



Accreditation Review Tool Logon 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 DE73 Accreditation software now installs directly into your browser, regardless if you are using Internet Explorer, Google Chrome, Safari, or Firefox.

Security

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

Initial Steps to Logon

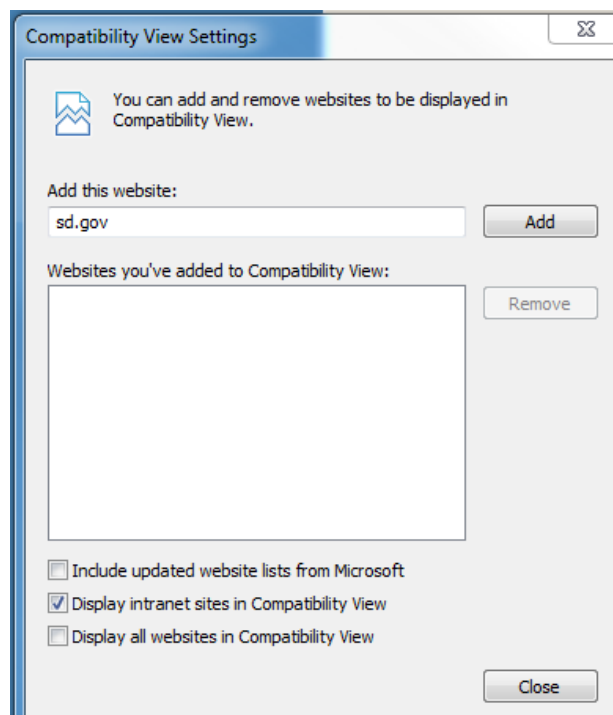
STEP#1: To access the Accreditation Database website, log on through the internet address below. This program requires the use of Internet Explorer version 8.0 or greater.

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



Troubleshooting

- Consult with your Computer Tech
- There are still issues using internet explorer (IE) 10 and IE 11 against the new web servers. However, users should be able to run the application successfully if they turn on compatibility mode for this site in their browser. To do so, just 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 the browser to run this site in compatibility mode.



STEP #2: Enter your Logon Name and User Password that was in the invite letter you received.

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).
It works best if you copy and paste the logon name and user password to avoid typos.

If you do not have your Logon Name and User Password:

- Contact doeaccred@state.sd.us for your Logon Name.
- Upon log on, you will create the password of your choice. Record or save the new password which will be required whenever you log on.



STEP #3: Select 'Submit'



Accreditation Review Tool

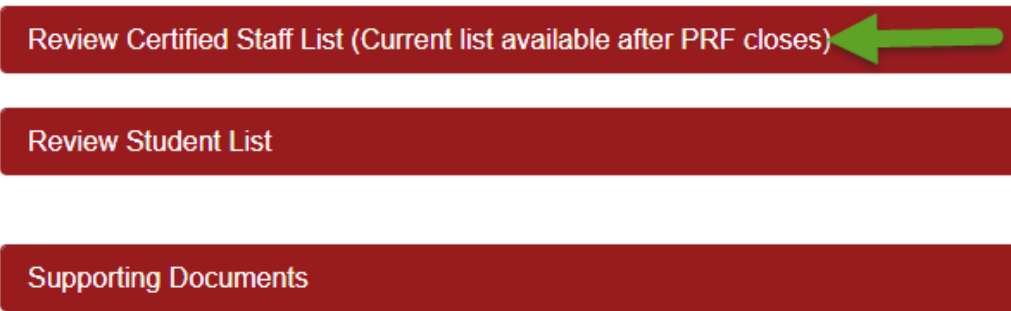
Good to know: There is no “submit” button; once information is entered anywhere in the database your entries can be viewed by DOE.

STEP #1: Select ‘DE73 Accreditation’



Step #2: Click on the  icon to get started

Step #3: Click on ‘Review Certified Staff List’



- Use the prepared list on the screen. If a staff member is no longer employed or is new to the district, make necessary corrections **in the Personnel Record Form (PRF) system.** (Names cannot be added or deleted here.)

The ‘Update Staff’ button will give you the most up-to-date list according to the PRF.

Step #4: Click on ‘Review Student List’

Review Certified Staff List (Current list available after PRF closes)

Review Student List



Supporting Documents

- 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 is no longer 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*.

Step #5 Click on 'Supporting Documents'

Review Certified Staff List (Current list available after PRF closes)

Review Student List

Supporting Documents



Under the supporting documents tab, there are several areas of compliance. Review the 'Supporting Documents' page carefully.

Instructions Display



Begin by clicking on the 'Instructions' icon.

- The 'Instructions icon' provides a guide to upload documentation, provide verification, or send assurances.
- All accredited public schools are required to submit documentation for each item listed.

Begin Verification Process

- Student Certified Birth Verification
- Student Immunization Verification
- Certified Staff Background Verification

There are separate lists to verify student birth certificates, immunizations and certified staff lists. The student lists and the certified staff list will have names that are highlighted. At a minimum, verify that the individuals whose names are highlighted have the necessary documentation on file. *It is considered good practice to verify all records.*

Incomplete Files:

When a student file or certified staff record is found to be incomplete (ie. missing birth certificate, immunization record is not complete / missing, background check report is not on file) the school district must indicate this in the system by filling the check box for that individual.

Once all records have been verified, this step of the process is complete. Each list is automatically submitted to the Department of Education when verification is finished.

Evidence Based Components - 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.)

- Classified Staff Background Assurance
- Open Enrollment Assurance (**public schools only**)
- Kindergarten Requirement Assurance
- Student Records – Secure Storage Assurance
- Graduation Requirements Assurance
- Character Development Instruction Assurance
- Alternative Instruction Notification Assurance (**public schools only**)
- Medical Marijuana (**public schools only**)
- Waivers from Administrative Rule
- National Motto (**public schools only**)
- School Improvement Plan
- Personal Learning Plan
- Family Educational Rights and Privacy Act (FERPA) (**public schools only**)
- Safety/ Emergency Plan
- Emergency Drills Documentation
- Bullying Policy Requirement
- Restraint and Seclusion Requirement
- Online Courses
- Teaching to State Content Standards
- Teacher Evaluation (**public schools only**)
- Principal Evaluation (**public schools only**)

The 'Comments' icon should be used by districts 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, you will be asked to submit the information via this box.

There is no "submit" button; once information is entered anywhere in the database your entries can be viewed by DOE. Once items have been up-loaded they **CANNOT** be deleted.

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 emailed and can also be found in the database under the 'Supporting Documents', in the 'Deficiency Emails' 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 'Supporting Documents', in the 'Accreditation Certificate' section.

Questions?

Call: 605-773-3426

Email: doeaccred@state.sd.us