program  
Targeted Assistance Program

Formula Grant  
There currently aren't any Formula Grant applications available.

Discretionary Grant  
There currently aren't any Discretionary Grant applications available.

Competitive Grant  
21st Century

Maintenance of Effort  
There currently aren't any Maintenance of Effort applications available.

Submissions due by 6/30/2017  
Submissions due by 7/1/2016  
Submissions due by 3/2/2016

**Create**

A user will see a "Create" button on the right side of the screen if sections are available to be created AND the user has the correct access rights. If the user cannot create a section, it will be blank on the right hand side.

A Building level Principal will have to click on the "chevron" or arrow to the left of a selection to get access to the school listing. Be sure to click the correct Title I program type.

2. When a section is created, it automatically opens. When a user closes the section or exits out of the system, it moves from under Available to Created.

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**GMS Access Select**  
002  
Select Fiscal Year: 2017

**NOTE:** Plans that have been created will show under the Created Section. Plans that are still available to be created are located in the Available Section. IF THE SECTION IS NOT LISTED, IT IS A PERMISSION ISSUE.

**Created**

Central Data  
There currently aren't any Central Data applications created.

Consolidated Plan  
Application Name | Revision | Status | Date | Actions  
Targeted Assistance Program

Formula Grant  
There currently aren't any Formula Grant applications created.

Discretionary Grant  
There currently aren't any Discretionary Grant applications created.

Competitive Grant  
There currently aren't any Competitive Grant applications created.

Maintenance of Effort  
There currently aren't any Maintenance of Effort applications created.

Continuation Grant  
There currently aren't any Continuation Grant applications created.

Non Funded  
There currently aren't any Non Funded applications created.

**Available**

Central Data  
There currently aren't any Central Data applications available.

Consolidated Plan  
Comprehensive District Plan  
Schoolwide Program  
Targeted Assistance Program

Submissions due by 6/30/2016  
Submissions due by 12/31/2016  
Submissions due by 6/30/2016

**Create**

### 3. REMINDERS:

- a. Only Building Principals have access to create the school sections unless someone else has been given access by the Superintendent or Business Manager using the User Maintenance feature to setup up access within the district.

If this is not how the district/school want this to be handled, please contact Robyn Seibel: [Robyn.Seibel@state.sd.us](mailto:Robyn.Seibel@state.sd.us).

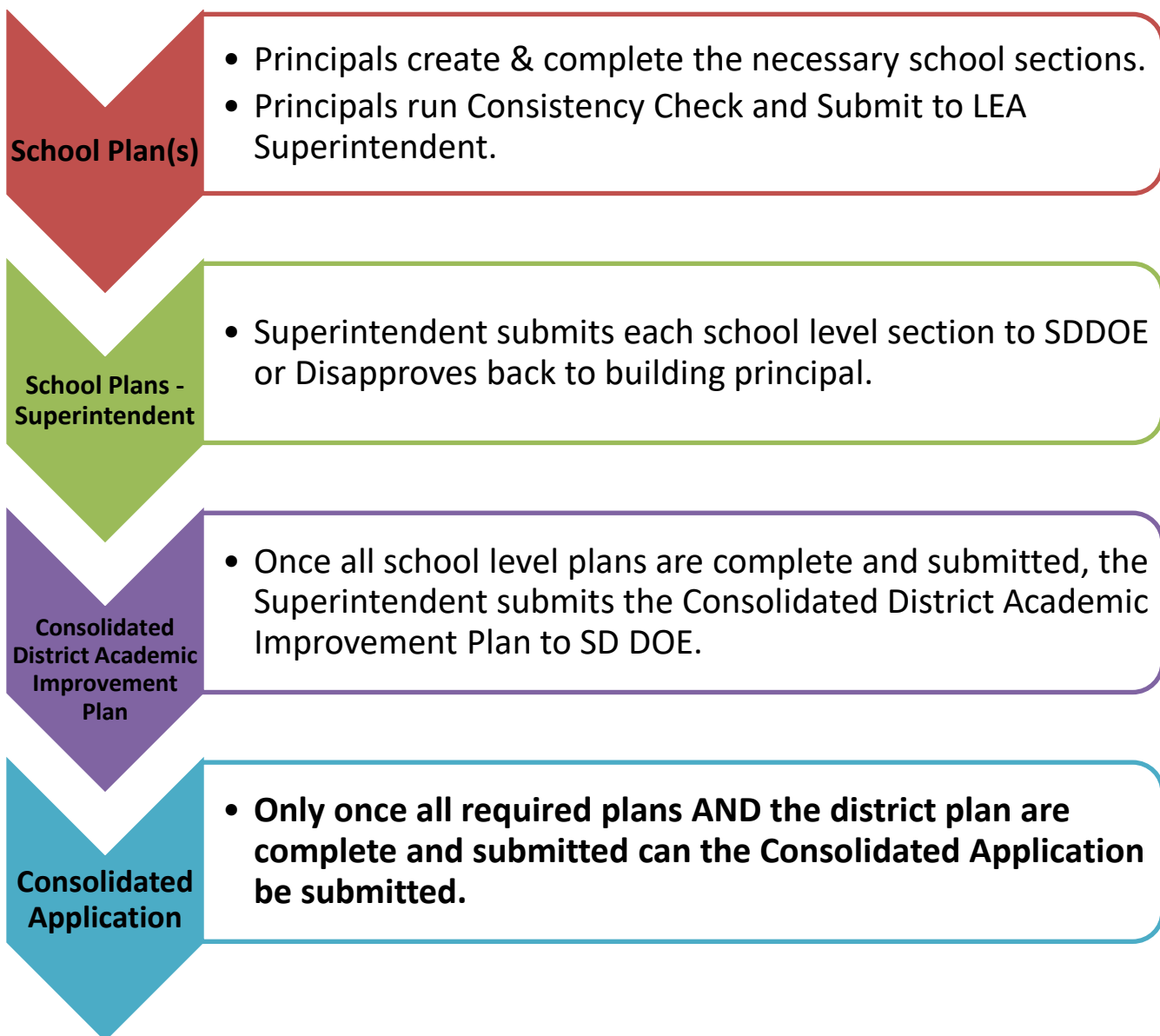
- b. Users MUST select the correct type of Title I program. The system will list ALL available schools under both types of programs. Please see this list if unsure: <https://doe.sd.gov/title/documents/20-schools2.pdf>.
- c. ONCE A SECTION IS CREATED IT WILL NO LONGER BE LISTED UNDER AVAILABLE. IT WILL BE UNDER CREATED.

The screenshot displays the GMS interface with two main sections: 'Created' and 'Available'. The 'Created' section is expanded to show a list of applications under 'Consolidated Plan', including 'Targeted Assistance Program' with a sub-entry for '0003-Buchanan Elementary'. A red arrow points from the 'Created' header to the 'Targeted Assistance Program' entry, with the word 'Here' written next to it. The 'Available' section is also expanded, showing 'Schoolwide Program' and 'Targeted Assistance Program'. A red arrow points from the 'Available' header to the 'Targeted Assistance Program' entry, with the text 'NOT Here' written next to it. A large text box on the right contains the following text: 'Once created, a section will be listed under the Created section the next time a user accesses the GMS. Users will have to click on the chevron (arrow) next to the program type to get the list of created sections.' Below this text box, another line of text states: 'It will no longer be listed under Available.' A 'Create' button is visible at the bottom right of the interface.

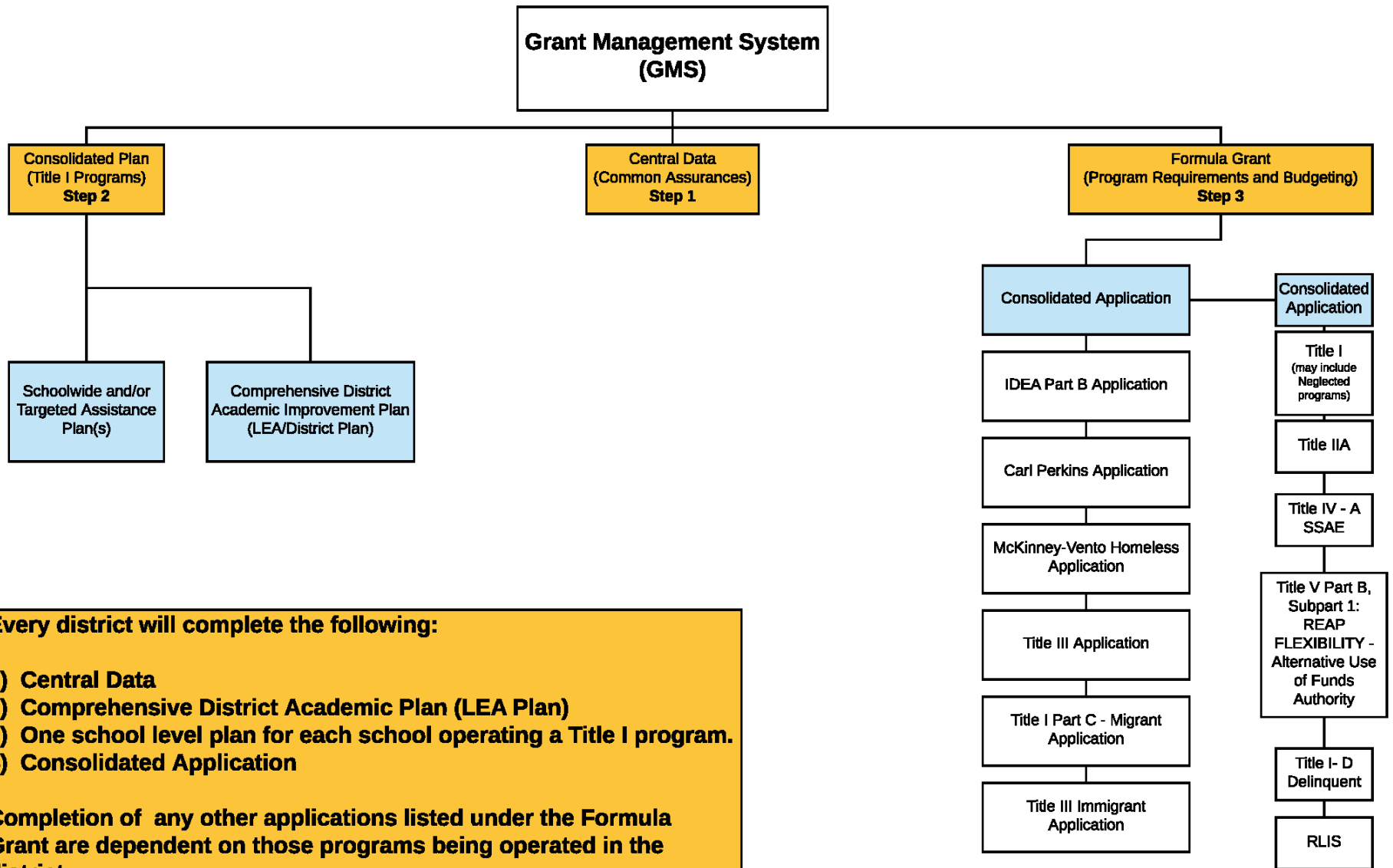
# Understanding the Process

All districts accepting federal funds will complete the Comprehensive District Academic Improvement Section, along with school sections for any schools operating a Title I program.

**These sections must be completed and submitted before the rest of the application may be submitted for approval.**







**Every district will complete the following:**

- 1) Central Data**
- 2) Comprehensive District Academic Plan (LEA Plan)**
- 3) One school level plan for each school operating a Title I program.**
- 4) Consolidated Application**

**Completion of any other applications listed under the Formula Grant are dependent on those programs being operated in the district.**

# Working in the GMS

## Tab Environment

The GMS is setup like a binder with tabs for each section. On each tab, there may or may not be other tabs that will have information that needs to be entered or places where documents need to be uploaded.

**Users should click on each tab to ensure all information is entered. There are several updated tabs.**

**Applicant:** Comprehensive District Academic Improvement Plan ▼

**Application:** 2019-2020 Comprehensive District Academic Improvement Plan - 00-  
**Cycle:** Original Application

**Grant Period** 7/1/2019 - 6/30/2020

[Printer-Friendly](#)  
[Click to Return to GMS Access/Select Page](#)  
[Click to Return to Menu List / Sign Out](#)

Overview	Contact Information	Comprehensive Plan	Title I Program Type	Application History	Page_Lock Control	Application Print
Consultation and Team Members		Federal Program In		English Learners - All LEAs complete		

The tab that is white indicates the active tab. In this screen shot the user is on the Comprehensive Plan tab and is working on the Consultation and Team Members tab.

## Completing the Sections

### Comprehensive District Academic Improvement Plan

All districts must complete this section along with the appropriate Title I school sections, prior to submitting the Consolidated Application. The questions in this section, along with the uploaded LEA Plan, will enable the LEA to have an approved application as required under Section 1112 (a)(1)(A). **Most of the work in this section will be done under the Comprehensive Plan Tab.**

## Consultation and Team Members Tab

Consultation with stakeholders is key to operating a Title I program at any level. Stakeholder input is required for district and school level plans and must be done with fidelity. This tab is where a district will describe the process used to gather stakeholder input.

<b>Application:</b> 2019-2020 Comprehensive District Academic Improvement Plan - 00-		<b>Grant Period</b> 7/1/2019 - 6/30/2020		<a href="#">Printer-Friend</a>					
<b>Cycle:</b> Original Application				<a href="#">Click to Return to GMS Access/Select Pag</a> <a href="#">Click to Return to Menu List / Sign O</a>					
Overview	Contact Information	Comprehensive Plan	Title I Program Type	Assurances and Upload	Submit	Amendment Description	Application History	Page Lock Control	Application Print
Consultation and Team Members		LEA Federal Program Integration-Coordination			English Learners - All LEAs complete				

### Consultation and Team Members

#### Consultation

Under ESEA, Section 1112 (a)(1)(A), a LEA receiving funds under this part must have an approved plan on file with the state. This plan must be developed with timely and meaningful consultation with teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, administrators (including administrators of programs described in other parts of this title), other appropriate school personnel, and with parents of children in schools served under this part.

In the box below please describe how the LEA Plan was developed and how the stakeholders mentioned above are included in the process. (0 of 2500 maximum characters used)

#### Consultation Team Members

Teacher	<input type="text"/>
Administrator	<input type="text"/>
Parent	<input type="text"/>
Additional Team Member Names (If Applicable)	<input type="text"/>
	<input type="text"/>

## LEA Federal Program Integration-Coordination Tab

On this tab, districts must explain how services are coordinated and integrated to ensure there is not a duplication of services for students. Last year's answer will rollover so it may be copied if nothing has changed.

On the District coordination section, please describe **ONLY** the coordination with local or area Head Start programs and/or local pre-schools with either a local Head Start or with the regional Head Start (HS) if there are or could be HS students in the district. A MOU is required and will need to be uploaded to SharePoint. **THIS IS NOT THE SAME AS THE MOU THAT IS REQUIRED FOR IDEA. THE DESCRIPTION SHOULD NOT INCLUDE TRANSITION INFORMATION AS THAT IS HANDLED IN THE LEA PLAN.**

<b>Application:</b> 2019-2020 Comprehensive District Academic Improvement Plan - 00-		<b>Grant Period</b> 7/1/2019 - 6/30/2020		<a href="#">Printer-Friendl</a>					
<b>Cycle:</b> Original Application				<a href="#">Click to Return to GMS Access/Select Page</a>					
				<a href="#">Click to Return to Menu List / Sign Ou</a>					
Overview	Contact Information	Comprehensive Plan	Title I Program Type	Assurances and Upload	Submit	Amendment Description	Application History	Page Lock Control	Application Print
Consultation and Team Members		LEA Federal Program Integration-Coordination			English Learners - All LEAs complete				

### LEA Integration of Services, including Coordination with Head Start and Preschool Programs

[ESEA Section 1119 Coordination Requirements](#)

[Head Start Service areas with map](#)

#### Summary

Summarize how the district coordinates and integrates services for EL, SPED, migrant and homeless students, as well as students in the Foster Care system, with Title programs in the district.

Belinda Ready is the coordinator of all of the programs except SPED so it is easy to coordinate.  
The SPED director and Mrs. Ready meet any time there are students who have coordinating services to establish working plans that best meet the needs of the student.

(0 of 4000 maximum characters used)

Summarize the District's Coordination Agreement Memorandum of Understanding (MOU) with Head Start agencies, and if feasible, other entities carrying out early childhood development programs. If the district does not have any local Head Start agencies, coordination must take place with the regional Head Start agency. ESEA Section 1119 (a) & (b)

**The MOU must include the five required activities and is NOT the same as the MOU required by IDEA.**

Please see the links included on this Tab for information about the required MOU, activities, and service areas for Regional Head Starts. NOTE: The district will be required to provide evidence of signed MOU(s) during an onsite or desk review of the Title I program.

(0 of 3000 maximum characters used)

## English Learners – All LEAs complete

For districts with no English Learners (ELs), this tab is a simple assurance to that fact.

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

Overview	Contact Information	Comprehensive Plan	Title I Program Type	Assurances and Upload	Submit	Amendment Description	Application History	Page_Lock Control	Application Print
Consultation and Team Members		LEA Federal Program Integration-Coordination				English Learners - All LEAs complete			

---

**EL Information**

1.  Yes  No Does the LEA have any EL (English Learner) students identified in the district?

Check to confirm that as of the date of submission, the LEA has no identified English learners. If an English learner is identified prior to the submission of next year's plan, the LEA will take steps to ensure proper identification, assessment, and service provision.

[Save Page](#)

For districts with ELs, more information will display once the Yes button is marked. The screenshot below is the same as what was in the application last year.

**EL Information**

1.  Yes  No Does the LEA have any EL (English Learner) students identified in the district?

By checking this box, the LEA assures that:

- 100% of LEP students are correctly identified and included in the annual English Language Proficiency Assessment each year until reaching proficiency.
- The Home Language Survey will be administered only to students enrolling in South Dakota for the first time; the original HLS is obtained for a student transferring from another South Dakota school.
- The district will maintain a copy of every student's HLS, including students whose HLS indicates English only.
- The district will administer the English proficiency screener (KW-APT, K-MODEL, WIDA Screener) to new students whose HLS indicates a language other than English for any of the 4 questions or obtain the previous annual WIDA ACCESS for ELL 2.0 results for students previously identified as an English learner by another South Dakota school.
- The district will notify parents of students' English Learner status annually via the Parent Notification Letter.
- The district will develop a Language Acquisition Plan for each identified English Learner.
- The district will provide core EL program services.
- The district will administer the WIDA ACCESS for ELLs 2.0 English Language Proficiency assessment annually to 100% of English learners.
- The district will maintain a local system of monitoring former EL students for the mandated two-year monitoring period.

Describe the LEA's Core ESL program. The plan must include the method for identification and placement of EL students, the staff, materials and facilities identified to be used in the core English language instruction program and methods and procedures the LEA will use to measure the effectiveness of the program. **The Core ESL program should be paid with state and local funds. LEAs may not use Title I or Title III funds to pay for the core program.**

## English Learners – All LEAs complete continued

New to the application this year is expanded information about the educational program models being used at each educational level in the district.

### Which educational program model(s) are used in your district?

Elementary ELD Program Models Used	Middle School ELD Program Models Used	High School ELD Program Models Used
<input type="checkbox"/> Transitional Bilingual Education or Early-Exit Bilingual Education	<input type="checkbox"/> Transitional Bilingual Education or Early-Exit Bilingual Education	<input type="checkbox"/> Transitional Bilingual Education or Early-Exit Bilingual Education
<input type="checkbox"/> Dual Language or Two-way Immersion	<input type="checkbox"/> Dual Language or Two-way Immersion	<input type="checkbox"/> Dual Language or Two-way Immersion
<input type="checkbox"/> ESL or ELD (English Language Development)	<input type="checkbox"/> ESL or ELD (English Language Development)	<input type="checkbox"/> ESL or ELD (English Language Development)
<input type="checkbox"/> Content Classes with integrated ESL support	<input type="checkbox"/> Content Classes with integrated ESL support	<input type="checkbox"/> Content Classes with integrated ESL support
<input type="checkbox"/> Newcomer Program	<input type="checkbox"/> Newcomer Program	<input type="checkbox"/> Newcomer Program
<input type="checkbox"/> Other (Please Specify)	<input type="checkbox"/> Other (Please Specify)	<input type="checkbox"/> Other (Please Specify)

Instruction in the core EL program must be provided by qualified teachers trained in language acquisition. If teachers in the EL program do not hold an ENL endorsement, please explain how the teachers have been trained in language acquisition.

In the box below, describe teacher training in language acquisition for non-ENL endorsed teachers in the EL program. If teachers have the ENL endorsement, please include that information.

**Note: one-day, isolated workshops, or logistical trainings (e.g. WIDA ACCESS administration training) do not meet this requirement.**

(0 of 2000 maximum characters used)

What is the funding source for your EL program?

(0 of 2000 maximum characters used)

Check to confirm the LEA has an EL/ Lau Plan.

## Title I Program Type Tab

The Title I Program Tab allows the Superintendent to see which school level plans have been submitted to SD DOE, which will show when the District section may be submitted. **If something is incorrect on this chart, please contact your Title I representative at the state office to let them know.**

**Application:** 2019-2020 Comprehensive District Academic Improvement Plan - 00- [Printer-Friendly](#)  
**Cycle:** Original Application **Grant Period** 7/1/2019 - 6/30/2020 [Click to Return to GMS Access/Select Page](#)  
[Click to Return to Menu List / Sign Out](#)

Overview	Contact Information	Comprehensive Plan	Title I Program Type	Assurances and Upload	Submit	Amendment Description	Application History	Page_Lock Control	Application Print
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**Site Plan Information** [Instructions](#)

Site Names	Grade Span	Plan Type	Last Plan Submitted Date
0001-	09-12	<input type="radio"/> SWP <input type="radio"/> TA <input checked="" type="radio"/> NS <input type="radio"/> NA	N/A
0002-	06-08	<input type="radio"/> SWP <input type="radio"/> TA <input checked="" type="radio"/> NS <input type="radio"/> NA	N/A
0003-	06-08	<input type="radio"/> SWP <input type="radio"/> TA <input checked="" type="radio"/> NS <input type="radio"/> NA	N/A
0005-	KG-05	<input type="radio"/> SWP <input type="radio"/> TA <input checked="" type="radio"/> NS <input type="radio"/> NA	N/A
0007-	KG-05	<input checked="" type="radio"/> SWP <input type="radio"/> TA <input type="radio"/> NS <input type="radio"/> NA	
0008-	PK-05	<input checked="" type="radio"/> SWP <input type="radio"/> TA <input type="radio"/> NS <input type="radio"/> NA	
0009-	KG-05	<input checked="" type="radio"/> SWP <input type="radio"/> TA <input type="radio"/> NS <input type="radio"/> NA	
0010-	KG-05	<input checked="" type="radio"/> SWP <input type="radio"/> TA <input type="radio"/> NS <input type="radio"/> NA	
0011-	KG-05	<input checked="" type="radio"/> SWP <input type="radio"/> TA <input type="radio"/> NS <input type="radio"/> NA	

Districts cannot make changes on this page. If a school is marked incorrectly, the district has changed the type of program being offered, or has changed which school(s) will be served, please contact your state Title representative and they will get it changed.

Save Page

**The LEA Plan will be uploaded via the Assurances and Upload Tab.**

LEAs must upload a copy of the current LEA plan annually. If there were no changes to the document, the LEA will answer “No” on the Upload Tab, upload the document, and save the page. If there were changes to the LEA Plan from last year, the LEA will answer “Yes” and detail which questions were changed or updated in the box that opens up. If the LEA needs a new copy of the plan, it can be downloaded from this tab as well.

Application: 2019-2020 Comprehensive District Academic Improvement Plan - 00- Grant Period 7/1/2019 - 6/30/2020  
Cycle: Original Application

Click to Return to GMS Access/  
Click to Return to Menu Lis

Overview	Contact Information	Comprehensive Plan	Title I Program Type	Assurances and Upload	Submit	Amendment Description	Application History	Page_Lock Control	Appl P
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### Assurances and LEA Plan Upload

The LEA assures that the current year LEA Plan has been reviewed and revised as necessary.

The assurances were fully agreed to on this date:

These assurances have been agreed to by:

Section 1112 Local Educational Agency Plans [Click here to download a blank LEA template.](#)

A local educational agency may receive a subgrant under this part for any fiscal year only if such agency has on file with the State educational agency a plan, approved by the State educational agency.

Each local educational agency plan shall be filed according to a schedule established by the State educational agency. The State educational agency shall approve a local educational agency’s plan only if the State educational agency determines that the local educational agency’s plan provides that schools served under this part substantially help children meet the challenging State academic standards and meets the requirements of this section.

Were any changes made to the LEA Plan?  Yes  No

Upload the completed LEA Plan

No file chosen

No files are currently uploaded for this page.

**NOTE: This section cannot be submitted until the school level sections are created, completed and submitted to SD DOE.**

For questions and clarifications, please contact the district Title I Representative. For a listing of the questions in this section, please click here: [Comprehensive District Academic Improvement Plan.](#)



## Schoolwide Program Section

The Schoolwide (SW) section of the GMS requires a school to upload its SW plan on an annual basis. There are assurances included on the Schoolwide Plan Assurances and Narrative Tab that must be agreed to as well as a brief narrative on how paraprofessionals are utilized in the school. The Parent & Family Engagement tab did not change. The PD tab has been removed as this should be covered in the SW plan. There is an updated template for 2021-2022 that all schools should use. ALL SCHOOLS MUST COMPLETE THE INFORMATION ABOUT THE COMPREHENSIVE NEEDS ASSESSMENT (CNA). ALL SCHOOLS MUST HAVE A CURRENT CNA PRIOR TO THE START OF THE 2022-2023 SCHOOL YEAR. (WITHIN THE LAST 5 YEARS) Schools will indicate if any changes were made to the plan. If any were made, list which questions were changed, upload the documents and save the page. If there were not any changes, indicate “No”, upload the plan, and save the page. For a listing of the questions in this section, please click here: [Schoolwide Planning Section Questions](#).

School Contact	Schoolwide Program	Submit	Amendment Description	Application History	Page Lock Control	Application Print
Schoolwide Plan Assurances and Narrative				Parent and Family Engagement		

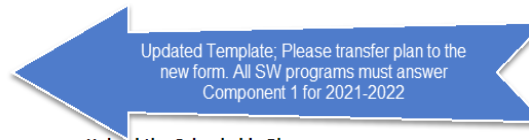
### Schoolwide Assurances and Narrative

#### Assurances:

- By checking this box, the applicant hereby certifies that he or she assures that the Schoolwide Plan is implemented according to the Elementary and Secondary Education Act (ESEA) ESSA of 1964, reauthorized as the Every Student Succeeds Act (ESSA) in 2015, and that he or she has read, understood and will comply with the following items:
- The Schoolwide plan has been completed and uploaded.
  - The schoolwide plan is regularly monitored and revised as necessary based on student needs with the involvement of parents, community, and staff, and to the extent feasible, tribes and tribal organizations present in the community. [Section 1114 (b)(2) & (3)]
  - The plan is available to the local educational agency, parents, and the public, and the information contained in such plan shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand. [Section 1114 (b)(4)]
  - The plan was developed in coordination and integration with other Federal, State, and local services, resources, and programs, such as programs supported under this Act, violence prevention programs, nutrition programs, housing programs, Head Start programs, adult education programs, career and technical education programs, and schools implementing comprehensive support and improvement activities or targeted support and improvement activities under section 1111(d). [Section 1114 (b)(5)]
  - The plan is based on a comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging State academic standards, particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards and any other factors as determined by the local educational agency. [Section 1114 (b)(6)]
  - The school assures that all paraprofessionals are state qualified and work under the supervision of qualified teachers to support instruction.  
If there are paraprofessionals in the school, describe how they are utilized. This includes SPED paraprofessionals. If there are no paraprofessionals working in the school, please indicate that in the narrative box.  
(0 of 1000 maximum characters used)
7. The school assures all costs are:
- \* **Reasonable:** consistent with prudent business practice and comparable current market value
  - \* **Necessary:** required to carry out the intent and purpose of the Title IV, Part A program; and
  - \* **Allocable:** chargeable or assignable in accordance with relative benefits received.

Click the following links to download a [2021-2022 SW Plan Template](#) or the [2021-2022 SW Plan Instructions](#)

Were any changes made to the Schoolwide Plan?  Yes  No



Upload the Schoolwide Plan

Choose File No file chosen Upload

No files are currently uploaded for this page

## Targeted Assistance Program Section

The Targeted Assistance Section has been updated to help provide clarification about the Targeted Assistance program that is being offered.

Targeted Assistance Program Narrative	Professional Development	Parent and Family Engagement
<b>School Narrative</b>		
Number of Title I Teachers <input type="text"/>		
Number of Title I Paraprofessionals <input type="text"/>		
1. Describe the Title I Targeted Assistance program, including how students are identified and how services are provided to selected students. Enter Title I Targeted Assistance description (0 of 5000 maximum characters used)		
<input type="text"/>		
2. Describe how the program coordinates with and supports the regular education program Enter how the program coordinates with the regular education program. ([count] of 2000 maximum characters used)		
<input type="text"/>		
3. All teachers in the Title I program are state certified in the applicable subject area. <input type="radio"/> Yes <input type="radio"/> No		
4. The school assures paraprofessionals work under the supervision of certified teachers to support instruction. <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable		
4. Briefly describe additional support available to students who are not making the expected progress. (0 of 2000 maximum characters used)		
<input type="text"/>		
<input type="checkbox"/> <b>The school assures the LEA that the school will:</b>		
1. help provide an accelerated, high-quality curriculum;		
2. minimize the removal of children from the regular classroom during regular school hours for instruction provided under Title I;		
3. on an ongoing basis, review the progress of eligible children and revise the targeted assistance program, if necessary, to provide additional assistance to enable such children to meet the challenging State academic standards.		

Save Page

Please note that while the federal term of “highly qualified” has been removed from the new version of the law, nothing has changed as far as required state certification requirements and any staff working in a TA program must still be qualified and certified by the State of South Dakota in the area they are assigned to teach.

The Professional Development tab was retained in this section as PD in a TA program may only be provided to the Title I staff and any other person(s) working with Title I students. **THIS SHOULD NOT BE DISTRICT LEVEL PD. THIS SHOULD BE SPECIFIC TO PD PROVIDED TO THOSE WHO SPECIFICALLY WORK WITH IDENTIFIED TITLE I STUDENTS.**

Paraprofessionals working in the Title program must also be qualified by having a high school diploma and one of the following:

- 48 transcript credit hours;
- Associate’s or high degree
- State Praxis test with a passing score

For a listing of the questions in this section, please click here: [Targeted Assistance Planning Section Questions](#).

## Submission of Planning Sections

Once the Consistency Check is run, Principals will click Submit for Review

**Applicant:** 03-001  
**Application:** 2016-2017 Schoolwide Program - A1-0001-Bennett County High School  
**Cycle:** Original Application  
2016-2017 2/10/2016 - 6/30/2017  
Schoolwide Program  
Printer-Friendly  
Click to Return to GMS Access/Select Page  
Click to Return to Menu List / Sign Out

SWContact | Schoolwide Program | **Submit** | Amendment Description | Application History | Page\_Lock Control | Application Print

**Submit** [Instructions](#)

Emma Watson ran the consistency check process which locked the application on 2/16/2016 at 3:59 PM.

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

Consistency Check was run on: 2/16/2016

LEA Data Entry  
LEA Administrator  
Final Review

[Submit for Review](#) ← Click Submit for Review

Once the school sections are run, the Superintendent will either Submit to SDDOE or Disapprove.

**Applicants:** 03-001  
**Application:** 2016-2017 Schoolwide Program - A1-0001- County High School  
**Cycle:** Original Application  
2016-2017 2/10/2016 - 6/30/2017  
Schoolwide Program  
Printer-Friendly  
Click to Return to GMS Access/Select Page  
Click to Return to Menu List / Sign Out

SWContact | Schoolwide Program | **Submit** | Amendment Description | Application History | Page\_Lock Control | Application Print

**Submit** [Instructions](#)

**The application has been submitted to LEA Superintendent.  
The application has been locked by Emma Watson on 2/16/2016 at 4:54 PM.**

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

Consistency Check was run on: 2/16/2016  
LEA Data Entry submitted the application for review on: 2/16/2016

LEA Administrator  
Final Review

[Submit to SDDOE](#) [Disapprove](#)

GMS Access Select

001

[Click for Instructions](#)

Select Fiscal Year: 2017

[Click to view Funding Summary](#)

Created

Central Data

There currently aren't any Central Data applications created.

Consolidated Plan

Application Name	Revision	Status	Date	Actions			
Comprehensive District Academic Improvement Plan ▶ Schoolwide Program	Original Application	Returned for Changes	2/16/2016	Open	Amend	Review Summary	Delete Application
0001- County High School	Original Application	Returned by LEA Superintendent	2/16/2016	Open	Amend	Review Summary	Delete Application
0006- County Jr. High	Original Application	Submitted to LEA Superintendent	2/16/2016	Open	Amend	Review Summary	Delete Application
0003- Elementary	Original Application	Submitted to LEA Superintendent	2/16/2016	Open	Amend	Review Summary	Delete Application

Formula Grant

There currently aren't any Formula Grant applications created.

Discretionary Grant

There currently aren't any Discretionary Grant applications created.

Competitive Grant

There currently aren't any Competitive Grant applications created.

Maintenance of Effort

There currently aren't any Maintenance of Effort applications created.

Continuation Grant

There currently aren't any Continuation Grant applications created.

Non Funded

There currently aren't any Non Funded applications created.

Available

Central Data

There currently aren't any Central Data applications available.

Consolidated Plan

- ▶ Schoolwide Program Submissions due by 6/30/2017
- ▶ Targeted Assistance Program Submissions due by 6/30/2017

Formula Grant

If sections cannot be submitted, please check the following:

1. The Consistency Check has been run and the school section has been submitted to the LEA Superintendent.
2. The LEA Superintendent has submitted each school level plan to SDDOE.
3. Once all school level plans are submitted, the Consistency Check on the district section must be run prior to submitting the plan.

Please contact the state Title I Representative for the district if there are issues while submitting.

## Deleting Applications in the GMS

If a section is created for a school that does not run a Title program or the LEA decides to not run a program after the section has been started, the section must be deleted. This is done by clicking the Delete Application Button on the GMS Access Select Page.

Schoolwide Program			Open	Review Summary	Delete Application
0002- Elementary	Original Application ▾	Not Submitted	Open	Review Summary	Delete Application
0004- Middle School	Original Application ▾	Not Submitted	Open	Review Summary	Delete Application
0001- High School	Original Application ▾	Not Submitted	Open	Review Summary	Delete Application
0013- Elementary	Original Application ▾	Not Submitted	Open	Review Summary	Delete Application

## Issues

### Timing out of the system

The system does not recognize that a user is working in the system unless the save button on a tab is clicked. Even if you are typing, you can be timed out and lose your information. Save often. Most of the errors from last year's system have been changed to warnings or removed. This requires more diligence on the user's part as blank tabs can now be submitted accidentally.

### Printing

The printing process in the GMS is multi-stepped. Each section must be printed individually and it takes at least 15 minutes to run a print job for each one requested. In each section is an Application Print tab. On that tab, users must:

TAPrinContact	Targeted Assistance	Submit	Amendment Description	Application History	Page_Lock Control	Application Print
---------------	---------------------	--------	-----------------------	---------------------	-------------------	-------------------

Selectable Application Print

[Instructions](#)

The application print process is run approximately every 15 minutes. Check back later to find the completed .pdf document.

**Request Print Job**

- Targeted Assistance Program
  - TAPrinContact
  - Targeted Assistance
  - Submit
  - Amendment Description
  - Application History
  - Page\_Lock Control
  - Application Print

**Click on the box in front of the Program and then check the boxes of the pages wanted in the print job.**

**Click Request Print. After 15 minutes, it should show under Completed Print Jobs. Double click on the file to open and print.**

**Request Print**

**Requested Print Jobs**

Requested by [redacted] on 2/25/2016 2:27:01 PM

**Completed Print Jobs**

# Appendix

## Comprehensive District Academic Improvement Questions

### Comprehensive Plan

#### Consultation and Team Members

##### Consultation

Under ESEA, Section 1112 (a)(1)(A), a LEA receiving funds under this part must have an approved plan on file with the state. This plan must be developed with timely and meaningful consultation with teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, administrators (including administrators of programs described in other parts of this title), other appropriate school personnel, and with parents of children in schools served under this part.

In the box below please describe how the LEA Plan was developed and how the stakeholders mentioned above are included in the process. (0 of 2500 maximum characters used)

##### Consultation Team Members

Teacher

Administrator

Parent

Additional Team Member Names (If Applicable)

Please use positions rather than names.  
For example:  
1st grade teacher, 3rd grade parent,  
community business representative, all staff,  
one teacher representative from each grade  
level, etc.

Save Page

# LEA Federal Program Integration-Coordination

## Summary

Summarize how the district coordinates and integrates services for ELP, SPED, migrant and homeless students, as well as students in the Foster Care system, with Title programs in the district. ([count] of 4000 maximum characters used)

Summarize the District's Coordination with Head Start programs, along with local preschools and/or daycares. Please see the links included on this Tab for information about the required MOU, activities, and service areas for Regional Head Starts. NOTE: The district will be required to provide evidence of MOU(s) during an onsite or desk review of the Title I programs. ([count] of 3000 maximum characters used)

## English Learners – All LEAs complete

If the answer is NO:

### EL Information

1.  Yes  No Does the LEA have any EL (English Learner) students identified in the district?

Check to confirm that as of the date of submission, the LEA has no identified English learners. If an English learner is identified prior to the submission of next year's plan, the LEA will take steps to ensure proper identification, assessment, and service provision.

Save Page

If the answer is YES:

### EL Information

1.  Yes  No Does the LEA have any EL (English Learner) students identified in the district?

By checking this box, the LEA assures that:

- 100% of LEP students are correctly identified and included in the annual English Language Proficiency Assessment each year until reaching proficiency.
- The Home Language Survey will be administered only to students enrolling in South Dakota for the first time; the original HLS is obtained for a student transferring from another South Dakota school.
- The district will maintain a copy of every student's HLS, including students whose HLS indicates English only.
- The district will administer the English proficiency screener (KW-APT, K-MODEL, WIDA Screener) to new students whose HLS indicates a language other than English for any of the 4 questions or obtain the previous annual WIDA ACCESS for ELL 2.0 results for students previously identified as an English learner by another South Dakota school.
- The district will notify parents of students' English Learner status annually via the Parent Notification Letter.
- The district will develop a Language Acquisition Plan for each identified English Learner.
- The district will provide core EL program services.
- The district will administer the WIDA ACCESS for ELLs 2.0 English Language Proficiency assessment annually to 100% of English learners.
- The district will maintain a local system of monitoring former EL students for the mandated two-year monitoring period.

Describe the LEA's Core ESL program. The plan must include the method for identification and placement of EL students, the staff, materials and facilities identified to be used in the core English language instruction program and methods and procedures the LEA will use to measure the effectiveness of the program. The Core ESL program should be paid with state and local funds. LEAs may not use Title I or Title III funds to pay for the core program.

When families register at each school a language survey is completed. If it is noted the students primary language is something other than English it is recorded and a referral is made to our EL Coordinator. At this time the coordinator contacts the family and provides information about the process for identifying and services available to the family if they choose to receive services. All students are screened, if they qualify a Language Acquisition Plan is developed and reviewed annually. The structure of our EL program is based on the needs of the students. All students receive core language instruction for a certified ESL teacher. In addition to support in the general classroom or additional one-on-one services if they are a first year in country student. All services are provided in the student's current enrolled school. For Aberdeen this would be at all six elementary schools, two middle schools, and the high school. Students use the same language arts materials provided to all students. Our current curriculum selection offers additional EL enrichment activities and support. Staff development is based on need and has been provided through the SD State-wide Title III Consortium.

(0 of 2000 maximum characters used)

Which educational program model(s) are used in your district?

- Transitional Bilingual Education or Early-Exit Bilingual Education
- Dual Language or Two-way Immersion
- ESL or ELD (English Language Development)
- Content Classes with integrated ESL support
- Newcomer Program
- Other (Please Specify)

What is the funding source for your EL program? (0 of 2000 maximum characters used)

Check to confirm the LEA has an EL/ Lau Plan.



## Title I Program Type

This Tab tracks the submission of each school section. Once all plans are submitted, District Superintendent may submit the CDAP if the rest of the narrative is complete.

Overview	Contact Information	Comprehensive Plan	Consultation and Team Members	Title I Program Type	Submit	Amendment Description	Application History	Page_Lock Control	Application Print
<b>Site Plan Information</b>									Instructions
Site Names	Grade Span	Plan Type			Last Plan Submitted Date				
0001- High School	09-12	<input type="radio"/> SWP	<input type="radio"/> TA	<input checked="" type="radio"/> NS	<input type="radio"/> NA	N/A			
0002- Middle School	06-08	<input type="radio"/> SWP	<input type="radio"/> TA	<input checked="" type="radio"/> NS	<input type="radio"/> NA	N/A			
0004- Elementary	KG-08	<input type="radio"/> SWP	<input type="radio"/> TA	<input checked="" type="radio"/> NS	<input type="radio"/> NA	N/A			
0005- Elem	KG-08	<input checked="" type="radio"/> SWP	<input type="radio"/> TA	<input type="radio"/> NS	<input type="radio"/> NA				
0006- Elementary	PK-05	<input checked="" type="radio"/> SWP	<input type="radio"/> TA	<input type="radio"/> NS	<input type="radio"/> NA				
0007- Alternative High School	09-12	<input type="radio"/> SWP	<input type="radio"/> TA	<input checked="" type="radio"/> NS	<input type="radio"/> NA	N/A			

**Save Page**

## Assurances and Upload

The assurances and LEA plan upload are combined on this new tab. Please be sure to update and change any out-of-date information on the LEA plan prior to uploading. Once the application is submitted, it becomes part of the historical archive and cannot be deleted. New plans may be uploaded, but the old documents will remain.

Overview	Contact Information	Comprehensive Plan	Title I Program Type	Assurances and Upload	Submit	Amendment Description	Application History	Page_Lock Control	Application Print
<b>Assurances and LEA Plan Upload</b>									
<input type="checkbox"/> The LEA assures that the current year LEA Plan has been reviewed and revised as necessary. The assurances were fully agreed to on this date: <input type="text" value="5/24/2019"/> These assurances have been agreed to by: <input type="text"/>									
Section 1112 Local Educational Agency Plans <a href="#">Click here to download a blank LEA template.</a> A local educational agency may receive a subgrant under this part for any fiscal year only if such agency has on file with the State educational agency a plan, approved by the State educational agency. Each local educational agency plan shall be filed according to a schedule established by the State educational agency. The State educational agency shall approve a local educational agency's plan only if the State educational agency determines that the local educational agency's plan provides that schools served under this part substantially help children meet the challenging State academic standards and meets the requirements of this section. Were any changes made to the LEA Plan? <input type="radio"/> Yes <input type="radio"/> No									
Upload the completed LEA Plan <input type="text" value="Choose File   No file chosen"/> <b>Upload</b> No files are currently uploaded for this page. <b>Save Page</b> <b>Delete Selected Files</b>									

## Submit Tab

Overview	Contact Information	Comprehensive Plan	Consultation and Team Members	Title I Program Type	Submit	Amendment Description	Application History	Page_Lock Control	Application Print
<b>Submit</b>									Click for Instructions
<b>The Consistency Check must be successfully processed before you can submit your application.</b>									
<b>Consistency Check</b>			<b>Lock Application</b>			<b>Unlock Application</b>			

LEA Data Entry  
 LEA Administrator  
 Final Review

## Schoolwide Section Questions

### Schoolwide Program: This is the tab where the SW plan will be uploaded

Schoolwide Plan Assurances and Narrative

#### Assurances:

By checking the box, the applicant hereby certifies that he or she assures that the Schoolwide Plan is implemented according to the Elementary and Secondary Education Act (ESEA) ESSA of 1964, reauthorized as the Every Student Succeeds Act (ESSA) in 2015, and that he or she has read, understood and will comply with the following items:

1. The Schoolwide plan has been completed and uploaded.
2. The schoolwide plan is regularly monitored and revised as necessary based on student needs with the involvement of parents, community, and staff, and to the extent feasible, tribes and tribal organizations present in the community. [Section 1114 (b)(2) & (3)]
3. The plan is available to the local educational agency, parents, and the public, and the information contained in such plan shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand. [Section 1114 (b)(4)]
4. The plan was developed in coordination and integration with other Federal, State, and local services, resources, and programs, such as programs supported under this Act, violence prevention programs, nutrition programs, housing programs, Head Start programs, adult education programs, career and technical education programs, and schools implementing comprehensive support and improvement activities or targeted support and improvement activities under section 1111(d). [Section 1114 (b)(5)]
5. The plan is based on a comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging State academic standards, particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards and any other factors as determined by the local educational agency. [Section 1114 (b)(6)]
6. The school assures that all paraprofessionals are state qualified and work under the supervision of qualified teachers to support instruction.  
If there are paraprofessionals in the school, describe how they are utilized. This includes SPED paraprofessionals. If there are no paraprofessionals working in the school, please indicate that in the narrative box.
7. The school assures all costs are:
  - Reasonable: consistent with prudent business practice and comparable current market value
  - Necessary: required to carry out the intent and purpose of the Title IV, Part A program; and
  - Allocable: chargeable or assignable in accordance with relative benefits received.

## **Parent and Family Engagement**

The school assures:

It will provide activities/strategies to increase parent and family engagement.

A school level Parent and Family Engagement Policy is annually reviewed and revised with parent input.

The school level Parent and Family Engagement Policy is distributed to parents.

The Parent/School Compact is distributed.

An annual meeting is held to inform parents of their school's participation in Title I, requirements of the program, and how to become involved in the program.

Briefly describe what family and community engagement looks like in the school.

What Professional Development does the school provide to build the capacity of staff to build family partnerships? ([count] of 2000 maximum characters used)

## Targeted Assistance Program Section Questions

### School Narrative

Number of Title I Teachers

Number of Title I Paraprofessionals

1. Describe the Title I Targeted Assistance program, including how students are identified and how services are provided to selected students.
2. Describe how the program coordinates with and supports the regular education program
3. All teachers in the Title I program are state certified in the applicable subject area.  
Yes No
4. The school assures paraprofessionals work under the supervision of certified teachers to support instruction.  
Yes No Not Applicable
5. Briefly describe additional support available to students who are not making the expected progress.

The school assures the LEA that the school will:

1. help provide an accelerated, high-quality curriculum;
2. minimize the removal of children from the regular classroom during regular school hours for instruction provided under Title I;
3. on an ongoing basis, review the progress of eligible children and revise the targeted assistance program, if necessary, to provide additional assistance to enable such children to meet the challenging State academic standards

### Professional Development

PROFESSIONAL DEVELOPMENT - Under Section 1115 (b)(2)(D), a school is required to serve participating students by providing professional development with resources provided under this part, and, to the extent practicable, from other sources, to teachers, principals, other school leaders, paraprofessionals, and, if appropriate, specialized instructional support personnel, and other school personnel who work with eligible children in programs under this section or in the regular education program.

Describe how the school determines what professional development will be provided, how the effectiveness of the professional development will be measured, and how the professional development will impact students.

(0 of 2000 maximum characters used)

**Parent and Family Engagement:**

The school assures:

It will provide activities/strategies to increase parent and family engagement.

A school level Parent and Family Engagement Policy is annually reviewed and revised with parent input.

The school level Parent and Family Engagement Policy is distributed to parents.

The Parent/School Compact is distributed.

An annual meeting is held to inform parents of their school's participation in Title I, requirements of the program, and how to become involved in the program.

Briefly describe what family and community engagement looks like in the school.

What Professional Development does the school provide to build the capacity of staff to build family partnerships? ([count] of 2000 maximum characters used)

## Consolidated Application Program Reps 2021-2022

Vera Tipton (8065)	Betsy Chapman (4712)	
Aberdeen	Alcester-Hudson	Tri-Valley
Agar-Blunt-Onida	Andes Central	Tripp-Delmont
Avon	Armour	Yankton
Belle Fourche	Beresford	
Bennett County	Bison	
Burke	Bon Homme	
Canistota	Bowdle	
Canton	Brookings	
Clark	Dell Rapids	
Custer	Deuel	
Dupree	Eagle Butte	
Edmunds Central	Ethan	
Faith	Eureka	
Freeman	Faulkton	
Gregory	Frederick	
Harding County	Garretson	
Hill City	Gayville-Volin	
Herreid	Gettysburg	
Hoven	Harrisburg	
Hitchcock-Tulare	Hot Springs	
Lemmon	Ipswich	
McLaughlin	Irene-Wakonda	
New Underwood	Iroquois	
Oelrichs	Langford	
Oglala Lakota County	Lead-Deadwood	
Parker	McCook Central	
Pierre	Miller Area	
Redfield	Mitchell	
Rosholt	Mobridge-Pollock	
Smee	Mount Vernon	
Todd County	Oldham-Ramona	
Wall	Plankinton	
Waverly	Platte-Geddes	
Wessington Springs	Rapid City Area	
White River	Sanborn Central	
Willow Lake	Selby Area	
Woonsocket	Sioux Falls	
	South Central	
	Tea Area	

<b>Jenifer Palmer (4437)</b>	<b>Dawn Smith (2535)</b>
Baltic	Arlington
Brandon Valley	Big Stone City
Britton-Hecla	Bridgewater-Emery
Castlewood	Chamberlain
Centerville	Colome Consolidated
Chester	Corsica-Stickney
Coleman-Egan	Doland
Dakota Valley	Douglas
DeSmet	Edgemont
Deubrook Area	Elk Mountain
Estelline	Elk Point-Jefferson
Florence	Elkton
Hanson	Flandreau
Highmore-Harrold	Groton Area
Huron	Haakon
Lake Preston	Hamlin
Leola	Henry
Lyman	Howard
Madison Central	Jones County
Marion	Kadoka
Meade	Kimball
Menno	Lennox
Milbank	McIntosh
Montrose	Newell
Northwestern Area	Rutland
Parkston	Scotland
Sisseton	Sioux Valley
Stanley County	Spearfish
Summit	Timber Lake
Vermillion	Viborg-Hurley
Warner	Wagner
Watertown	Waubay
Webster	Wilmot
West Central	
White Lake	
Winner	
Wolsey-Wessington	