



Plan of Intent Directions School Year 2011-2012

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. The district may request a one-time, one-year extension to the duration of the plan of intent to be granted at the culmination of the first year of the plan of intent cycle.

When completing a Plan of Intent (POI), it is important the person who is requiring a POI be involved in the decision making process.

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

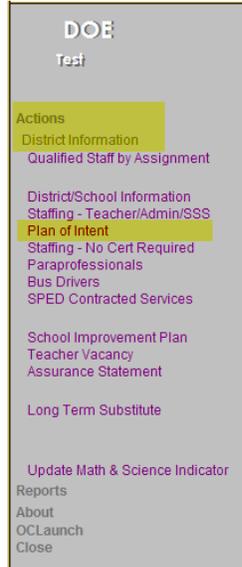
The information you enter in the PRF screen determines who will need to complete a Plan of Intent. The system is able to determine the following:

- 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

Core Content: Lanette Johnston at 773-8415 or lanette.johnston@state.sd.us
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STEP 2: Click on the following:

- Actions
- District Information
- Plan of Intent



- You will then see the list of individuals who will need to complete a Plan of Intent for your district. (It is hopefully blank!)

District Plan of Intent List Refresh

SSN	Teacher Name	Assignment	Attendance Center	Plan Status	Sped Core
 111221313	Hood, Robin	02052 Algebra I	01 Apple Blossom HS	Required	
 125221313	Hunchback, Clopin	08051 Health Education (Levels I, II, III, IV)	01 Apple Blossom HS	Required	

- There are several important columns included on this POI Table.
 - **Icon** to open the Plan of Intent 
 - **SSN**
 - **Name**
 - **Assignment**
 - **Attendance Center**
 - **Plan Status**
 - Plan Required – Need to Complete the POI
 - Plan Submitted – Plan of Intent has been submitted

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- **Core Sped** – Identifies Plans of Intent for Special Education Assignments. If blank, it is Regular Education and if it has a Yes, this means Special Education POI.

District Plan of Intent List						
<input type="button" value="Refresh"/>						
SSN	Teacher Name	Assignment	Attendance Center	Plan Status	Sped Core	
 114221313	Duck, Donald	20014 Language Arts	05 Apple Blossom JH	Required	Yes	
 111221313	Hood, Robin	02052 Algebra I	01 Apple Blossom HS	Required		
 125221313	Hunchback, Clopin	08051 Health Education (Levels I, II, III, IV)	01 Apple Blossom HS	Required		
 124221313	Lady, Darling	58530 Math	05 Apple Blossom JH	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

Regular Education Plan of Intent

The names and social security numbers used in this document are fictional.

Plan of Intent

SSN: 111-22-1313
 Name: Hood, Robin
 School: 01 Apple Blossom HS
 Assignment: 02052 Algebra I

Temporary Assignment (Check ONLY when a staff person has resigned and the position is temporarily filled.)
 Retirement
 Received Official Waiver from DOE for Innovative Programs

Plan of Action
 Choose:

Reason Individual was Hired
 Choose:

Comments

If a teacher meets the requirements of the Plan of Intent by June 30th, they will show up as Highly Qualified on the District Report Card. For those individuals who need to pass a Praxis exam in order to be considered Highly Qualified, they may meet this requirement if they pass the Praxis Exam offered during or prior to April.

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- The following information will display on the POI Screen:
 - Social Security Number
 - Name
 - Attendance Center (School)
 - Assignment
 - Specific Reasons for POI
 - Temporary Assignment
 - Retirement
 - Received Official Waiver from DOE for Innovative Programs
 - Plan of Action Drop Down Box
 - Reason Individual was Hired
- 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.

Plan of Intent

SSN:	111-22-1313
Name:	Hood, Robin
School:	01 Apple Blossom HS
Assignment:	02052 Algebra I

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

Retirement

Received Official Waiver from DOE for Innovative Programs

Plan of Action

Choose:

Reason Individual was Hired

Choose:

Comments

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

Reason Individual was Hired

Choose: ▼

Choose:

- No qualified applicants applied**
- Class will be discontinued next year
- 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.

- Put a check in the box if the person has plans to **Retire** this year.

Plan of Intent

SSN: 111-22-1313
Name: Hood, Robin
School: 01 Apple Blossom HS
Assignment: 02052 Algebra I

Temporary Assignment (Check ONLY when a staff person has resigned and the position is temporarily filled.)
 Retirement
 Received Official Waiver from DOE for Innovative Programs

Comments

- You will need to add a Comment and then click Save.

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- Put a check in the box if the district **Received an Official Waiver from DOE for Innovative Programs.**

Plan of Intent

SSN: 111-22-1313
Name: Hood, Robin
School: 01 Apple Blossom HS
Assignment: 02052 Algebra I

Temporary Assignment (Check ONLY when a staff person has resigned and the position is temporarily filled.)
 Retirement
 Received Official Waiver from DOE for Innovative Programs

Comments

- You will need to add a Comment and then click Save.
- If the three options described above are not appropriate then 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:

Choose Plan of Action

Has 3 Years Experience By the End of 06-07 School Year
Already Taken and Passed the Praxis
Will Take Praxis Exam

- 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

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- Complete the drop down box – Reason Individual was Hired
- Add any Comments you wish to make.

Plan of Intent

SSN: 111-22-1313
Name: Hood, Robin
School: 01 Apple Blossom HS
Assignment: 02052 Algebra I

Temporary Assignment (Check ONLY when a staff person has resigned and the position is temporarily filled.)
 Retirement
 Received Official Waiver from DOE for Innovative Programs

Plan of Action
Will Take Praxis Exam

Praxis Test 0061 Mathematics: Content Knowledge **Test Date** Prior to May 1, 2012

Reason Individual was Hired
No qualified applicants applied

Comments

- 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.

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 (Dakota Step A)

Received Official Waiver from DOE for Innovative Programs

SPED Certification Plan of Action

Choose:

SPED Core Plan Of Action

Choose:

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

Reason Individual was Hired

Choose:

Comments

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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 (Dakota Step A)	
<input type="checkbox"/> Received Official Waiver from DOE for Innovative Programs	
SPED Certification Plan of Action	
Will Take Praxis and Complete Special Education Coursework	Completion Date
05/31/2012	
Praxis Test (SPED Cert)	
0354 Special Education: Core Knowledge and Applications	Test Date
	Prior to May 1, 2012
SPED Core Plan Of Action	
Will Take Praxis Exam	
Praxis Test (SPED Core)	
0061 Mathematics: Content Knowledge	Test Date
	Prior to May 1, 2012
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
<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

- 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.

- Click Save.

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- **The Special Education Plan of Intent also has the option of the Checkbox – Students in class assessed against the Alternative Assessment for statewide testing (Dakota Step A).**

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 Alternate Achievement Standards (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.

The screenshot shows a web form titled "Plan of Intent". It includes fields for SSN, Name, School, and Assignment, which are currently redacted with a black box. Below these fields are several checkboxes: "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 (Dakota Step A)" (which is checked), and "Received Official Waiver from DOE for Innovative Programs". There are also two input fields: "Number of Students" with the value "4" and "Assessed Achievement Level of Students" with a dropdown menu showing "MS/JH". A section titled "Special Education Tasks" contains several unchecked checkboxes: "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", and "Writes student IEP". At the bottom, there is a "Comments" section with a text area.

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