

CARRYOVER/CLAIMED INSTRUCTIONS

PRINCIPAL LOGIN RESPONSIBILITIES

- 1.) Go to <http://www.ok.gov/sde/>
- 2.) **Click Single Sign-On**
- 3.) Enter username/password
- 4.) **Click “Grants Management and Expenditure Reporting” tab**
- 5.) Under Consolidated Plan, click **“School Improvement Plan- Project 515”**
- 6.) **Click the radio button** next to the appropriate school and click on **“00 Original Application.”**
- 7.) **Click “Create amendment”** box
- 8.) **Click “Page Lock Control Tab.”** Click **“Open Page for editing”** and **“Save”**

The screenshot shows the 'Page Review Status' section of the application. A red arrow points to the 'Page Lock Control' tab in the top navigation bar. Another red arrow points to the 'Open Page for editing' column in the table below.

Page Review Status	Page Status	Open Page for editing
<input checked="" type="checkbox"/> Expand All		
School Improve Plan (515)		
School Improvement Plan 515		
Carryover/Claimed	OPEN	<input type="checkbox"/>
Contact Information	OPEN	<input type="checkbox"/>
Identify Team Members	OPEN	<input type="checkbox"/>
Practices		
Practice 1	OPEN	<input type="checkbox"/>
Practices 2a-d	LOCKED	<input type="checkbox"/>
Practices 3a-c	LOCKED	<input type="checkbox"/>
Practice 4	OPEN	<input type="checkbox"/>
Practice 5	LOCKED	<input type="checkbox"/>

- 9.) **Unlock “Carryover/Claimed”** tab and other appropriate tabs for amendment edits.
**If you are making edits on a page and there is no “save” button, return to “page_lock” tab and check page status “open”*
- 10.) Click **“Carryover/Claimed”** tab

The screenshot shows the 'Overview' page for 'School Improvement Plan 1003(a)'. A red arrow points to the 'Carryover/Claimed' tab in the top navigation bar. The page content includes:

The application has been locked. No more updates will be saved for the application.

Due Date: September 1, 2014
Program: Title I Part A School Improvement 1003(a)
Funding Period: Please ensure funding is encumbered and claimed the year of the award. Contact Amanda Drew at (405)522-3713 or email Amanda.Drew@sde.ok.gov for questions regarding expiration of funds.
Funding: School Improvement 1003(a) Awards are allocated annually.
Submission Guidelines:
1) The LEA/site will have engaged in comprehensive planning implementation / integration of federal and state programs and local initiatives with relevant stakeholders.
2) Funds will be used to implement supplemental programs or interventions that are designed to meet the instructional needs identified in the site(s) School Improvement Plan to include Effective School Practices
3) The LEA/site ensures that all Title I personnel are highly qualified. If not, the site(s) may contact the Office of School Turnaround for guidance.
4) The LEA/site ensures that coding for personnel salaries is aligned to data in School Personnel Records.
5) The LEA/ Site ensures claims will be submitted monthly.

Federal Guidance: School Improvement Guidance from US Department of Education
OSDE Support Links: OSDE School Improvement 1003(a) Website
OSDE Program Contact: Office of School Turnaround Phone: (405) 522-0140

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11.) Click **one** of the two options below:

Carryover/Claimed

School Improvement 515 funds **will** be encumbered or claimed in FY 15 based on the submitted School Improvement Plan that is due June 30, 2015.
Please proceed to complete the entire application.

School Improvement 515 funds **will not** be encumbered or claimed in FY 15. These funds will be carried over to FY 16 and budgeted accordingly based on the needs of the school.
Please proceed to the LEA/School Improvement Assurances and SUBMIT page to submit the application. Superintendent/Designee must agree to Assurances.

Option 1:

School Improvement 515 funds **will** be encumbered or claimed in FY 15 based on the submitted School Improvement Plan that is due June 30, 2015.

If schools would like to spend their money this year an amendment will need to be created by clicking on application "00" by June 30, 2015.

Option 2: School Improvement 515 funds **will not** be encumbered or claimed in FY 15. These funds will be carried over to FY 16 and budgeted accordingly based on the needs of the school.

If schools would like to rollover their money to the FY 16 school year they will not be able to spend their allocation until September 30, 2015.

10.) Click "Save Page"

11.) If option #1, please complete amendment and re-submit.

12.) If option #2, please click "Submit" tab

13.) Click "Consistency Check"

14.) Click "Submit for Local Review"

[SUPERINTENDENT LOGIN RESPONSIBILITIES](#)

1.) GO to <http://www.ok.gov/sde/>

2.) Click on **Single Sign-On**

3.) Enter username/password

4.) Click "**Grants Management and Expenditure Reporting**" tab

5.) Under **Consolidated Plan**, click "**School Improvement Plan- Project 515**"

6.) Click the radio button next to one of the schools and click "**Open application.**"

7.) Click "**LEA/School Improvement Assurances**"

CARRYOVER/CLAIMED INSTRUCTIONS

Overview	Carryover/Claimed	Contact Information	Identify Team Members	Practices	Budget Pages	Personnel	Para-Professionals	Technology Justification	LEA/School Improvement Assurances	Submit	Application History
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School Improvement 1003(a) Statement of Assurances

By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below.

The recipient hereby assures that:

1. The LEA ensures each site has a plan for improvement which has been subjected to a documented, meaningful and thorough district level review process and approved prior to submitting to the Office of School Turnaround.
2. The LEA/site will implement the program described in this plan and monitor its effectiveness in accordance with the intent of the law.
3. The LEA/site will administer the program described in this plan in accordance with all applicable statutes and regulations and will comply with the applicable provisions of the Elementary and Secondary Education Act of 1965, and according to the ESEA Flexibility Waiver (Approved February 8, 2012).
4. The LEA/site ensures all teachers and paraprofessionals are highly qualified according to federal requirements in the area in which they are providing instruction, (Approved February 8, 2012).
5. The LEA/site ensures all materials and services meet the supplemental, not supplant rule.
6. The LEA/site ensures that all FY15 claims for reimbursement are uploaded in the Grants Management System (GMS) and will be submitted monthly. All claims submitted for reimbursement should be in payable form and include appropriate supplemental documentation.

The assurances were fully agreed to on this date:

8.) Click **box** at top of page (*date should pre-populate)

** If not, check for an additional button at the bottom of the page labeled "Legal entities" If there, click button. Check to see that date appears.*

9.) Click "**Submit**" tab.

10.) Click "**Run Consistency**"

11.) Let program run.

12.) Click "**Approve**"

13.) Click "**Submit to SDE**"