

Accreditation Review Tool Login Instructions / Application Screens

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Various Browsers

Most people use more than one computer these days. Now various modes of transfer have been made easy. The PRF software now installs directly into your browser, regardless if you are using Internet Explorer, Google Chrome, Safari, or Firefox.

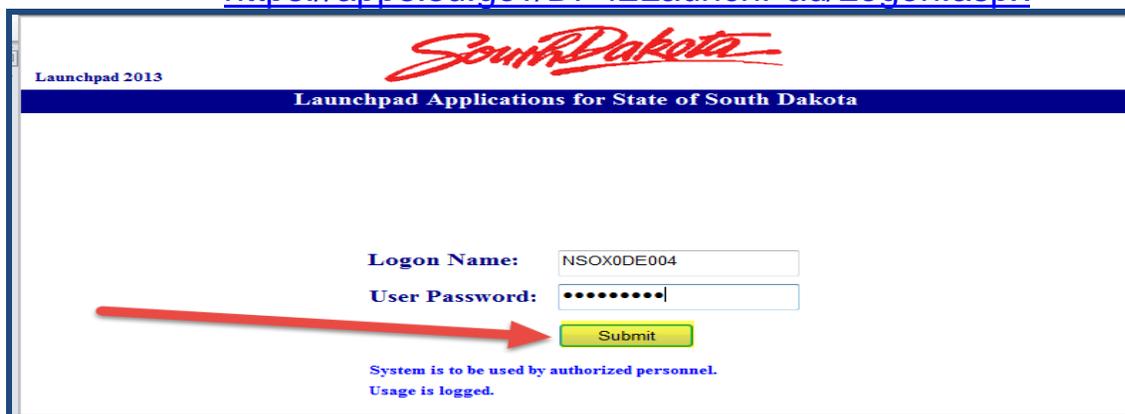
Security

BIT secures the state Internet infrastructure, which includes networks, routers, servers or other resources owned, by South Dakota. Security of the infrastructure is achieved through the use of security policies, administrative policy and technical solutions. Our technical solutions include firewalls, intrusion detection systems, logging devices, and authentication mechanisms.

Initial Steps to Login

STEP#1: To access the Accreditation Database website you should log in through the following internet address. This program requires the use of Internet Explorer version 8.0 or greater.

<https://apps.sd.gov/DP42LaunchPad/Logon.aspx>



Launchpad 2013

South Dakota

Launchpad Applications for State of South Dakota

Logon Name: NSOX0DE004

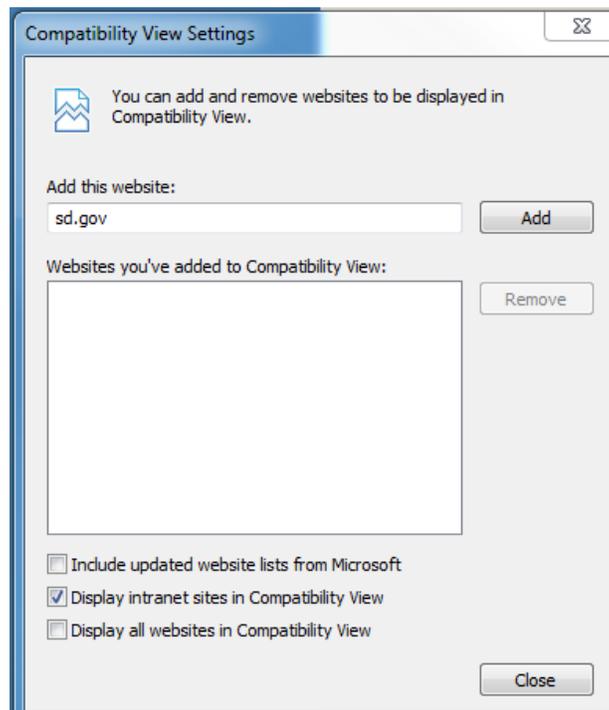
User Password: ●●●●●●●●

Submit

System is to be used by authorized personnel.
Usage is logged.

Troubleshooting

- Consult with your Computer Tech
- There are still issues with people using IE 10 and IE 11 against the new web servers. However, we believe people using these browsers should be able to run the application successfully if they turn on compatibility mode for this site in their browser. To do so they just need to click on the Tools option on the IE menu bar and then select Compatibility View Settings. A screen like the one below should be displayed. Clicking on the add button and then the close button should tell their browser to run this site in compatibility mode.



STEP #2: Enter your Login Name and User Password

REMINDER: The first four digits are CAPITALIZED letters (i.e. NSOX#####).
The next digit is a number and NOT a capitalized letter O. (i.e. #####0#####).
The next two digits are CAPITALIZED letters (i.e. #####DE###)
The last three digits are numbers and NOT two capitalized letter O's along with a 4. (i.e. #####004)

If you do not have your Login Name and Password you can do the following:

- Ask your superintendent for the username information your predecessor used.
- If the username is not available, contact doeaccred@state.sd.us for your Login Name.
- You will be required to type in a new password of your choice.

Launchpad 2013

South Dakota

Launchpad Change Password

Please create a password

New Password:

Confirm New Password:

Please create a password with a mix of at least seven numeric, upper and lower case alphabetic or special characters (your password must contain at least three of the four).
Do not base your password on something that can be easily guessed or obtained using personal information.

STEP #3: Select 'Submit'

Launchpad 2013

South Dakota

Launchpad Applications for State of South Dakota

Logon Name:

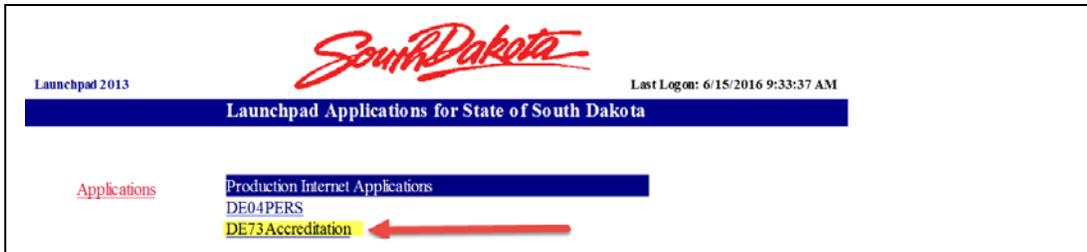
User Password:

System is to be used by authorized personnel.
Usage is logged.

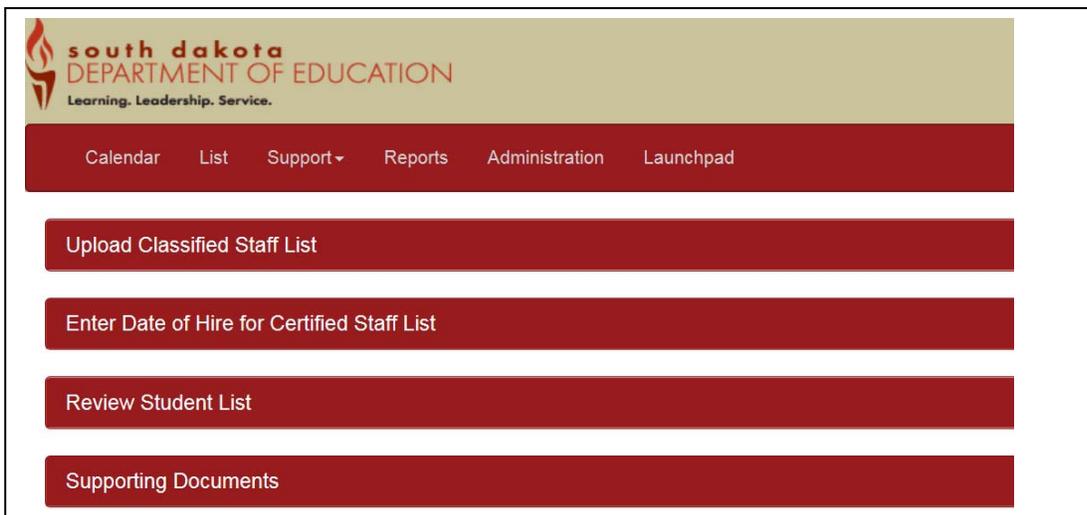
Accreditation Review Tool

Good to know: There is no "submit" button; once information is entered anywhere in the database the DOE can view your entries.

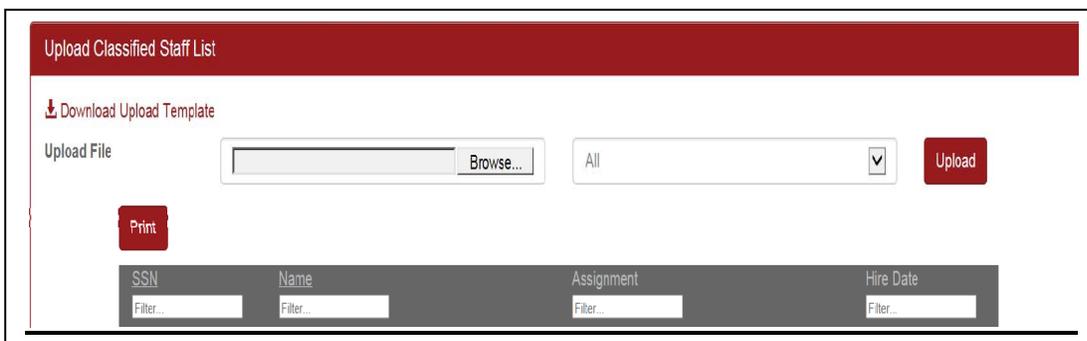
STEP #1: Select 'DE73 Accreditation'



STEP #2: Select 'Upload Classified Staff List'



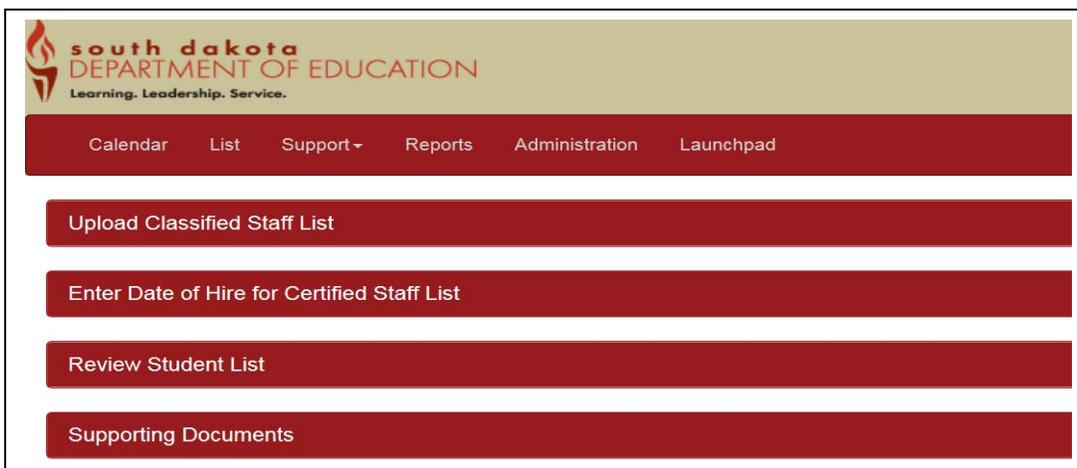
Upload your school or district's classified staff list:



- Select: 'Download Upload Template' - choose open
- Create the classified staff list using the Excel spreadsheet provided. (You may need to *ENABLE EDITING* to work in the document.)
- Save the staff list to your computer
- Choose: 'Browse' (find the saved file)
- Choose: 'Open'
- Choose: 'Upload' (staff list will populate to the screen)

This step of the process is complete. The classified staff list is available for viewing by department staff 'Print' is optional (you may use it as a tool to verify accuracy of the list)

STEP #3: Select 'Enter Date of Hire for Certified Staff List'



Enter the initial date of hire for all certified staff on the list:



Complete Option 1 **OR** Option 2.

Option 1: Using the prepared list on the screen

- Enter **hire date** for each staff member listed in the prepared list (*A date correctly formatted will turn green*).
- If a staff member does not appear on the list, select ADD button

When a hire date is coded in for each record on the list, this step of the process is complete.

Option 2: Import certified staff data already on file with the district

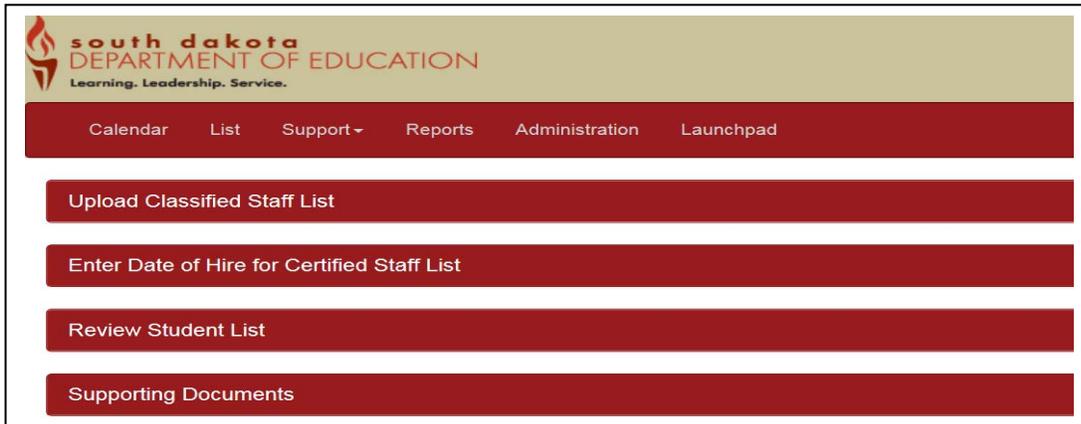
- Select: 'Download Upload Template' and import certified staff data already on file with the district (*use format in template*)
- Save the staff list to your computer
- Choose: 'Browse' (*find the saved file*)
- Choose: 'Open'
- Choose: 'Upload'

* If the imported file does not include all current certified staff, use the ADD button provided on the prepared list screen to add missing individuals.

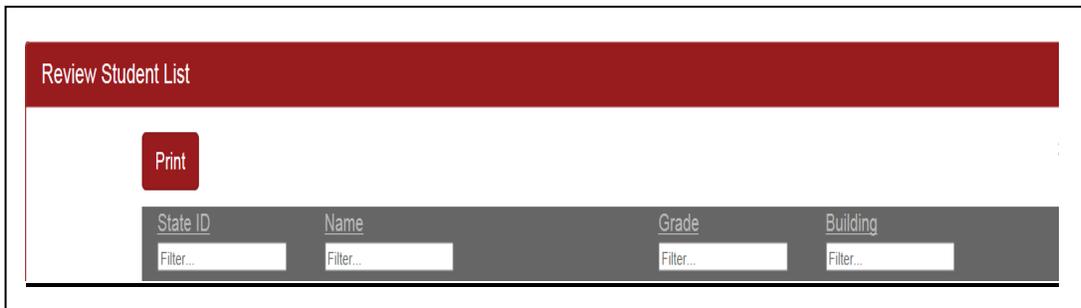
This step of the process is complete. The certified staff list is available for viewing by department staff. The school district will be notified about next steps.

'Print' is optional (you may use it as a tool to verify accuracy of the list)

STEP #4: Select 'Review Student List'



Review your school or district's student list:

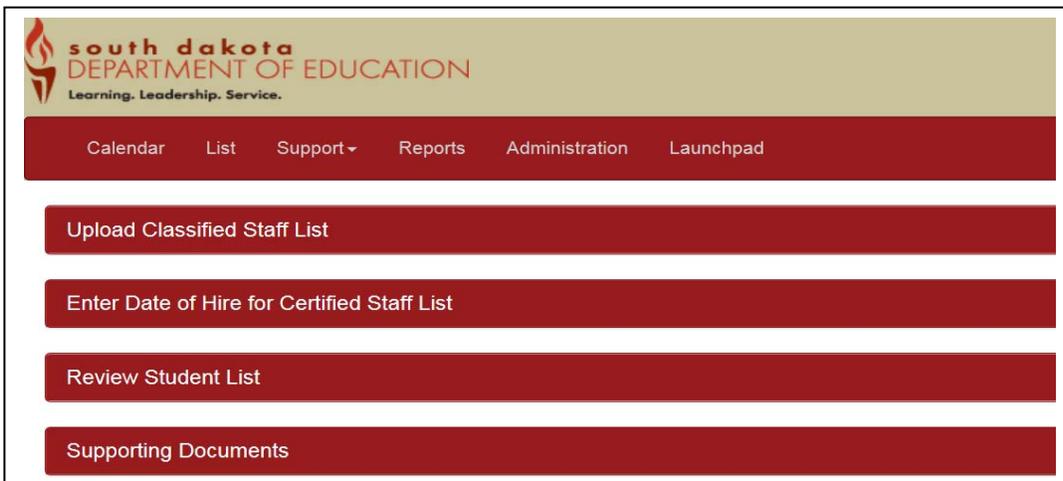


Review the student list for accuracy. This student list is what has been reported to Infinite Campus by the district. *Edits cannot be made on this screen.

- If a student appears on the report, but no longer is enrolled in your district, please code in the end enrollment date in *Infinite Campus*.
- If a student who is currently enrolled in the district is not included on the list, please add the student to the district's enrollment record in *Infinite Campus*.

'Print' is optional (you may use it as a tool to verify accuracy of the list)

STEP #5: Select 'Supporting Documents'



Review the 'Supporting Documents' page carefully.

Begin by accessing the 'Instructions' icon.

The screenshot shows a table titled 'Supporting Documents' with a red header. Below the header, there is a legend: a yellow square followed by the text 'Document Type has been marked deficient'. The table has three columns: 'Document Type', 'Instructions Display', and 'Comments'. A red arrow points to the 'Instructions' icon (an 'i' in a circle) for 'Student Birth Certificate Verification'. The rows are as follows:

Document Type	Instructions Display	Comments
Student Birth Certificate Verification	Student Check Off	Create
Student Immunization Verification	Student Check Off	Create
Background Check Verification	Staff Check Off	Create
School Improvement Plan	+ 0 Files	Create
Online Courses	+ 0 Files	Create
Graduation Requirements	+ 0 Files	Create
Kindergarten Requirements	+ 0 Files	Create
Personal Learning Plan	+ 0 Files	Create

'Instructions' provide a guide to upload documentation, provide verification or send assurances

This screenshot provides a detailed view of the 'Supporting Documents' page. It includes the same table as the previous screenshot but with detailed instructions for each document type. The instructions are as follows:

- Student Birth Certificate Verification:** Verify by using a check mark that a certified record of birth or affidavit is on file for each highlighted student record. A missing check mark will indicate no birth certificate or affidavit is on file. Authorized by SDCL 13-27-3.1
- Student Immunization Verification:** Verify by using a check mark that a complete record of immunization is on file for each highlighted student record. A missing check mark will indicate no immunization record is on file. Authorized by SDCL 13-28-7.1
- Background Check Verification:** Verify by using a check mark that a DCI / FBI generated criminal background check report is on file for each highlighted staff record. A missing check mark will indicate no qualifying background check report is on file. Authorized by SDCL 13-10-12 and clarified by SDCL 13-10-14.
- School Improvement Plan:** Submit current school improvement plan per building, or by district. Authorized by ARSD 24:43:01:03

Begin Verification Process

(There is a separate list to verify birth certificate, immunization and background check. You will find that the student lists and the staff list have records that are highlighted. At a minimum, verify that the highlighted records have the necessary documentation on file. It is considered good practice to verify all records.)

Behind 'Student Birth Certificate Verification' click on 'Student Check Off'

- Verify with a check mark, each highlighted student record **with no certified record of birth** on file with the district

When each highlighted record has been verified, click 'Done'

Behind 'Student Immunization Verification' click on 'Student Check Off'

- Verify with a check mark, each highlighted student record **with no or incomplete immunization report** on file with the district

When each highlighted record has been verified, click 'Done'

Behind 'Background Check Verification' click on "Staff Check Off"

- Review each highlighted staff member's file to verify that a background check is on file that includes both DCI and FBI checks, and that those checks are either clear or do not contain violations prohibited by statute.
- If you cannot locate a background check that meets the above requirements for a staff member, check the box next to that person's name. A check by the staff member's name indicates that the file is not complete. When each highlighted record has been verified, click 'Done'

This step of the process is complete. Each list is automatically submitted to the department when verification is finished.

Begin Documents Submission Process

Upload documentation to support the following regulatory items. (Select the 'Instructions' icon for an explanation of what can be submitted to show evidence for each item.)

- School Improvement Plan
- Online Courses
- Graduation Requirements
- Kindergarten Requirements
- Personal Learning Plan
- Teacher Evaluation
- Principal Evaluation
- Curriculum Alignment to State Standards
- Safety / Emergency Plan
- Emergency Drills Documentation
- Evidence Student Files Are Secure/Safe
- Bullying Policy
- Family Educational Rights and Privacy Act (FERPA) - (public schools only)
- School Calendar (no file upload required – calendar reported in Infinite Campus)

The 'Comments' icon should be used by district if you wish to explain additional details or issues.

Any additional information you feel is appropriate to submit can be uploaded under the 'Other' box. When doing so, please explain the context of the item. Additionally, if the DOE needs additional information that does not fit into one of the pre-established categories, we will ask you to submit the information via this box.

There is no "submit" button; once information is entered anywhere in the database the DOE can view your entries.

Next Steps:

During your review the DOE will determine whether each item as part of the review is in compliance with relevant state statute or rule. Items not in compliance will appear orange on your 'Supporting Documents' screen. It will remain orange until the item has been brought into compliance. The DOE will also issue a formal letter noting any deficiencies and the expectations for remediation. This letter will be mailed and can also be found in the database under the 'Supporting Documents' section.

Once your school or district has met all accreditation requirements, the DOE will upload your accreditation certificate to the database and close your review. You can access the certificate under the 'Supporting Documents' section.

Questions?

Call: 605.773-3426

Email: doeaccred@state.sd.us