Signing and Submitting Determination Appeal to ODE/OEC

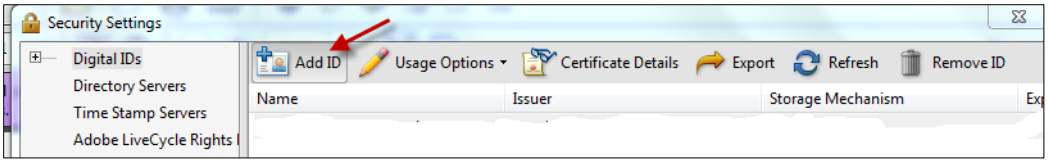
To facilitate the approval process for LEA Appeals, the Ohio Department of Education (ODE), Office for Exceptional Children (OEC) designed the appeal form as an Adobe .pdf form. Once your LEA has completed the form, it is ready for signature by the Superintendent and LEA Contact using a self-signed digital ID.

Create a self-signed digital ID

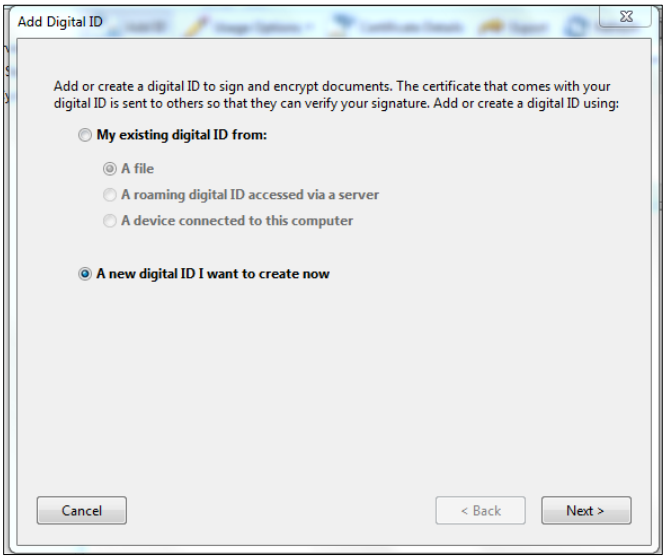
A *digital ID* is like an electronic driver's license or passport that proves your identity. A digital ID usually contains your name and email address, the name of the organization that issued it, a serial number, and an expiration date. Digital IDs are used for certificate security and digital signatures.

1. Do <u>one</u> of the following:
   - Click in the Superintendent or LEA Contact Signature box and continue to Step 3
   - In Acrobat, choose View >Tools > Sign & Certify > More Sign & Certify > Security Settings.
   - In Reader, choose Edit > Protection > Security Settings.

2. Select Digital IDs on the left, and then click the Add ID button .



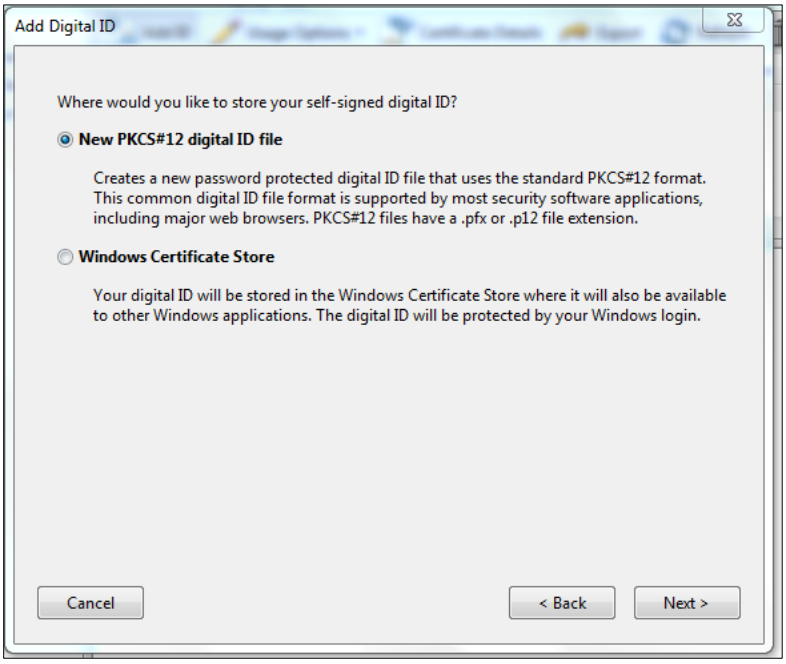
3. Select the option "A New Digital ID I Want To Create Now", and click Next.



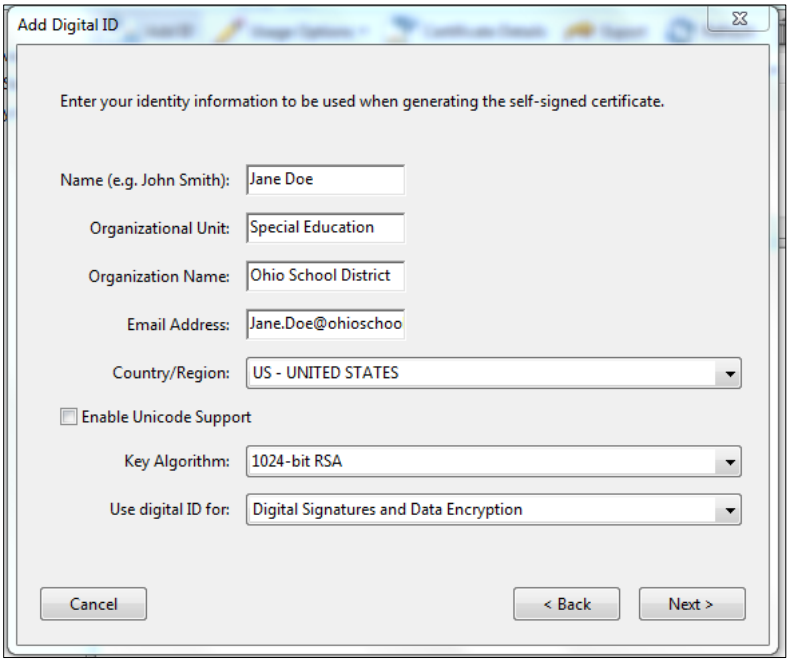
4. Specify where to store the digital ID, and click Next.

   New PKCS#12 Digital ID File: Stores the digital ID information in a file, which has the extension .pfx in Windows and .p12 in Mac OS. You can use the files interchangeably between operating systems. If you move a file from one operating system to another, Acrobat still recognizes it.

   Windows Certificate Store (Windows only): Stores the digital ID to a common location from where other Windows applications can also retrieve it.



5. Type a name, email address, and other personal information for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the Signature field.

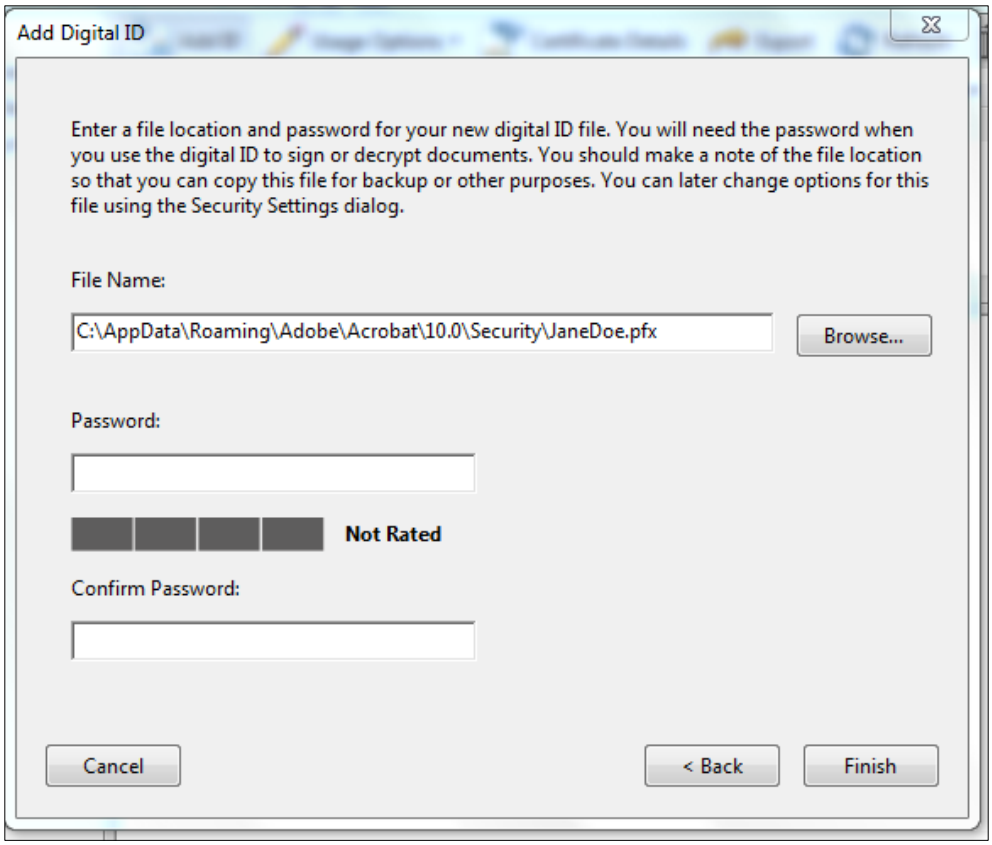


6. (Optional) To use Unicode values for extended characters, select Enable Unicode Support, and then specify Unicode values in the appropriate boxes.

7. Choose an option from the Key Algorithm menu. The 2048-bit RSA option offers more security than 1024-bit RSA, but 1024-bit RSA is more universally compatible.

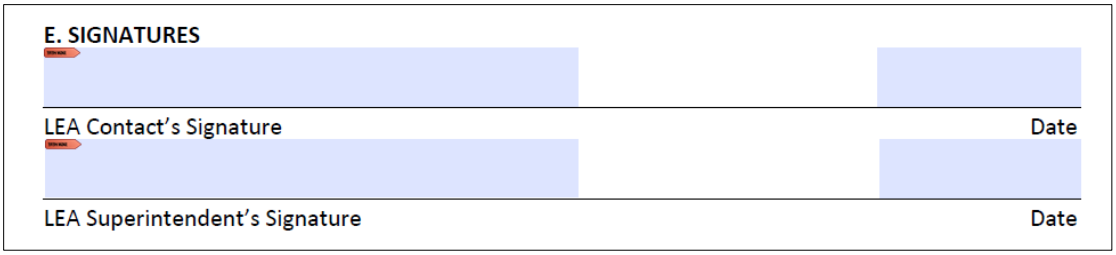
8. From the Use Digital ID For menu, choose whether you want to use the digital ID for signatures, data encryption, or both.

9. Type a password for the digital ID file. For each keystroke, the password strength meter evaluates your password and indicates the password strength using color patterns. Reconfirm your password.

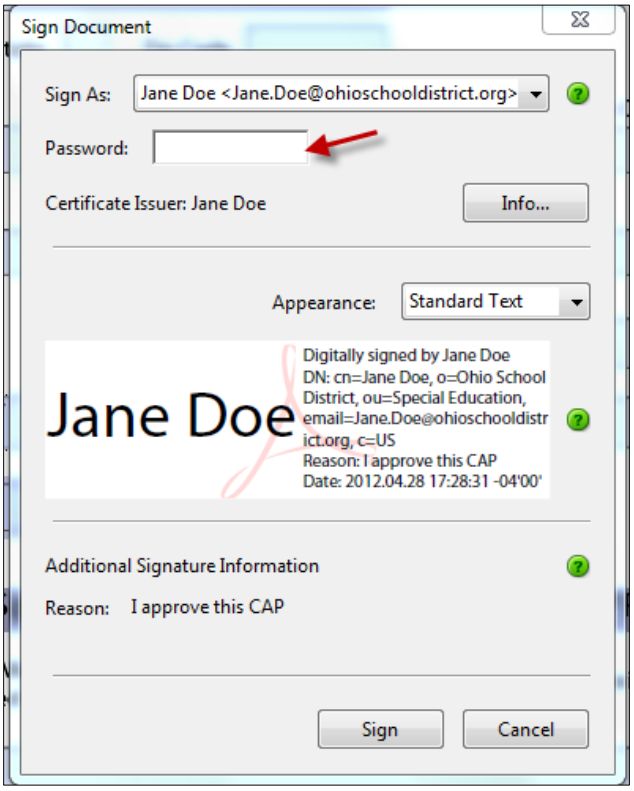


To sign the Appeal using your digital ID

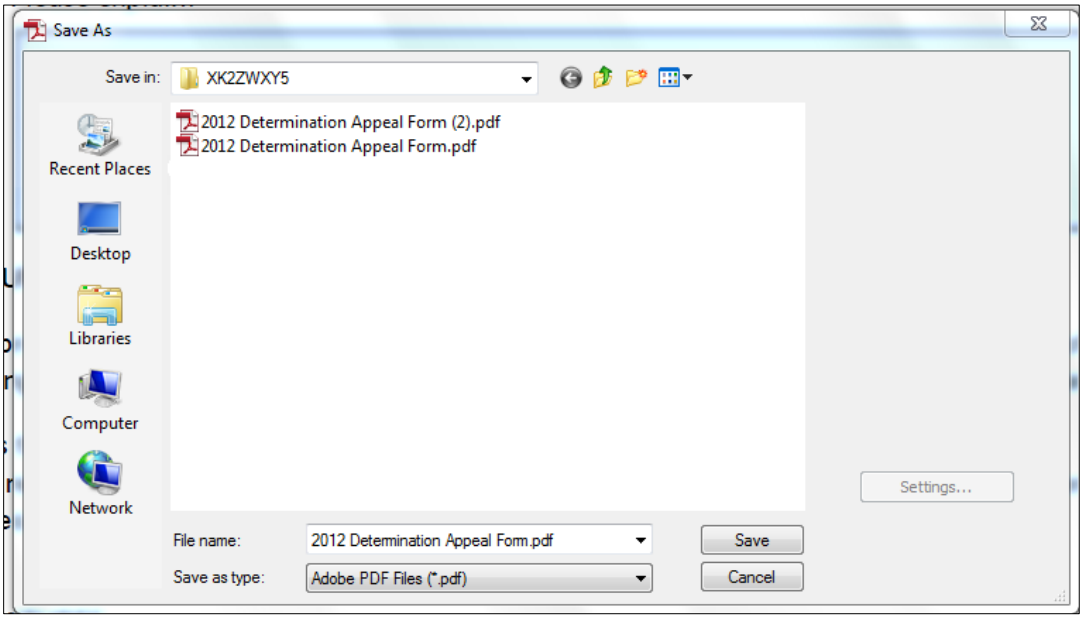
1. Click in the Superintendent or LEA Contact Signature box



2. Enter the password you designated when creating your digital ID and then click “Sign”.



3. If you are the first of the two required signatures, save the file to your computer or local network before forwarding the file to the other signer.

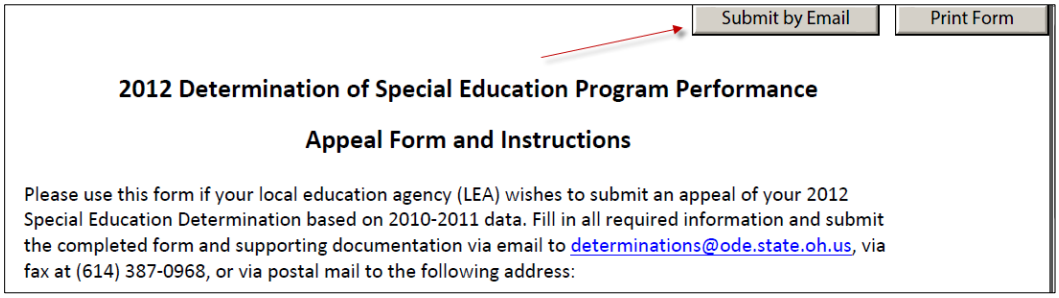


4. If you are the final required signer, save the file to your computer or network.

5. Submit the completed form and supporting documentation to OEC via:

   a. Email to determinations@education.ohio.us,

      Note: Clicking the "Submit by Email" button at the top of the form will permit you to open an email that already contains the appeals form as an attachment. Please include your LEA name, DIRN and Determination Appeal in the subject line of the email.



   b. Fax to (614) 387-0968, or

   c. Postal mail to the following address:

      Ohio Department of Education, Office for Exceptional Children
      Attn: Determination Appeal Team
      Mail Stop 409
      25 S. Front St.
      Columbus OH 43215-4183