

Superintendent’s Guide to Submitting a Data Appeal Form

Must Read

- Data Appeal form can be started and filled out by any of the following roles in OEDS: EMIS Coordinator, Superintendent, Superintendent-Designee
- ONLY the superintendent will see the ‘Superintendent Approved’ button
- ONLY the superintendent is required to approve the data appeal form
- See the Data Appeal webpage for more information
- **Form MUST be in the ‘Superintendent Approved’ status to be considered submitted to the Department**

Step-by-Step Instructions

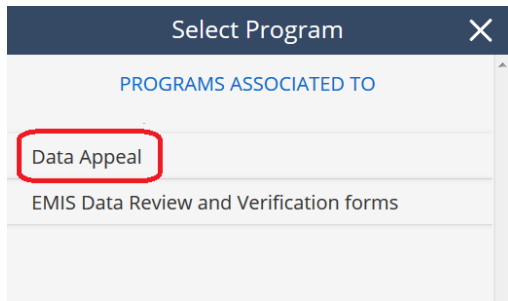
To complete the EMIS data appeal, use the following steps:

1. Log into SAFE account and click on “Forms”.

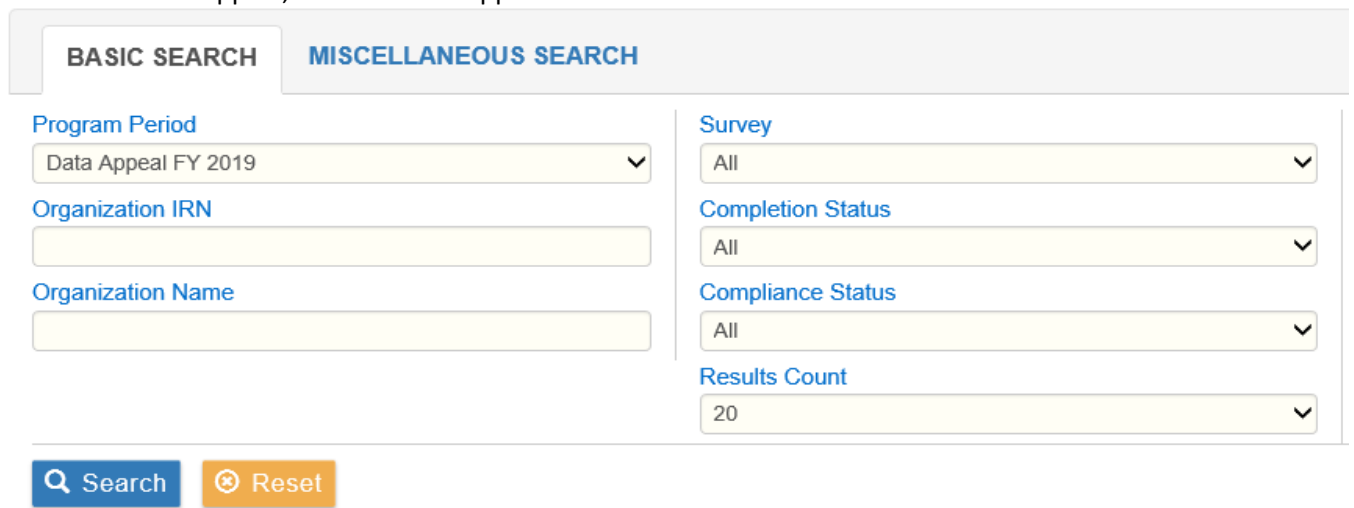
Web Systems	Description
ARRA 1512	ARRA 1512 Reporting
AYP 2012	AYP 2012
Career Technical Education Plan	Career Technical Education Plan Template
CCIP	Comprehensive Continuous Improvement Planning Application
Cleveland Scholarship	Cleveland Scholarship Application
Collaboration Center	Collaboration Center
Comparability	Comparability Report
Compliance	Compliance Tracking System - Self Evaluation
CSADM_FLI	View Reports for Federal Allocation of Economically Disadvantaged
CTE 26	Career Technical Education 26
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
Forms	Electronic Forms and Waiver Submission
FSL	FSL - Forms and Surveys List
GED	GED
MOE	Maintenance of Effort
NPDS	NonPublic Data System
NS3	Nonpublic School Services System
ODE_CORE	Online Licensure System
OhioMeansJobs K-12 Reporting Tools	OhioMeansJobs K-12 Reporting Tools
Preschool Special Education State Unit Funding	Preschool Special Education State Unit Funding
SAFE District Reports	SAFE District Reports

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- 2. Click on “Data Appeals” menu option.



- 3. Use the dropdown menu for “Program Period” to select the appropriate data appeal. For example, to find a FY19 data appeal, choose “Data Appeal FY2019”.



- 4. After selecting a program period, click “Search”.
- 5. In the search results at the bottom of the page, find “Data Appeal 2019”. Click the magnifying glass for “Details”.

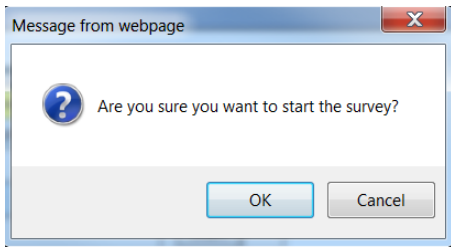


- 6. Select the “Questions” tab.

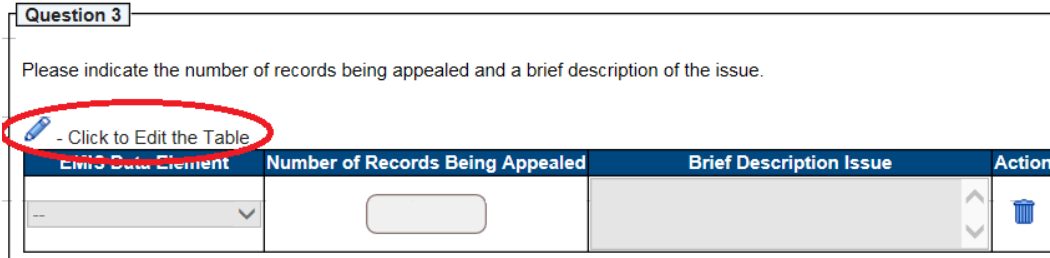


- 7. To start a new survey, click the “Start” button in the “Details” column of the “Survey Plan” you have selected to complete.
- 8. Click “OK” when prompted to start survey.

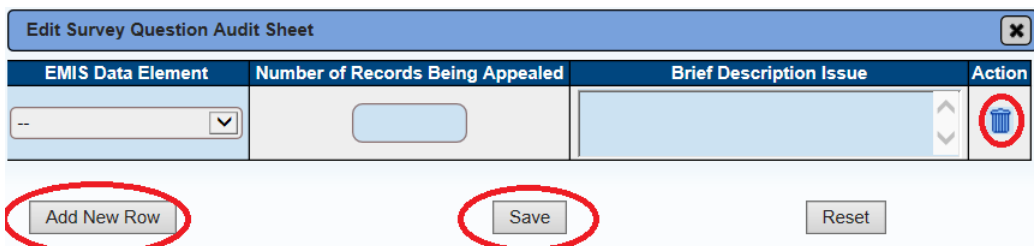
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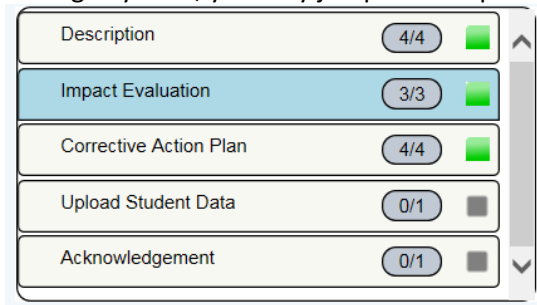
9. If you are returning to complete a survey that is already in progress at your district, click the magnifying glass in the details column next to the survey plan.
10. In the Description section, complete questions 1 through 4. Questions 1 and 4 are required. When finished, click "Save" and then "Next" at the bottom to proceed.
11. If presented with a table to complete, use the pencil icon to edit the table.



After clicking the pencil, fill out the appropriate information in the pop up box. If a new row is needed, click the "Add New Row" button. If an error is made, click the trash can icon to delete the row. When finished, click "Save" and exit out of the pop up box.



12. During any time, you may jump back to prior pages by clicking the gray box next to the desired section.



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- 13. In the Impact Evaluation section, complete questions 1 through 3. All questions are required. When finished, click “Save” and then “Next” at the bottom to proceed.
- 14. In the Corrective Action Plan section, complete questions 1 through 4. All questions are required. When finished, click “Save” and then “Next” at the bottom to proceed.
- 15. In the Upload Student Data section, click the “Add Document” icon to upload an excel file(s) that includes the impacted SSIDs, the data that was misreported, and the corrected data. Do not include student names or social security numbers. Providing this information is required.

Section : Upload Student Data Question Count : 1

Question 1

** Upload an excel file(s) that includes the impacted SSIDs, the data that was misreported, and the corrected data. Do NOT include student names or social security numbers. This information will be used to evaluate the appeal, only. If approved, the district may need to provide further information regarding the corrected data in accordance within the timeline determined by the Office of Data Quality.

Uploaded Student data

Prev Save Reset Next

- 16. Choose “Data Appeal Supporting Documentation”

DOCUMENTS:

Electronically Uploadable Documents

* - indicates required documents

Data Appeal Supporting Document

Other Electronic Document

- 17. Select the file(s) to upload by clicking “Browse”, selecting the file then clicking “Upload”. Entering a file name is optional but may be helpful when attaching multiple files.

Upload for Data Appeal Supporting Document:

Only the following file extensions are accepted:
.doc, .docx, .gif, .jpg, .jpeg, .mht, .pdf, .bt, .xls, .xlsx, .xism, .xlsb, .png, .zip

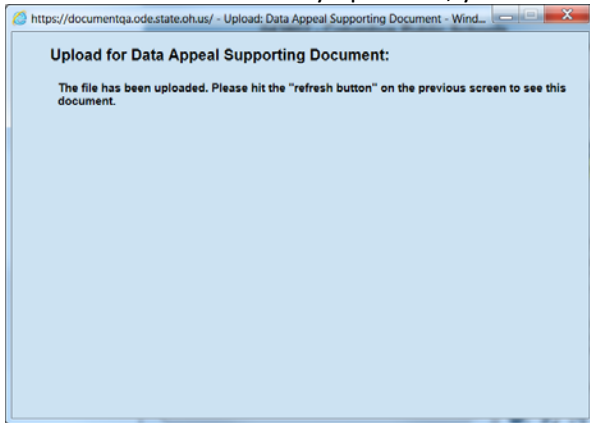
File Location: Browse...

(Max Size 5M)

File Name: (optional - Default will be the filename)

Upload

18. After the file is successfully uploaded, you will receive a confirmation screen. Hit the red “X” to close the




19. Click the “Refresh Doc List” to verify that files were loaded.

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Uploaded Student data



Documents:

NAME	TYPE	DATE	V
test_File.xlsx	Data Appeal Supporting Document	8/31/2015	

Prev Save Reset Next


20. After the file(s) are successfully uploaded, check the “Uploaded Student Data” box. Click “Save” then “Next”.

Section : Upload Student Data Question Count : 1


Question 1

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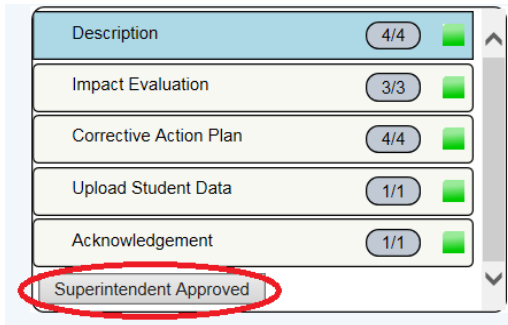
Documents:

NAME	TYPE	DATE	V
test_File.xlsx	Data Appeal Supporting Document	8/31/2015	

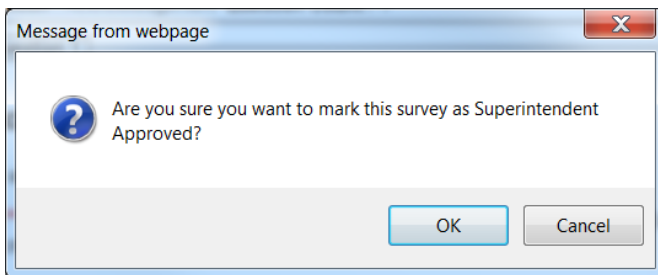
Prev Save Reset Next

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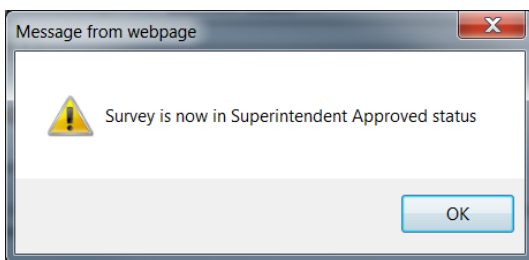
- 21. In the Acknowledgement” section, if all requirements are satisfied, certify by checking each corresponding box. Include the name of the EMIS Coordinator(s) consulted. All boxes must be checked in order to proceed. When finished, click “Save”.
- 22. After clicking “Save”, you will see a “Superintendent Approved” box appear on the left side of the screen.



- 23. To certify, the “Superintendent Approved” box. After clicking this box, you will get the following pop up box.



- 24. Click “OK”. You will receive a final message acknowledging your status.



- 25. The survey will reflect “Superintendent Approved” after the superintendent approves.

- 26. **Once the form is status “Superintendent Approved”, your district is finished.**

To ask a question: Contact the Office of Data Quality at dataquality@education.ohio.gov or use the comment function in the application.