

Plan of Intent Directions School Year 2016-2017

As per **Administrative Rule 24:43:02:08**, any district employing teachers or administrators who are non-certified or are serving outside of their current certification shall have on file with the Department of Education a Plan of Intent stating how the district intends to ensure that all teachers and administrators are serving on a valid certificate in their certified areas. The Plan of Intent must be fulfilled in one calendar year.

When completing a Plan of Intent (POI), it is important the person who is requiring a POI be involved in the decision making process. E-mail messages can now be sent when the plan-of-intent is submitted to notify them how the district intends to ensure they will gain licensure.

District Name: Apple Blossom

District Plan of Intent List

If you believe someone is incorrectly listed as requiring a plan-of-intent, please contact the Department of Education at DOECertification@state.sd.us.

For those plans-of-intent where the person is "pursuing certification" and is not currently certified, they may be deemed highly qualified. At this point you need to re-run your high quality check process.

E-mail messages can now be sent when the plan-of-intent is submitted to notify them how the district intends to ensure they will gain licensure.

		Teacher Name	Assignment	Attendance Center	Plan Status
	[REDACTED]	Atkins, Marissa	01001 English Language Arts I	01 Apple Blossom High School - 01	Submitted
	[REDACTED]	Kodiak, Lisa	52039 Math	05 Apple Blossom Jr. High - 05	Required

Waiver: Deedra Gesinger
 Career & Technical: Erin Larsen
 Special Education: Ambrea Sikes
 All Other Subject Areas: Roxie and Jane

773-6934
 773-2533
 773-3219
 773-3426

doeaccred@state.sd.us
Erin.Larsen@state.sd.us
ambrea.sikes@state.sd.us
certification@state.sd.us

STEP 1: The Staffing – Teachers / Administration / School Service Specialist screen must be updated before you complete the Plan of Intent.

The information you enter in the PRF screen determines who will need to complete a Plan of Intent. The system is able to determine the following:

- Check for State certification (i.e. for private schools/tribal schools OR public schools in non-core content areas)
- Make highly qualified calculations for public schools in the core content areas
- Identify positions which should NOT prompt for a Plan of Intent
- Identify who needs to complete a Plan of Intent for Special Education

STEP 2: Click on the following:

- Actions
- District Information
- Plan of Intent



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- You will then see the list of individuals who will need to complete a Plan of Intent for your district.

District Name:

District Plan of Intent List

If you believe someone is incorrectly listed as requiring a plan-of-intent you may need to switch the position code on the assignment from non-authorized.

For those plans-of-intent where the person is "pursuing certification" the status column on this screen will reflect that the plan-of-intent has been completed once the person obtains their license and that certification is not necessarily sufficient for them to be deemed highly qualified. At this point you need to re-run your highly qualified reports to determine whether they are lacking proper certification. If help is needed in determining what further certification is needed, please email DOECertification@state.sd.us

	SSN	Teacher Name	Assignment	Attendance Center	Plan Status	Sped Core	Multiple Year Waiver Required	Multiple Year Waiver Issued	Waiver Expiration Date	Original Save Date
 		Atkins, Marissa	01001 English Language Arts I	01 Apple Blossom High School - 01	Submitted					9/13/2015
		Kodiak, Lisa	52039 Math	05 Apple Blossom Jr. High - 05	Required					

- There are several important columns included on this POI Table.
 - **Icon** to open the Plan of Intent 
 - Automatic **email** notification 
 - **SSN**
 - **Name**
 - **Assignment**
 - **Attendance Center**
 - **Plan Status**
 - Plan Required – Need to Complete the POI
 - Plan Submitted – Plan of Intent has been submitted
 - Plan Completed – Plan of Intent has been completed
 - **Core Sped** – Identifies Plans of Intent for Special Education Assignments

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- **Multiple Year Waiver Required** – If there is a Yes in this box it means the individual has been on a Plan of Intent for more than two years and a waiver through the Department of Education must be submitted. The district cannot sign off on the PRF until this has been completed. For more information about the waiver process, go to <http://doe.sd.gov/oatq/adminrulewaivers.aspx>.
- **Multiple Year Waiver Issued** – After a waiver has been approved this column will reflect this status. Once this has been granted you will be allowed to sign-off on the assurance statement.
- **Waiver Expiration Date**
- **Original Save Date**

District Name:

District Plan of Intent List

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For those plans-of-intent where the person is "pursuing certification" the status column on this screen will reflect that the plan-of-intent has been completed once the person obtains their license and that certification is not necessarily sufficient for them to be deemed highly qualified. At this point you need to re-run your highly qualified reports to determine whether they are lacking proper certification. If help is needed in determining what further certification is needed, please email DOECertification@state.sd.us

	SSN	Teacher Name	Assignment	Attendance Center	Plan Status	Sped Core	Multiple Year Waiver Required	Multiple Year Waiver Issued	Waiver Expiration Date	Original Save Date
		Atkins, Marissa	01001 English Language Arts I	01 Apple Blossom High School - 01	Submitted		Yes			9/13/2015
		Hoover, A'lice	03051 Biology	05 Apple Blossom Jr. High - 05	Required					
		Kline, Marc	01001 English Language Arts I	01 Apple Blossom High School - 01	Required	Yes				
		Kodiak, Lisa	52039 Math	05 Apple Blossom Jr. High - 05	Required					
		Yackley, Marta	52039 Math	05 Apple Blossom Jr. High - 05	Required	Yes				

STEP 3: Click on the icon that looks like a clip board to access the Plan of Intent

STEP #4: Complete the Plan of Intent

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Regular Education Plan of Intent

District Name: Apple Blossom

Plan of Intent

SSN: [REDACTED]

Name: Hoover, Arlice

School: 05 Apple Blossom Jr. High - 05

Assignment: 03051 Biology

Temporary Assignment (Check ONLY when a staff person has resigned and the position is temporarily filled.)

Retirement

DOE Waiver for SD Innovation Lab Schools

Other Approved DOE Waiver

Reason Individual was Hired

Choose: ▼

Comments

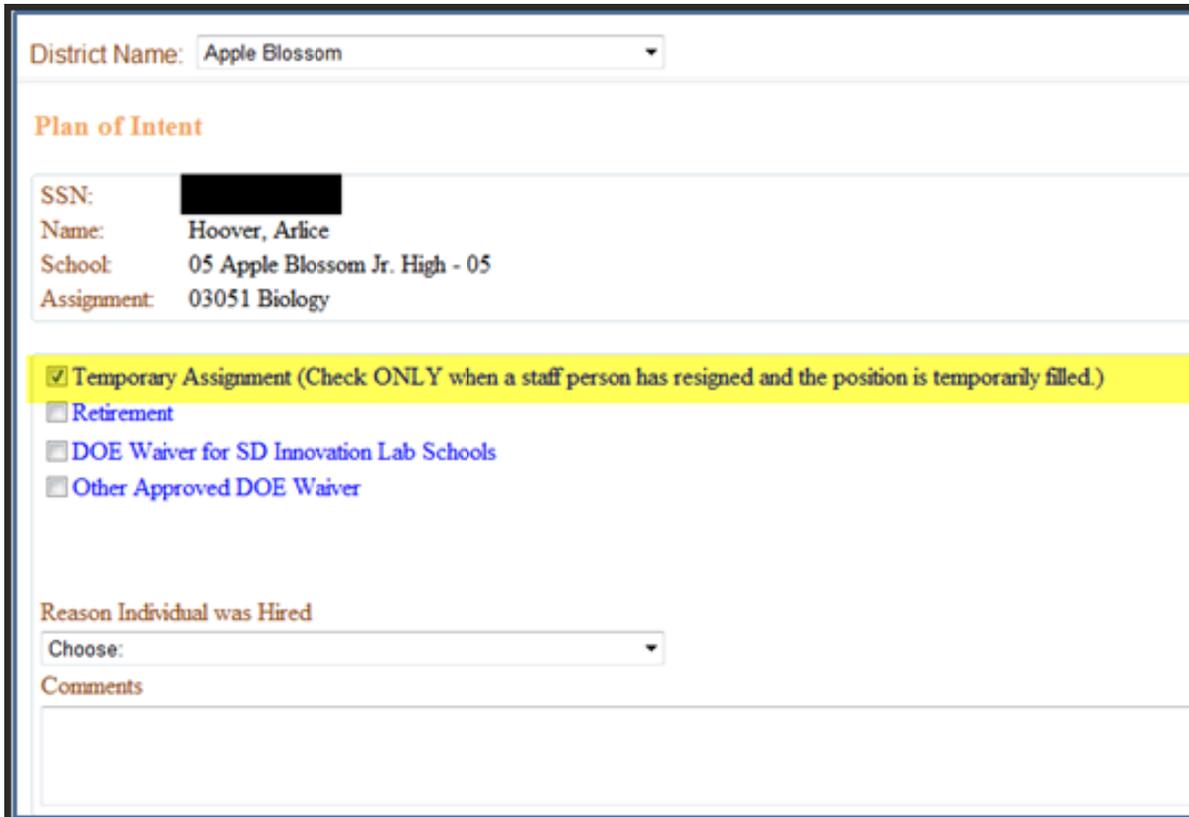
- The following information will display on the POI Screen:
 - Social Security Number
 - Name
 - Attendance Center (School)
 - Assignment
 - Specific Reasons for POI
 - Temporary Assignment (Check ONLY when a staff person has resigned and the position is temporarily filled.)
 - Retirement
 - DOE Waiver for SD Innovation Lab Schools
 - Plan of Action Drop Down Box
 - Reason Individual was Hired

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- Although rarely applicable, there are times when a check mark should be placed in the following boxes:
 - Temporary Assignment
 - Retirement
 - DOE Waiver for SD Innovation Lab Schools
 - Other Approved DOE Waiver

- Put a check in the box if this is a person was hired for a **Temporary Assignment**. Check only when a staff person has resigned and the position is temporarily filled for the remainder of the year.



District Name: Apple Blossom

Plan of Intent

SSN: [REDACTED]
 Name: Hoover, Arlice
 School: 05 Apple Blossom Jr. High - 05
 Assignment: 03051 Biology

Temporary Assignment (Check ONLY when a staff person has resigned and the position is temporarily filled.)
 Retirement
 DOE Waiver for SD Innovation Lab Schools
 Other Approved DOE Waiver

Reason Individual was Hired
 Choose: [Dropdown]

Comments

- Identify the Reason the Individual was hired. The options are:



Reason Individual was Hired

Choose: [Dropdown]

Choose:
 Class will be discontinued next year
 No qualified applicants applied
 Enrolled in Alternative Route to Certification Program
 Retaking Praxis (previously taken but did not pass)
 Will not be employed following the end of the school year
 Teacher resigned during school year
 Certificate currently being processed. Completed within a month.
 Working toward endorsement

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- Put a check in the box if the person has plans to **Retire** this year.
- You will need to add a Comment and then click Save.



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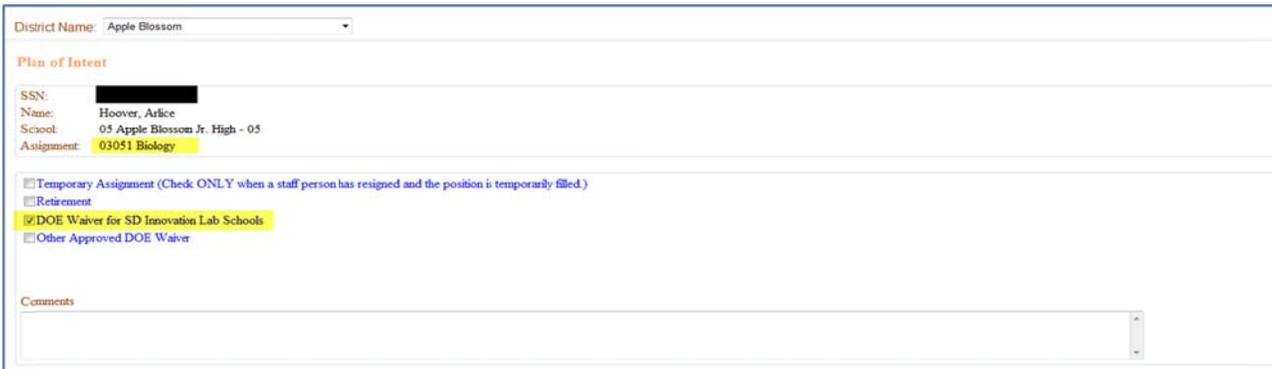
Plan of Intent

SSN: [REDACTED]
Name: Hoover, Arlice
School: 05 Apple Blossom Jr. High - 05
Assignment: 03051 Biology

Temporary Assignment (Check ONLY when a staff person has resigned and the position is temporarily filled.)
 Retirement
 DOE Waiver for SD Innovation Lab Schools
 Other Approved DOE Waiver

Comments

- Put a check in the box if the district **received a DOE Waiver for SD Innovation Lab Schools**.
 - You will need to add a Comment and then click Save.



District Name: Apple Blossom

Plan of Intent

SSN: [REDACTED]
Name: Hoover, Arlice
School: 05 Apple Blossom Jr. High - 05
Assignment: 03051 Biology

Temporary Assignment (Check ONLY when a staff person has resigned and the position is temporarily filled.)
 Retirement
 DOE Waiver for SD Innovation Lab Schools
 Other Approved DOE Waiver

Comments

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- Put a check in the box if the district received an Other Approved DOE Waiver.
 - You will need to add a Comment and then click Save.

District Name:

Plan of Intent

SSN: [REDACTED]
Name: Hoover, Arlice
School: 05 Apple Blossom Jr. High - 05
Assignment: 03051 Biology

Temporary Assignment (Check ONLY when a staff person has resigned and the position is temporarily filled.)
 Retirement
 DOE Waiver for SD Innovation Lab Schools
 Other Approved DOE Waiver

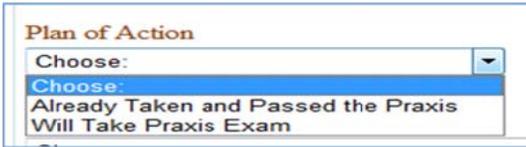
Comments

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- If the four options described above are not appropriate you will need to complete the Plan of Intent beginning with the Plan of Action.
- The options in the **Plan of Action** are determined by the Assignment and Certification. In the example above, the individual needs a Plan of Action for Algebra I. The drop down box is:



- Select the appropriate action.
- Depending on what you choose for the Plan of Action, you will be prompted to choose one or more of the following:
 - Praxis Test
 - Test Date
 - Completion Date
- Complete the drop down box – Reason Individual was Hired
- Add any Comments you wish to make.

- Click Save! You will return to the Plan of Intent Listing. Once you exit out and then return to the POI List the Plan Status will say Submitted.

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Special Education Plan of Intent

- The Special Education Plan of Intent will display for two possible reasons.
 - The individual does not meet the appropriate Special Education requirements. The individual is the Teacher of Record for a Core Content Class. (Check in the SPED box on the Assignment Screen.) There are two possible reasons the teacher may not be qualified:
 - Does not meet qualification for Special Education.
 - Does not meet qualifications for Core Content Assignment.

Below is an example of an individual who must meet the requirements of both SPED (yellow) and the Regular Ed Core Content Assignment (green).

<input type="checkbox"/> Temporary Assignment (Check ONLY when a staff person has resigned and the position is temporarily filled.) <input type="checkbox"/> Retirement <input type="checkbox"/> Students in class assessed against the Alternative Assessment for statewide testing - NCSC (National Center and State Collaborative) and Dakota Step Alt. Science. <input type="checkbox"/> DOE Waiver for SD Innovation Lab Schools <input type="checkbox"/> Other Approved DOE Waiver	
SPED Certification Plan of Action	
Will Take Praxis and Complete Special Education Coursework	Completion Date 05/31/2016
Praxis Test (SPED Cert)	Test Date
5354 Special Education: Core Knowledge and Applications	Prior to May 1
SPED Core Plan Of Action	
Will Take Praxis Exam	
Praxis Test (SPED Core)	
5038 English Language Arts: Content Knowledge	Test Date Prior to May 1
Special Education Tasks	
<input type="checkbox"/> Awards grade to student on IEP <input type="checkbox"/> Evaluates students to determine eligibility <input type="checkbox"/> Follows student IEP <input type="checkbox"/> Overseen by a Highly Qualified supervising teacher <input type="checkbox"/> Signs off on students IEP <input type="checkbox"/> Works with student(s) on IEP <input type="checkbox"/> Writes student IEP	
Reason Individual was Hired	
Choose:	
Comments	

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- The Special Education Tasks completed by the individual will need to be identified. Check all that apply.

Special Education Tasks

- Awards grade to student on IEP
- Evaluates students to determine eligibility
- Follows student IEP
- Overseen by a Highly Qualified supervising teacher
- Signs off on students IEP
- Works with student(s) on IEP
- Writes student IEP

- Identify the Reason the Individual was hired. The options are:

Reason Individual was Hired

Choose: 

- Choose:
- Class will be discontinued next year
- No qualified applicants applied
- Enrolled in Alternative Route to Certification Program
- Retaking Praxis (previously taken but did not pass)
- Will not be employed following the end of the school year
- Teacher resigned during school year
- Certificate currently being processed. Completed within a month.
- Working toward endorsement

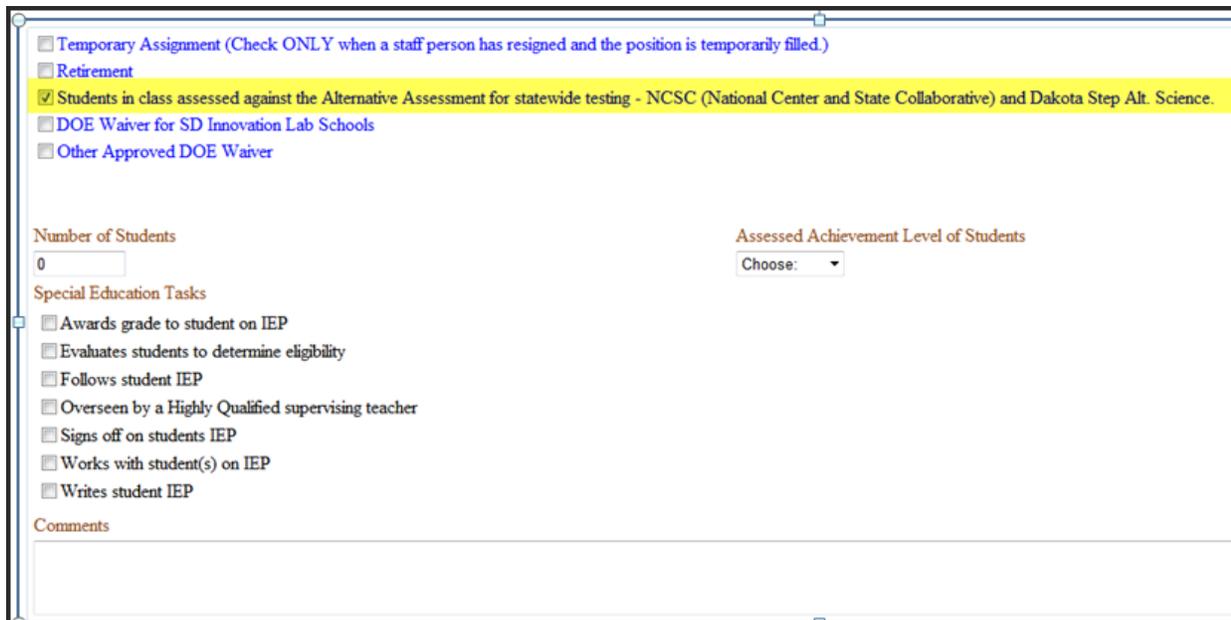
- Click Save.

Policy Change regarding coding of Special Education Staff

Prior to the 2011-12 school year, if a Special Education teacher taught students who work with and are assessed against the Alternative Assessment for statewide testing - NCSC (National Center and State Collaborative) and Dakota Step Alt. Science (previously known as Dakota Step A), the assignment would be coded to the attendance center level where the students were determined to function. For example, if the teacher was located at the high school but taught students functioning at a middle school level, the record would show that the teacher taught at the middle school instead of the high school. This is because the certification should be based on middle school instead of high school certification requirements and if coded to the high school, a Plan of Intent could be triggered.

Beginning the 2011-12 school year, the Special Education Teacher should be coded to the attendance center where they are located. If a Plan of Intent (POI) is triggered there will be a checkbox located in the POI which can be used to identify this situation. Although the teacher has been triggered for a Plan of Intent, districts will now have the ability to identify those who are providing instruction and would be qualified if the assignment was coded to the correct attendance center. This is only for Core Content SPED Assignments.

If a check is placed in the box, the POI will ask for the “Number of Students” and the “Assessed Grade Span of Students”. When this checkbox is used, it will be reviewed by state office staff and districts will be required to update any errors.



Temporary Assignment (Check ONLY when a staff person has resigned and the position is temporarily filled.)
 Retirement
 Students in class assessed against the Alternative Assessment for statewide testing - NCSC (National Center and State Collaborative) and Dakota Step Alt. Science.
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Number of Students:
 Assessed Achievement Level of Students:

Special Education Tasks
 Awards grade to student on IEP
 Evaluates students to determine eligibility
 Follows student IEP
 Overseen by a Highly Qualified supervising teacher
 Signs off on students IEP
 Works with student(s) on IEP
 Writes student IEP

Comments:

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