

Local Equitable Access Plan: Submission Guidance

OVERVIEW

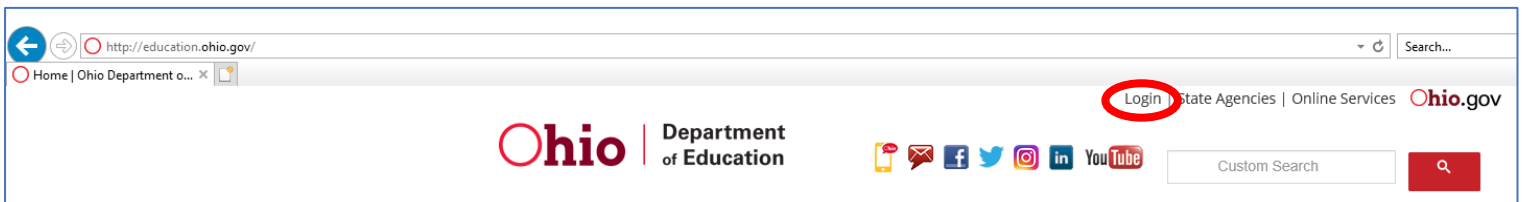
For the 2020-2021 school year, districts and schools will continue to report their local equitable access plan through the Data Submission Forms application located within the OH|ID web portal. This document provides the step-by-step procedures to assist districts and schools in submitting their answers to the required questions in the Local Equitable Access Plan Program within the Data Submission Forms application. It is recommended that Google Chrome is used as the web browser.

Users **must** hold the role of Superintendent, Superintendent Designee, or Data Entry - Forms in the Ohio Educational Directory System (OEDS) to have access to the required survey. **Please note that only the Superintendent and Superintendent Designee can mark the survey complete.**

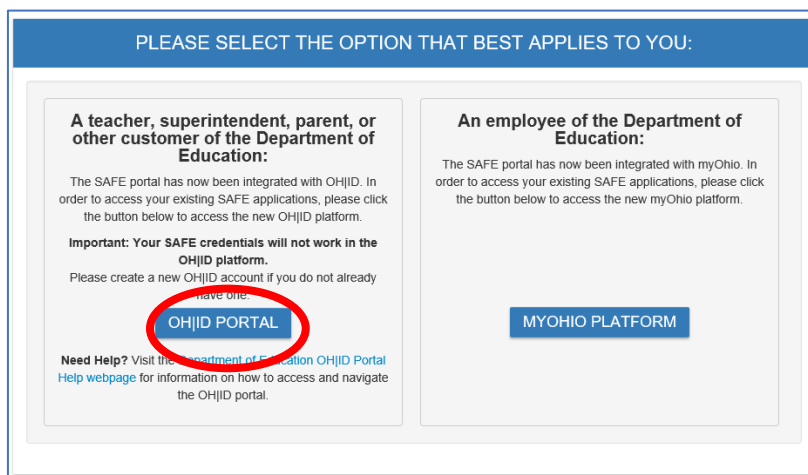
Individuals will need to contact their district or school's OEDS administrator if they do not have the identified role to access the survey.

ACCESSING DATA SUBMISSION FORMS

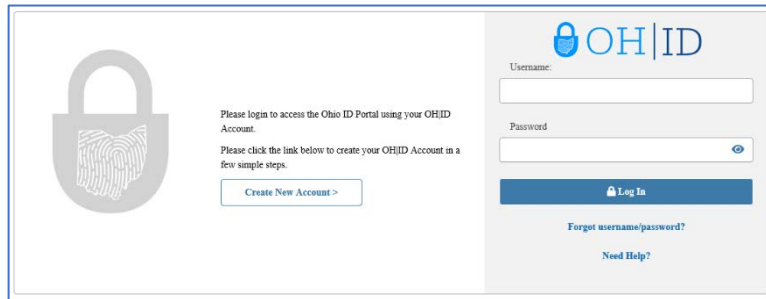
1. Select **Login** on the Ohio Department of Education's website.



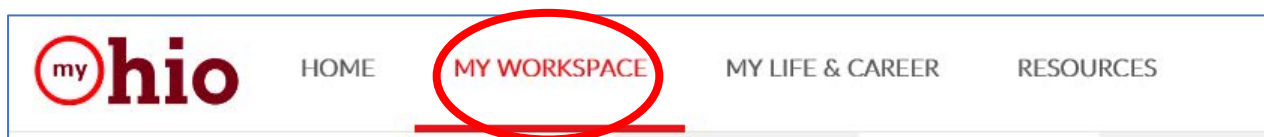
2. Select the **OH|ID Portal**.



3. Login with OH|ID username and password.



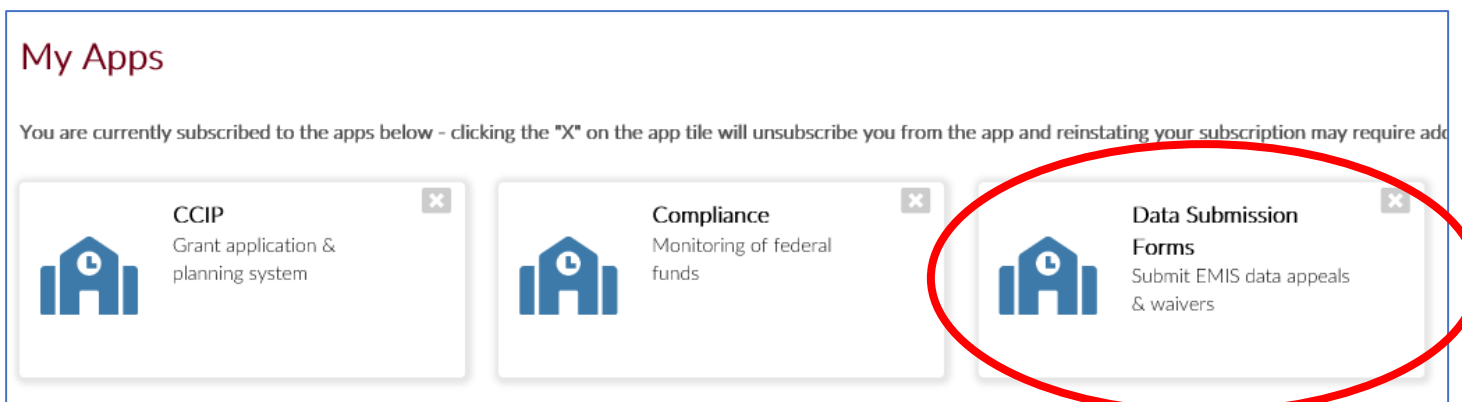
4. Click on **My Workspace** along the top left-hand side.



5. Select the **Applications** tab.



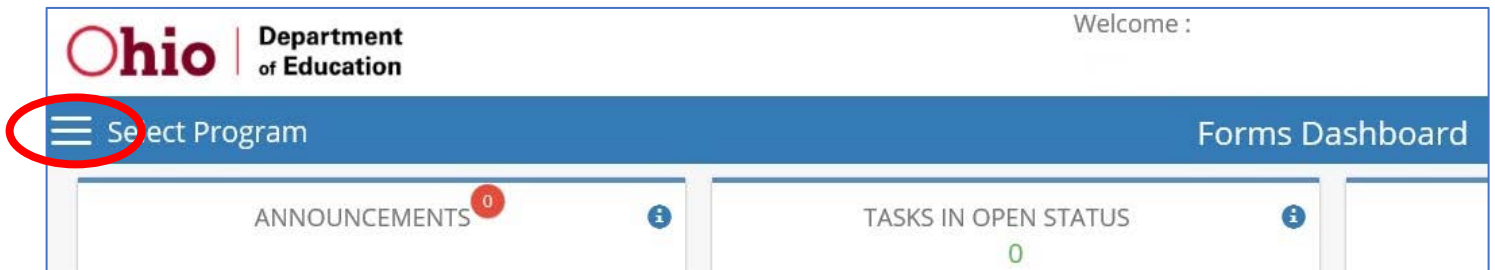
6. Click on **Data Submission Forms**.



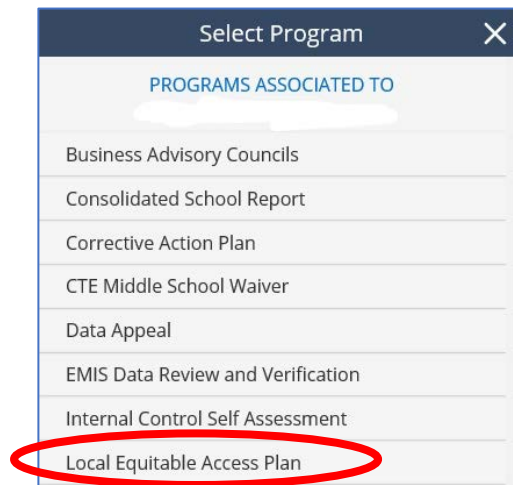
Note: If you have never accessed the Data Submission Forms tile before, you may need to locate and select the tile in the **Available Apps** section. You will need to follow the instructions to request access to the Data Submission Forms application.

ACCESSING THE LOCAL EQUITABLE ACCESS PLAN SURVEY

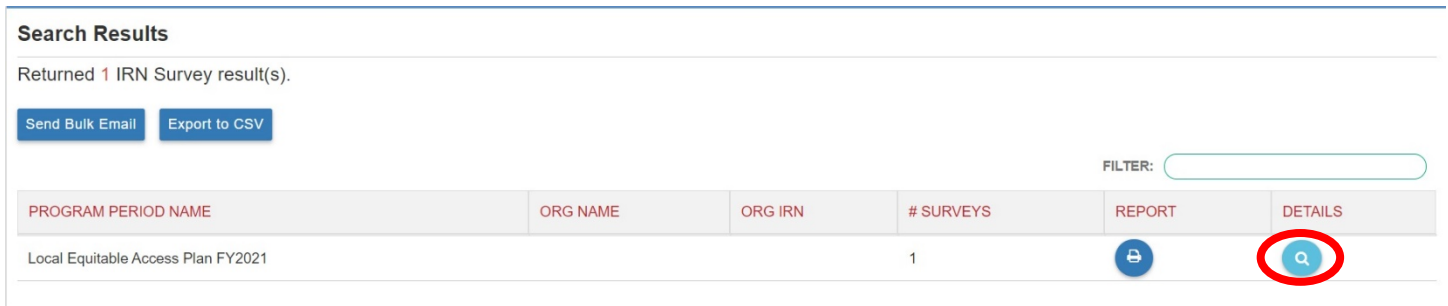
- The Data Submission Forms application will open on the Forms Dashboard. Click on the **Select Program** icon in the top left-hand corner.



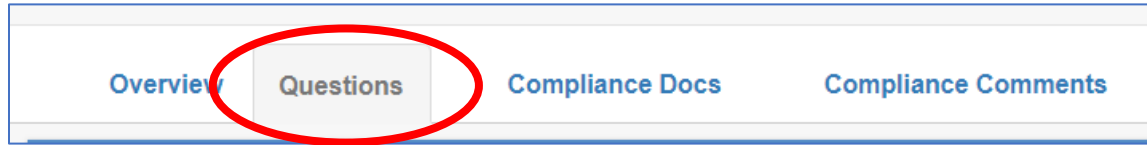
- Click on the **Local Equitable Access Plan** menu option.



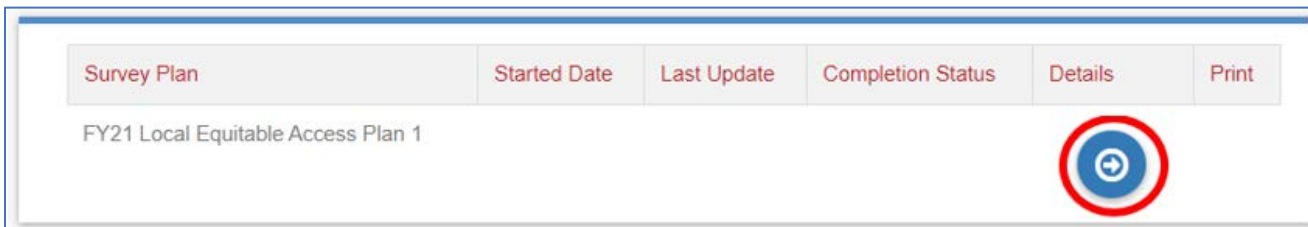
- In the **Search Results** section at the bottom of the page, find "Local Equitable Access Plan FY2021". Click on the **magnifying glass** icon under the **Details** heading.



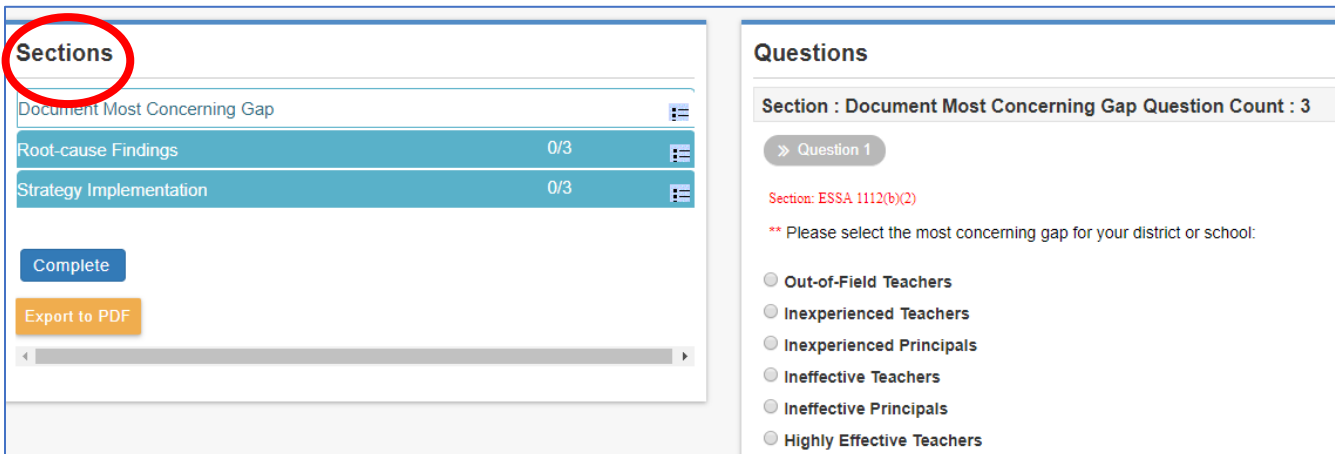
10. Select the **Questions** tab.



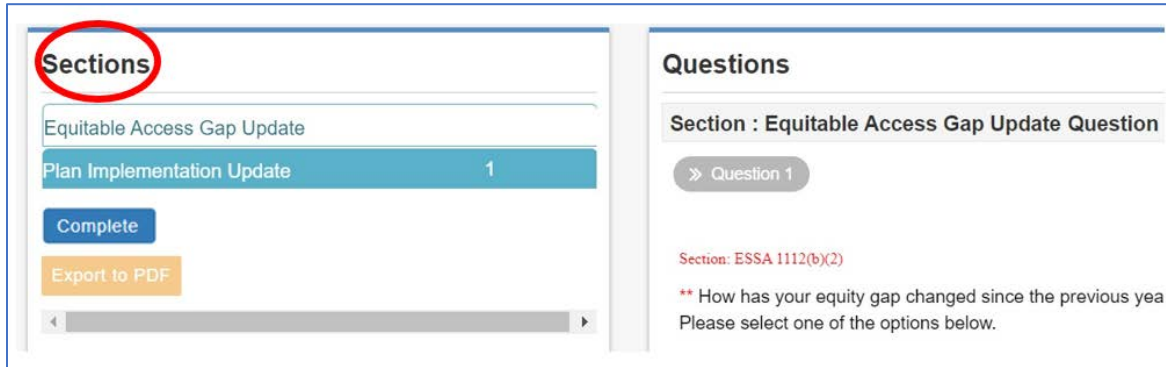
11. Depending on the planning category your district or school falls into, you will have one of two surveys: “FY21 Local Equitable Access Plan 1” or “FY21 Local Equitable Access Plan 2”. To start a new survey, click the **start** button in the **Details** column.



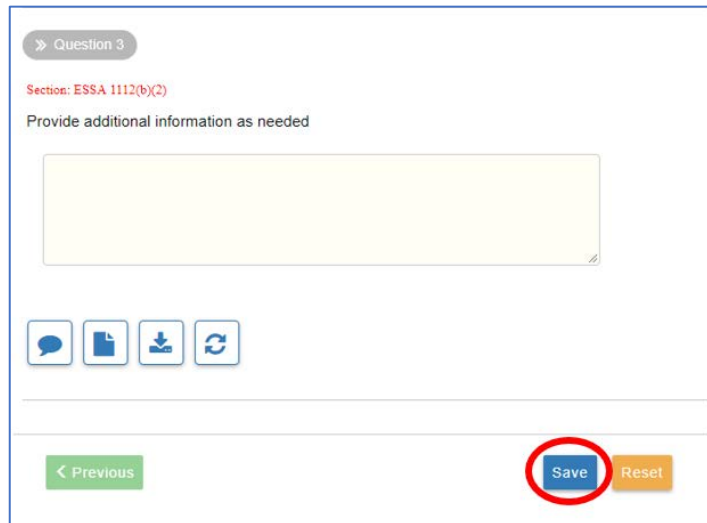
12. If your district or school has the “FY21 Local Equitable Access Plan 1” survey, there are three sections that must be completed.



If your district or school has the “FY21 Local Equitable Access Plan 2” survey, there are two sections that must be completed.



13. Be sure to click **Save** before moving to another section.



14. Once you have answered all required questions in all of the sections, click the **Complete** button. Only the Superintendent and Superintendent Designee can click the **Complete**.

