Resident Educator Funding Request

Superintendent Review and Route of Funding Request

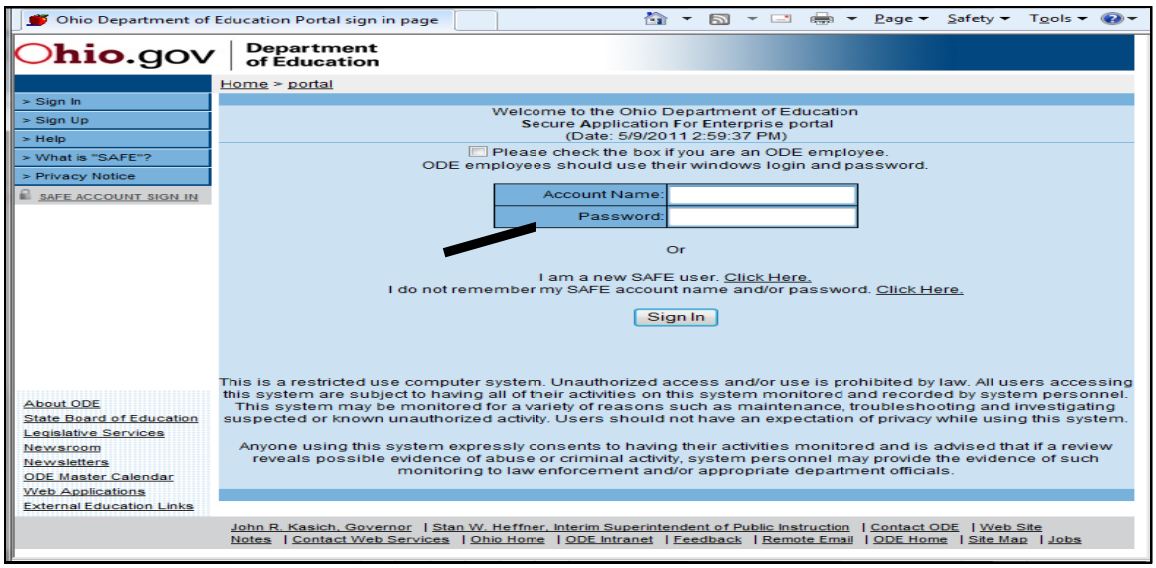
TECHNOLOGY REQUIREMENTS: **Internet Explorer** is the recommended web browser for use with the Connected Ohio Records for Educator (CORE) system. If you do not have access to Internet Explorer, contact your school/district information technology specialist to help you access Internet Explorer.

PERSONNEL STEPS: (1) The program coordinator must "Initiate a new funding request." (2) The school/district treasurer must review and route the funding request, and **(3) The school/district superintendent must review and route the funding request.**

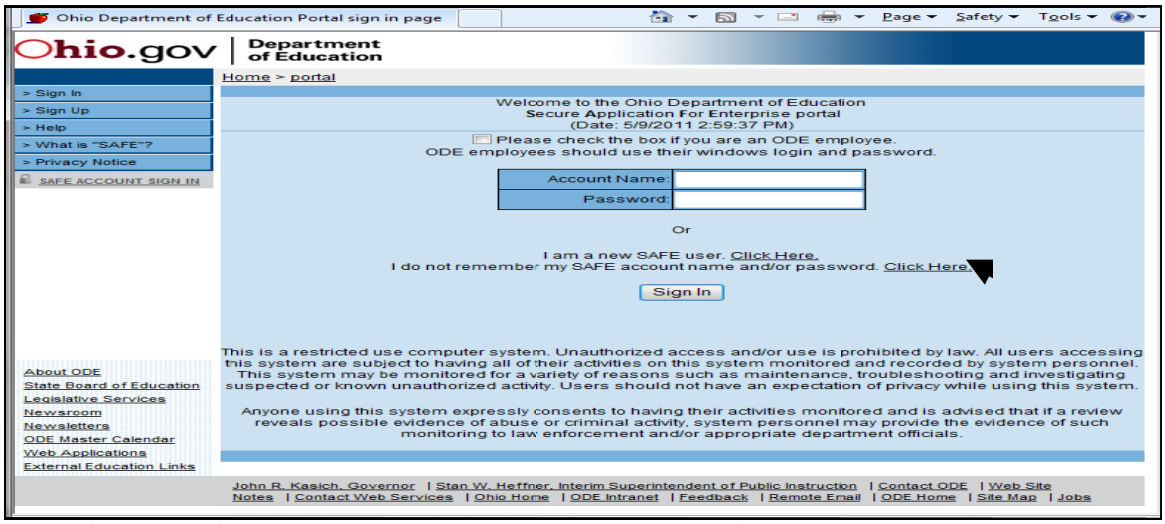
QuickTips

New this year!!! When a request is submitted by the Treasurer, you will receive an email notifying you that a funding request is available for your review.

Log into your SAFE account from this link: https://safe.ode.state.oh.us/portal/

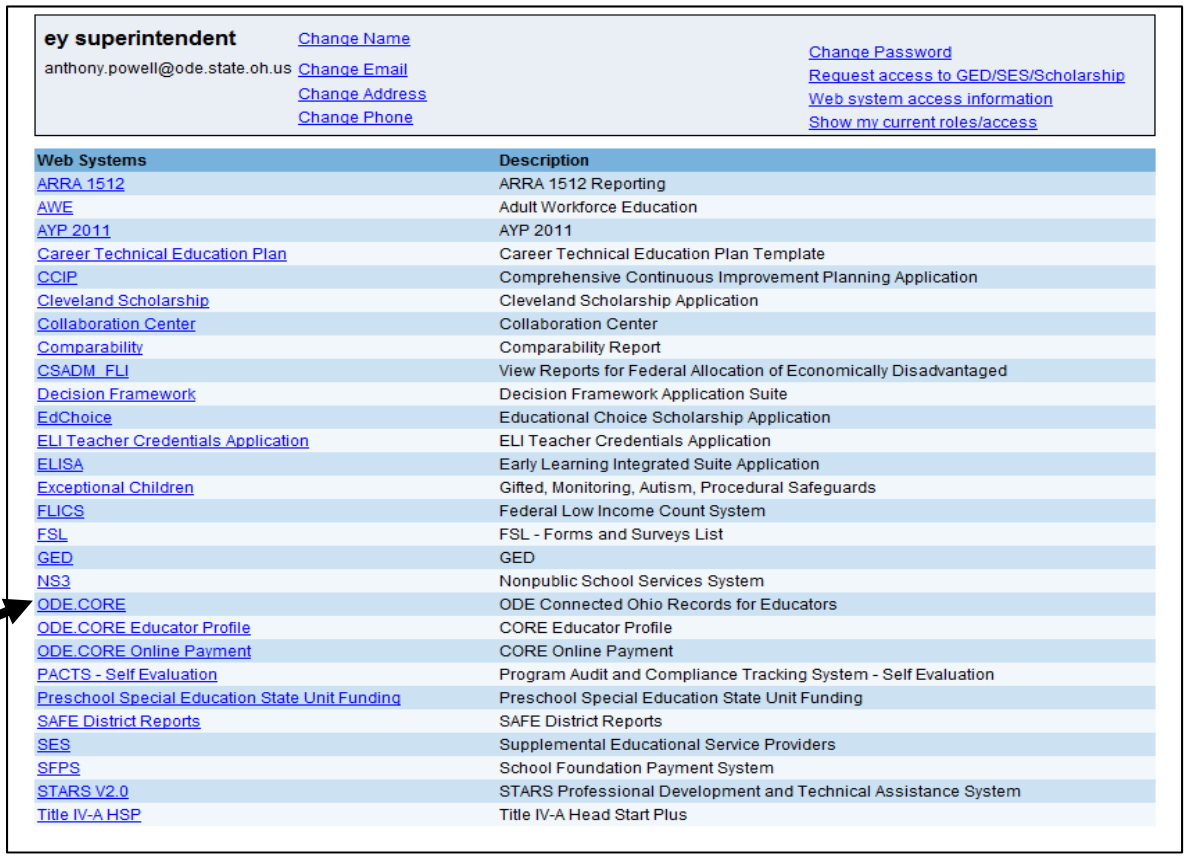


If you do not have a SAFE account or if you do not remember your account name and/or password, click on <u>the links below the login fields</u> to *create* a SAFE account or to *request* account information.



***If account information function does not work, please contact:** **Safe.Admin@ode.state.oh.us**.*

Click ODE.CORE



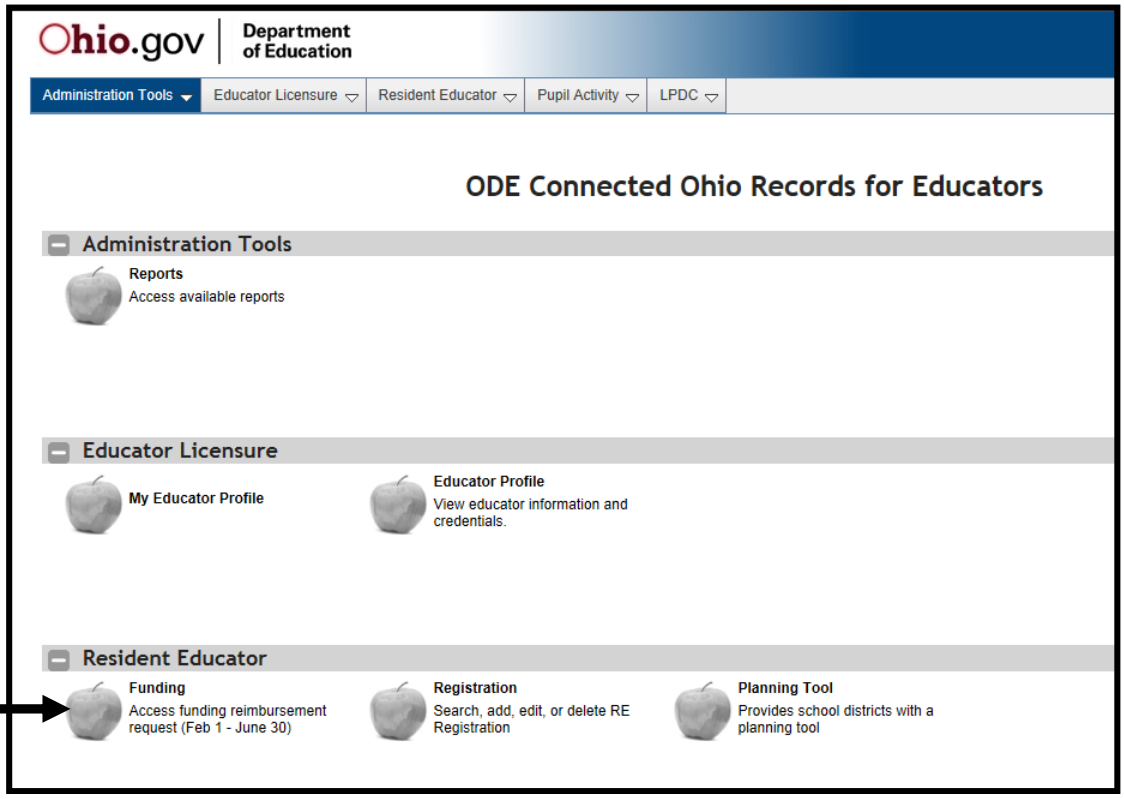
ey superintendent
anthony.powell@ode.state.oh.us

Change Name
Change Email
Change Address
Change Phone

Change Password
Request access to GED/SES/Scholarship
Web system access information
Show my current roles/access

Web Systems	Description
ARRA 1512	ARRA 1512 Reporting
AWE	Adult Workforce Education
AYP 2011	AYP 2011
Career Technical Education Plan	Career Technical Education Plan Template
CCIP	Comprehensive Continuous Improvement Planning Application
Cleveland Scholarship	Cleveland Scholarship Application
Collaboration Center	Collaboration Center
Comparability	Comparability Report
CSADM_FLI	View Reports for Federal Allocation of Economically Disadvantaged
Decision Framework	Decision Framework Application Suite
EdChoice	Educational Choice Scholarship Application
ELI Teacher Credentials Application	ELI Teacher Credentials Application
ELISA	Early Learning Integrated Suite Application
Exceptional Children	Gifted, Monitoring, Autism, Procedural Safeguards
FLICS	Federal Low Income Count System
FSL	FSL - Forms and Surveys List
GED	GED
NS3	Nonpublic School Services System
ODE.CORE	ODE Connected Ohio Records for Educators
ODE.CORE Educator Profile	CORE Educator Profile
ODE.CORE Online Payment	CORE Online Payment
PACTS - Self Evaluation	Program Audit and Compliance Tracking System - Self Evaluation
Preschool Special Education State Unit Funding	Preschool Special Education State Unit Funding
SAFE District Reports	SAFE District Reports
SES	Supplemental Educational Service Providers
SFPS	School Foundation Payment System
STARS V2.0	STARS Professional Development and Technical Assistance System
Title IV-A HSP	Title IV-A Head Start Plus

Click on the "Funding" apple in the RE section of the main menu.



Ohio.gov | Department of Education

Administration Tools | Educator Licensure | Resident Educator | Pupil Activity | LPDC

ODE Connected Ohio Records for Educators

Administration Tools

Reports
Access available reports

Educator Licensure

My Educator Profile

Educator Profile
View educator information and credentials.

Resident Educator

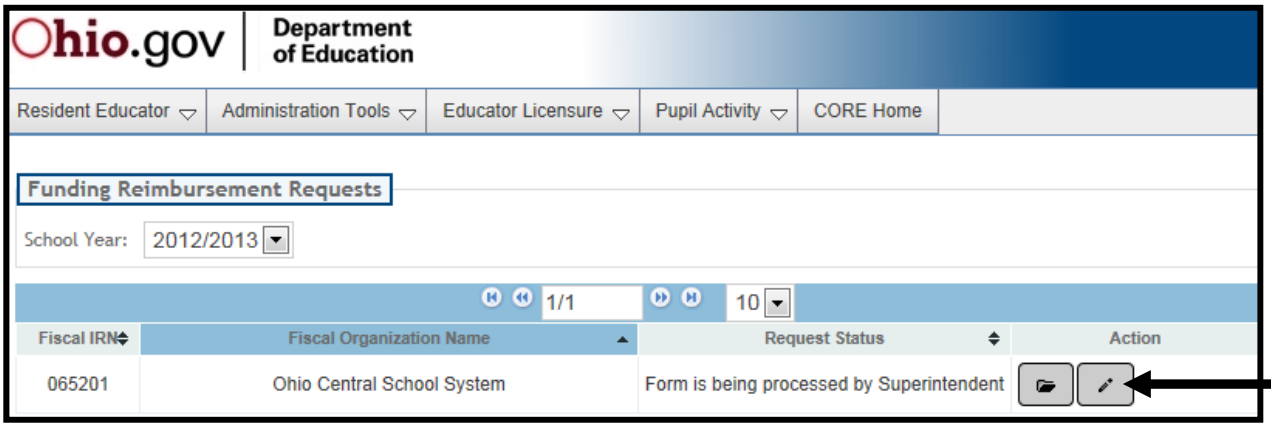
Funding
Access funding reimbursement request (Feb 1 - June 30)

Registration
Search, add, edit, or delete RE Registration

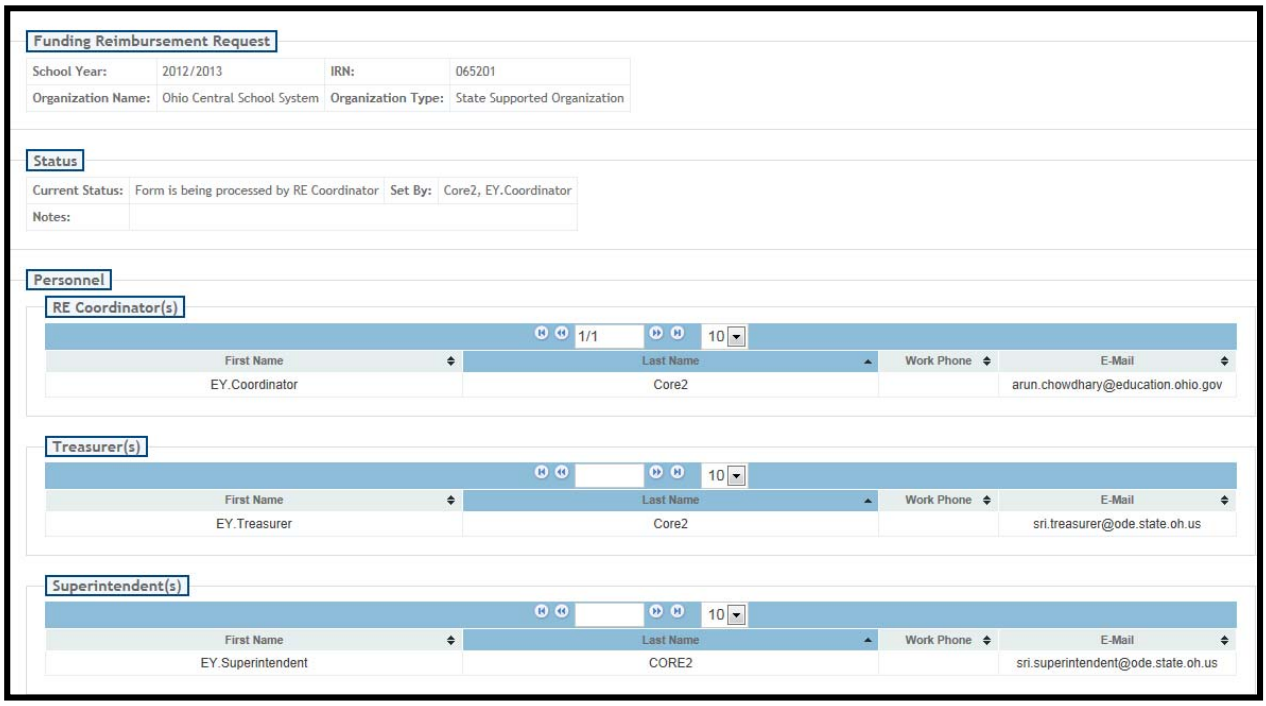
Planning Tool
Provides school districts with a planning tool

The Funding Reimbursement Request screen will be displayed.
If it is within the Funding time window, you will be able to see this screen. A list of funding requests for this school year will be displayed. You may also view prior year requests by selecting a School Year from the dropdown.

A funding request with the status "Form is being processed by Superintendent" means the request has been submitted by the Treasurer, or has been looked at and saved by you.
<u>To review and edit a request, click on the pencil icon (edit).</u>

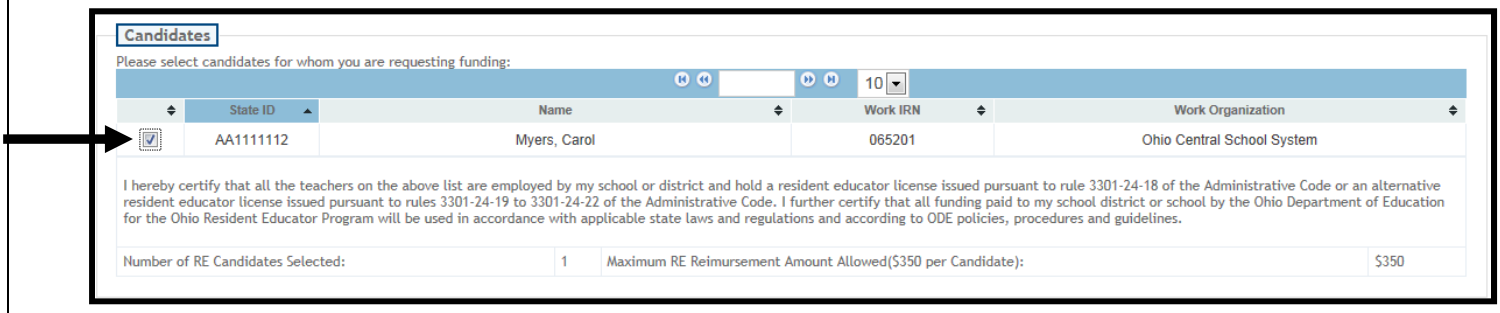


The Funding Request screen will open up. The top section lists the School Year, Name of the Organization, Type, IRN, Funding Request Status, and the RE Coordinator, Treasurer, and Superintendent.
You may not change any of this information at this point.



The second section will list any eligible candidates for funding. These are the candidates approved by the Treasurer. **Click in the box before the candidate's State ID to select or unselect them to be included in this funding reimbursement request.** The "Maximum RE Reimbursement Amount Allowed" will be calculated as the number of candidates selected times the amount per candidate (currently $350).

Note: Only "Year 1" candidates are eligible for funding!



Candidates

Please select candidates for whom you are requesting funding:

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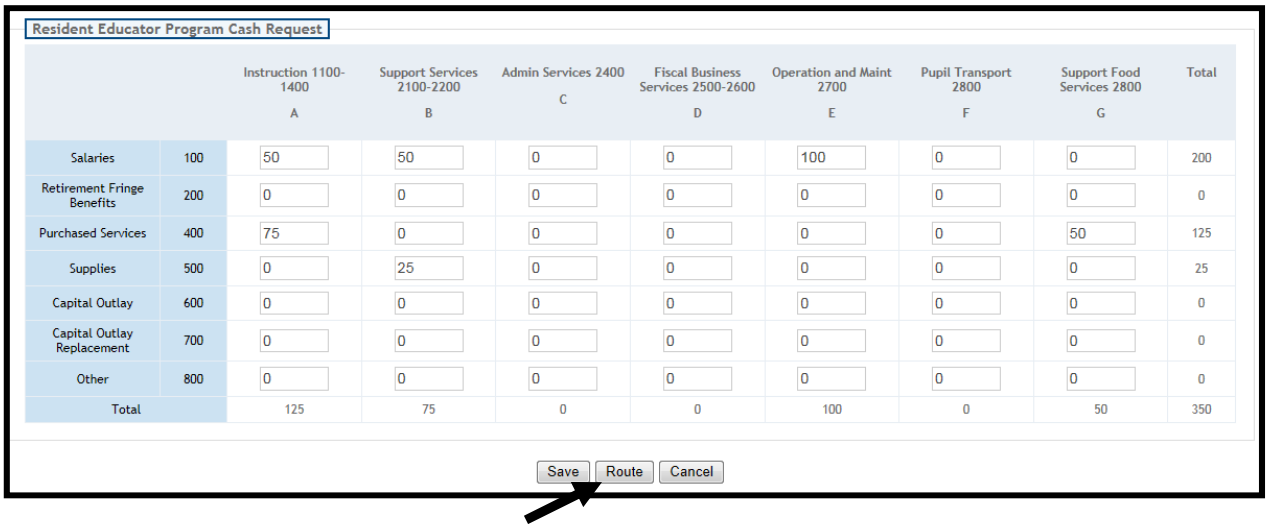
State ID	Name	Work IRN	Work Organization
AA1111112	Myers, Carol	065201	Ohio Central School System

I hereby certify that all the teachers on the above list are employed by my school or district and hold a resident educator license issued pursuant to rule 3301-24-18 of the Administrative Code or an alternative resident educator license issued pursuant to rules 3301-24-19 to 3301-24-22 of the Administrative Code. I further certify that all funding paid to my school district or school by the Ohio Department of Education for the Ohio Resident Educator Program will be used in accordance with applicable state laws and regulations and according to ODE policies, procedures and guidelines.

Number of RE Candidates Selected:	1	Maximum RE Reimursement Amount Allowed($350 per Candidate):	$350

In the Cash Request section, the money is allocated into general ledger categories. Again, this is what was entered by the Treasurer who approved the request. You may edit this information and change it as needed. The Total Amount will be calculated for you. The Total Amount must not exceed the "Maximum RE Reimbursement Amount Allowed", or you will receive an error when routing the request.



Resident Educator Program Cash Request

		Instruction 1100-1400 A	Support Services 2100-2200 B	Admin Services 2400 C	Fiscal Business Services 2500-2600 D	Operation and Maint 2700 E	Pupil Transport 2800 F	Support Food Services 2800 G	Total
Salaries	100	50	50	0	0	100	0	0	200
Retirement Fringe Benefits	200	0	0	0	0	0	0	0	0
Purchased Services	400	75	0	0	0	0	0	50	125
Supplies	500	0	25	0	0	0	0	0	25
Capital Outlay	600	0	0	0	0	0	0	0	0
Capital Outlay Replacement	700	0	0	0	0	0	0	0	0
Other	800	0	0	0	0	0	0	0	0
Total		125	75	0	0	100	0	50	350

Save Route Cancel

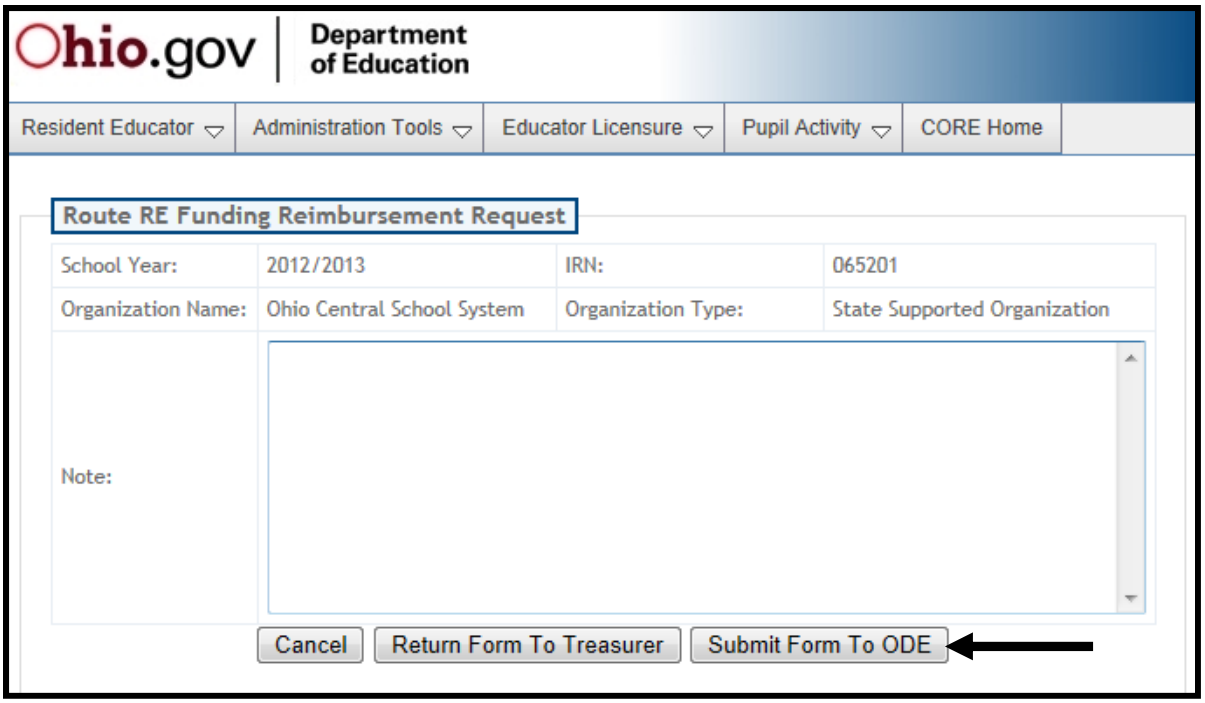
When you are done, you may either "Save" to continue this request later, "Cancel" out of the request, or "Route". When you click on "Route", your request will no longer be editable by you.

Click on Route.

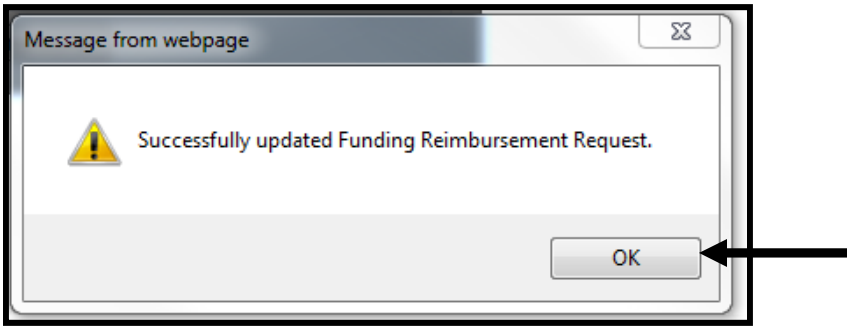
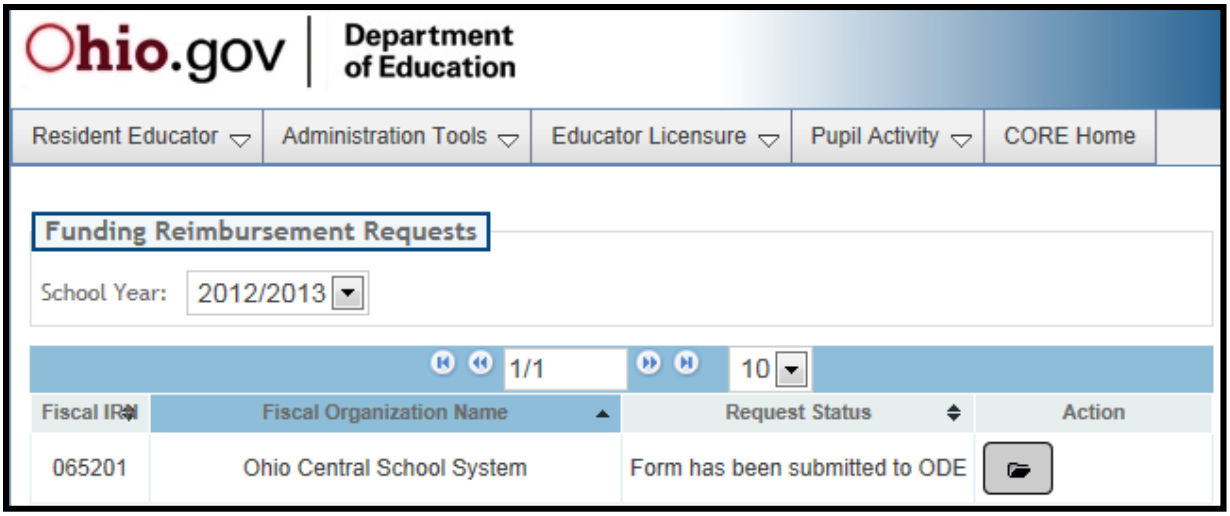
You will see the screen below.

If you want the Treasurer to make changes and resubmit the request, you may enter notes instructing the Treasurer how to change the request, then **click on "Return Form to Treasurer"**. An email will be sent telling them you have routed back the request.

If you are ready to route to ODE for approval, enter any notes which may be helpful when reviewing the request, then **click on "Submit Form to ODE".**



You will see the following screen if your submission is successful. **Click OK.**



Return to the Request screen and note the status of your request. You may return to this screen at any time to confirm where your request is in the approval process.