



south dakota
DEPARTMENT OF EDUCATION

Learning. Leadership. Service.

Grants Management 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.

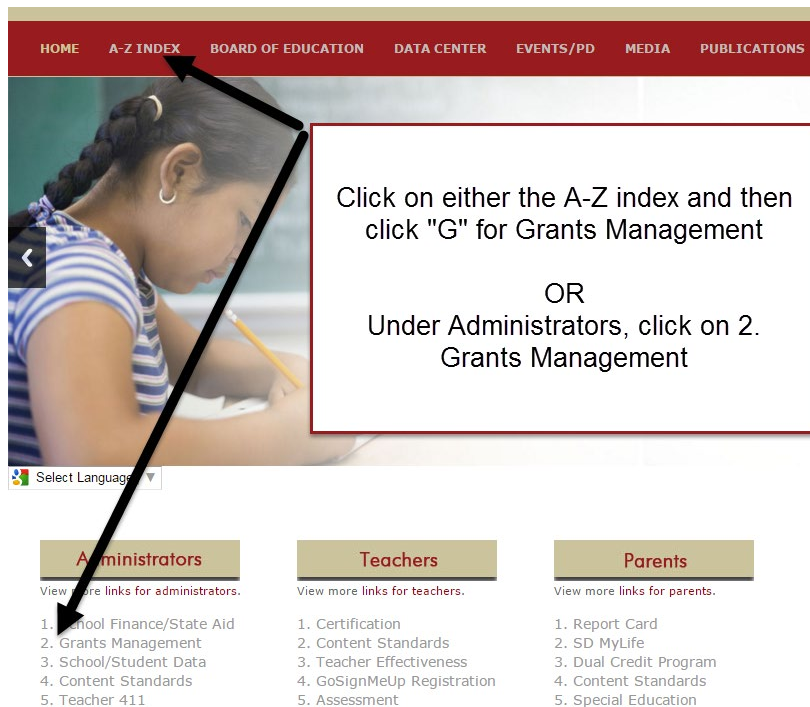
The school level sections are for schools operating either Targeted Assistance or Schoolwide programs.

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
 - a. Click on either A-Z ("G" for Grants Management) or, under Administrators, click on 2. Grants Management.



2. From there, click the Plus sign, Grants Management System (GMS) for Federal Grant Programs, and Log-in for Federal Grant Programs.

Grants Management

View the [A-Z index](#) for a complete listing.

[+](#) Grants Management



Click Here

Grants Management System

Beginning with fiscal year 2016 the new Grants Management System will be available for 2015-16 grant programs.

The existing eGrant system will continue to be available to close out and budget amendments for SY 2014-15 programs will need to be

Due Date:

The application must be submitted in a substantially approvable form

[Log-in for Federal Grant Programs](#)



Click Here

Grants Management

View the [A-Z index](#) for a complete listing.

[-](#) Grants Management

Grant Allocations

[Grants Management System \(GMS\) for Federal Grant Programs](#)
[Grants Management System \(GMS\) Training Videos](#)
[Applications on eGrant \(SY 2014-15\)](#)



Click Here

Step 2: Logging In

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

Web Address

South Dakota DEPARTMENT OF EDUCATION
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South Dakota Department of Education
Welcome to the Grants Management System

ANNOUNCEMENTS
No notifications found.

LOGON

Username/Email

Password [Forgot Password](#)

LOGON

INFORMATION

Click here for How to Guides and Training Recordings available on the SDDOE website

Click here for Session 1 GMS Central Contacts and Navigation Training Recording

Click here for Session 2 GMS Consolidated Application Training Recording

Click here for Session 3 GMS IDEA Part B Training Recording

TRAINING

Training session recordings can be accessed using the links under the Information section. Once the link is opened, the file can be downloaded for viewing.

Click here for GMS Access and General Navigation Training Documentation

UPCOMING

February 2016

No events found.

NOTICE OF FUNDING AVAILABILITY
No notifications found.

- a. Username is always the user's K12 email address
 - b. Password default is leapswd.
- 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

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.

South Dakota DEPARTMENT OF EDUCATION
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Sign Out

Menu List

You have been granted access to the forms below by your Security Administrator

GMS Access / Select

LEA Central Data

Funded Applications

Non-Funded Data Collections

If the form you need is not listed, contact your Security Coordinator :

Click Here to enter the application

These are the areas in the application that your login gives you access to.

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 2018 screen. Be sure to check and to change to 2019 if necessary.
2. If nothing has been created for the 2017-18 school year, the screen will look like this.

GMS Access Select

004 District Name

Select Fiscal Year: 2019

There are always two sections:
1. Created
2. Available

[Click to view Funding Summary](#)

[Click for Instructions](#)

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

	Submissions due by 6/30/2018	Create
Comprehensive District Plan		
▶ Schoolwide Program		Submissions due by 6/30/2018
▶ Targeted Assistance Program		Submissions due by 6/30/2018

Formula Grant

	Submissions due by 10/11/2019	Create
Consolidated Application		

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

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

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

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.

The screenshot displays the 'GMS Access Select' interface. At the top, there's a header with '001' and a 'Select Fiscal Year' dropdown set to '2017'. A prominent note states: '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.' A 'Click for Instructions' link is also present.

The main content is divided into two sections: 'Created' and 'Available'. The 'Created' section lists various grant types (Central Data, Consolidated Plan, Formula Grant, Discretionary Grant, Competitive Grant, Maintenance of Effort, Continuation Grant, Non Funded) with a message: 'There currently aren't any [grant type] applications created.' The 'Available' section lists the same grant types with a message: 'There currently aren't any [grant type] applications available.' Under 'Consolidated Plan', there are two options: 'Comprehensive District Plan' and 'Schoolwide Program'. Under 'Competitive Grant', there is '21st Century'. A 'Create' button is visible on the right side of the 'Available' section. Arrows point from the 'Create' button and the 'Schoolwide Program' option to a text box explaining that 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. Another arrow points from the 'Create' button to a text box explaining that 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.

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

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.

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.

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

GMS Access Select

002

Select Fiscal Year: 2017

[Click for Instructions](#)

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

Submissions due by 6/30/2016

[Create](#)

▶ Schoolwide Program

Submissions due by 12/31/2016

▶ Targeted Assistance Program

Submissions due by 6/30/2016

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 Cody Stoeser:
cody.stoeser@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:
<http://doe.sd.gov/title/documents/1718TitleI.pdf>.

- c. ONCE A SECTION IS CREATED IT WILL NO LONGER BE LISTED UNDER AVAILABLE. IT WILL BE UNDER CREATED.

The screenshot shows the GMS interface with two main sections: 'Created' and 'Available'. The 'Created' section is at the top and lists various grant types with a table of created sections. The 'Available' section is below it and lists available sections. A red box highlights the 'Created' section, and a red box highlights the 'Available' section. Arrows point from the text boxes to the corresponding sections in the interface.

Created

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

Consolidated Plan

Application Name	Division	Status
Targeted Assistance Program		
0003-Buchanan Elementary		

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
- Targeted Assistance Program

Project Titles
Select Project

Project Title	Project
0002-Middle School	
0004-Kennedy Elementary	

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

Create

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.

It will no longer be listed under Available.

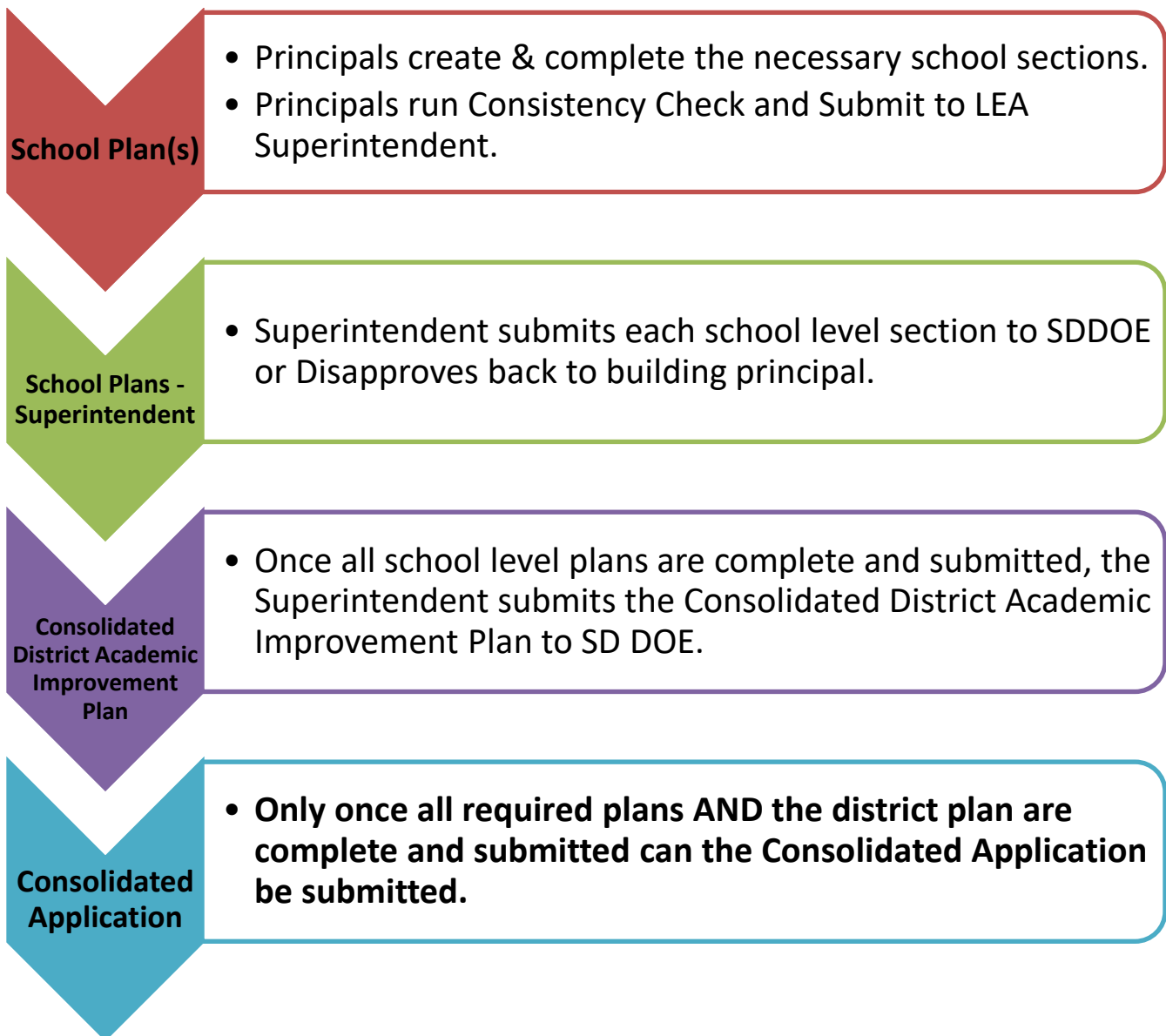
Here

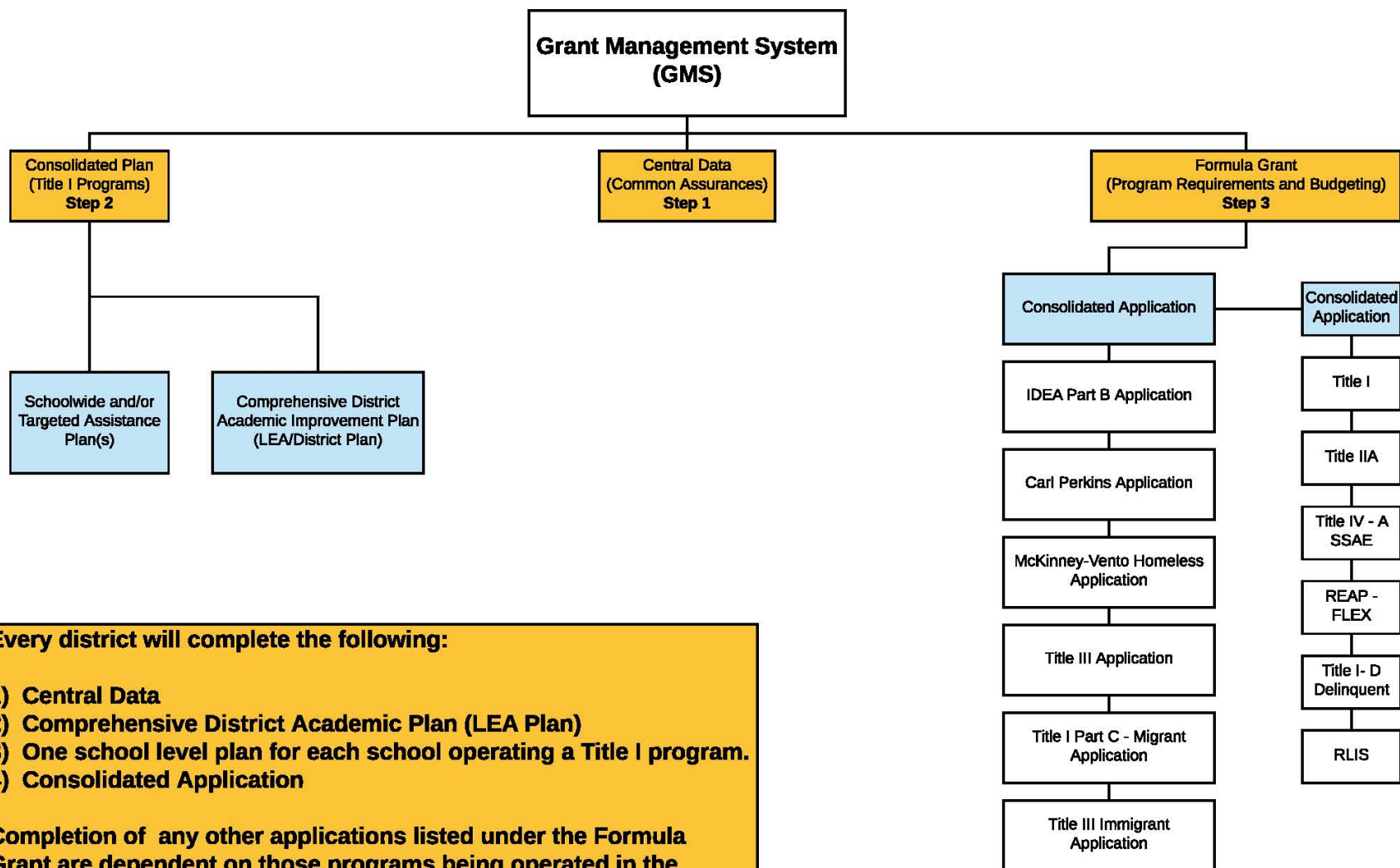
NOT Here

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.

The screenshot displays the GMS interface for the 2019-2020 Comprehensive District Academic Improvement Plan. At the top, the 'Applicant' is listed as '2019-2020 Comprehensive District Academic Improvement Plan - 00-Original Application'. The 'Grant Period' is '7/1/2019 - 6/30/2020'. A dropdown menu shows 'Comprehensive District Academic Improvement Plan' with a downward arrow. On the right, there are links for 'Printer-Friendly', 'Click to Return to GMS Access/Select Page', and 'Click to Return to Menu List / Sign Out'. Below these are several tabs: 'Overview', 'Contact Information', 'Comprehensive Plan' (which is white and highlighted), 'Title I Program Type', 'Application History', 'Page_Lock Control', and 'Application Print'. A black callout box points to the 'Comprehensive Plan' tab, stating: '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.' Below the tabs, there are sections for 'Consultation and Team Members' and 'Federal Program In', followed by 'English Learners - All LEAs complete'.

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

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

Comprehensive District Academic Improvement Plan ▼

[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.

Changes in the Comprehensive District Academic Improvement Plan for 2019-2020:

- CNA description eliminated – this information should be in the LEA plan that is submitted.
- Updated links for information and documents
- Rollover answers on several Tabs
- LEA Plan upload Tab change
- New Assurance 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.

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

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

Printer-Friend
[Click to Return to GMS Access/Select Pag](#)
[Click to Return to Menu List / Sign O](#)

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
Administrator
Parent
Additional Team Member Names (If Applicable)

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 as well as how the districts does or will coordinate with either a local Head Start or with the regional Head Start (HS) if there are or could be HS students in the district.

Application: 2019-2020 Comprehensive District Academic Improvement Plan - 00-				Grant Period 7/1/2019 - 6/30/2020				Printer-Friendl	
Cycle: Original Application				Click to Return to GMS Access/Select Page Click to Return to Menu List / Sign Ou					
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			

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](#)

English Learners – All LEAs complete continued

For districts with ELs, more information will display once the Yes button is marked.

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 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.

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

Assurances and Upload

Submit

Amendment Description

Application History

Page Lock Control

Application Print

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	

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		Click to Return to GMS Access/					
Cycle: Original Application				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

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.

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

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:
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.
(0 of 1000 maximum characters used)

NEW
 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.

NEW

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

Updated

Were any changes made to the Schoolwide Plan? ☐ Yes ☒ No

Upload the Schoolwide Plan

Choose File No file chosen

Upload

☐ 2019-2020 SW Plan Template-20190524095400-7.docx

Save Page

Delete Selected Files

On the Schoolwide Plan Upload tab, 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](#).

Targeted Assistance Program Section

The Targeted Assistance Section has changed very little from last year. There are a few changes under Parent and Family Engagement so be sure to read the sections carefully.

Applicant: 06-001	Targeted Assistance Program ▼	
Application: 2017-2018 Targeted Assistance Program - A0-0005-C.C. Lee Elementary	Grant Period 7/1/2017 - 6/30/2018	Printer-Friendly
Cycle: Original Application	Click to Return to Organization Select	
		Click to Return to GMS Access/Select Page
		Click to Return to Menu List / Sign Out
Targeted Assistance Program Overview	Targeted Assistance Program Contact	Targeted Assistance
Submit		Amendment Description
Application History		Page Lock Control
Application Print		
Targeted Assistance Program Narrative		Professional Development
		Parent and Family Engagement

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 being taught.

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.

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.

Applicant: 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**

Click to Return to Menu List / Sign Out

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	Open	Amend	Review Summary	Delete Application
Comprehensive District Academic Improvement Plan	Original Application ▼	Returned for Changes	2/16/2016	Open	Amend	Review Summary	Delete Application
▶ Schoolwide Program							
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					
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 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
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Site Plan Information

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
----------	---------------------	--------------------	----------------------	-----------------------	--------	-----------------------	---------------------	-------------------	-------------------

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: 5/24/2019
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
Choose File No file chosen Upload
No files are currently uploaded for this page.
Save Page Delete Selected Files

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
----------	---------------------	--------------------	-------------------------------	----------------------	--------	-----------------------	---------------------	-------------------	-------------------

Submit

Click for Instructions

The Consistency Check must be successfully processed before you can submit your application.

Consistency CheckLock ApplicationUnlock Application

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 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:

1. The Schoolwide plan has been completed and uploaded.

The schoolwide plan is regularly monitored and revised as necessary based on student needs with the

2. 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

3. 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,

4. 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

5. 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

1. Describe the Title I Targeted Assistance program and how the program coordinates with and supports the regular education program. Include the number and FTE of Title I staff (Teachers and paraprofessionals), how students are identified and how services are provided to selected students. Include what strategies are in place to increase the involvement of parents according to Section 1116. ([count] of 5000 maximum characters used)
2. All teachers in the Title I program are state certified in the applicable subject area. Yes/No
If No, describe the steps being taken to ensure staff is state certified.
3. The school assures paraprofessionals work under the supervision of certified teachers to support instruction. Yes/No/Not Applicable

Explain how paraprofessionals are utilized if they are not working under a certified teacher. (0 of 1000 maximum characters used)

4. Briefly describe additional support available to students who are not making the expected progress. ([count] of 2000 maximum characters used)

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 2019-2020

Laura Johnson-Frame (2491)	Vera Tipton (8065)	Betsy Chapman (4712)
Armour	Aberdeen	Alcester-Hudson
Beresford	Agar-Blunt-Onida	Andes Central
Bon Homme	Avon	Bison
Castlewood	Belle Fourche	Bowdle
Chamberlain	Bennett County	Brookings
Custer	Burke	Dell Rapids
Garretson	Canistota	Deuel
Gayville-Volin	Canton	Eagle Butte
Haakon	Clark	Ethan
Hamlin	Dupree	Eureka
Harding County	Edmunds Central	Faulkton
Hill City	Faith	Frederick
Leola	Freeman	Gettysburg
Lyman	Gregory	Harrisburg
McCook Central	Herreid	Hot Springs
Montrose	Hoven	Ipswich
Mitchell	Hitchcock-Tulare	Irene-Wakonda
Oelrichs	Lemmon	Iroquois
Oldham-Ramona	McLaughlin	Langford
Parkston	New Underwood	Lead-Deadwood
Pierre	Parker	Miller Area
Plankinton	Rosholt	Mobridge-Pollock
Redfield	Smee	Mount Vernon
Selby Area	Wall	Platte-Geddes
Spearfish	Wessington Springs	Sanborn Central
Tripp-Delmont	White River	South Central
Watertown	Willow Lake	Tea Area
Waverly	Woonsocket	Tri-Valley
West Central		Yankton

Jenifer Palmer (4437)	Dawn Smith (2535)
Baltic	Arlington
Brandon Valley	Big Stone City
Britton-Hecla	Bridgewater-Emery
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-Harold	Groton Area
Lake Preston	Henry
Madison Central	Howard
Marion	Jones County
Meade	Kadoka
Menno	Kimball
Milbank	Lennox
Northwestern Area	McIntosh
Sisseton	Newell
Stanley County	Rutland
Summit	Scotland
Vermillion	Sioux Valley
Warner	Timber Lake
Webster	Viborg-Hurley
White Lake	Wagner
Winner	Waubay
Wolsey-Wessington	Wilmot