

Local Equitable Access Plan: Submission Guidance

OVERVIEW

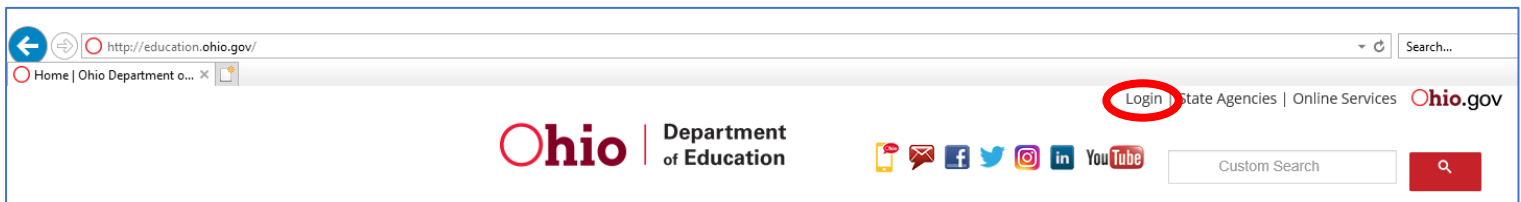
For the 2021-2022 school year, districts and schools in **One Plan Cohorts 1 and 3** will continue to report their local equitable access plan through the Data Submission Forms application located within the OH|ID web portal. This document provides the step-by-step procedures to assist districts and 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.**

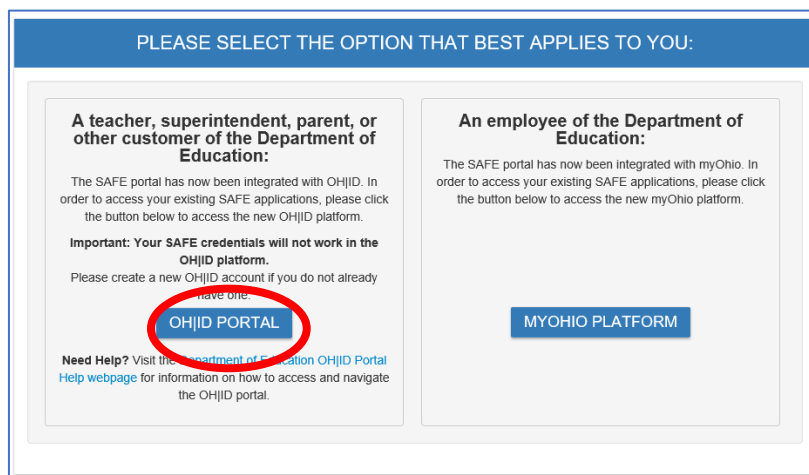
Individuals will need to contact their district or school's OEDS administrator if they do not have the identified role to access the survey.

ACCESSING DATA SUBMISSION FORMS

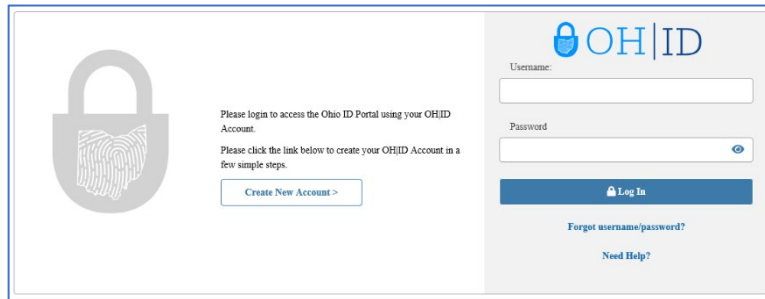
1. Select **Login** on the Ohio Department of Education's website.



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



3. Login with OH|ID username and password.

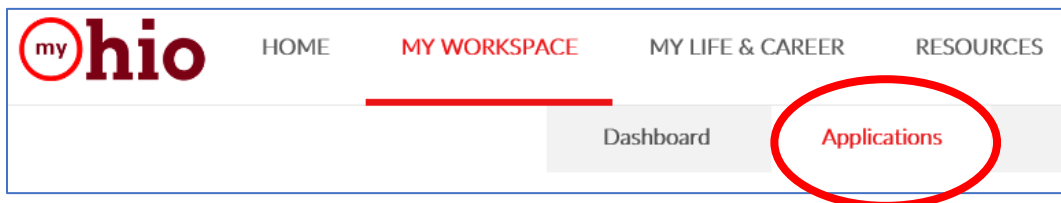


The image shows the OH|ID login page. On the left, there is a large padlock icon with a fingerprint inside. To its right, text reads: "Please login to access the Ohio ID Portal using your OH|ID Account. Please click the link below to create your OH|ID Account in a few simple steps." Below this text is a button labeled "Create New Account >". On the right side of the page, there is a login form with fields for "Username:" and "Password:". Below the password field is a "Log In" button. At the bottom of the login form, there are links for "Forgot username/password?" and "Need Help?".

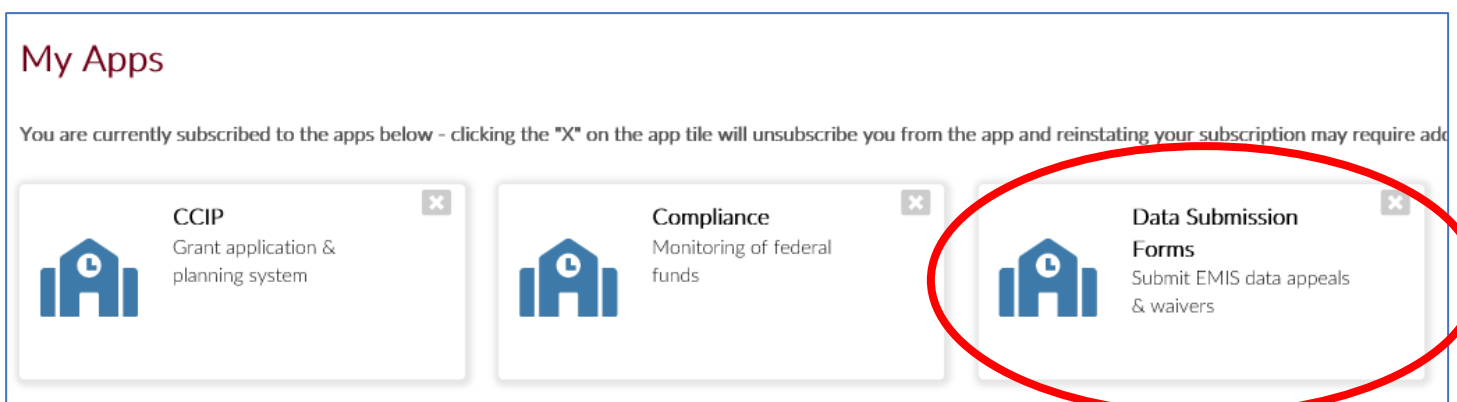
4. Click on **My Workspace** along the top left-hand side.



5. Select the **Applications** tab.



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



The image shows the "My Apps" section of the myhio portal. It displays a list of applications that the user is currently subscribed to. The applications are:

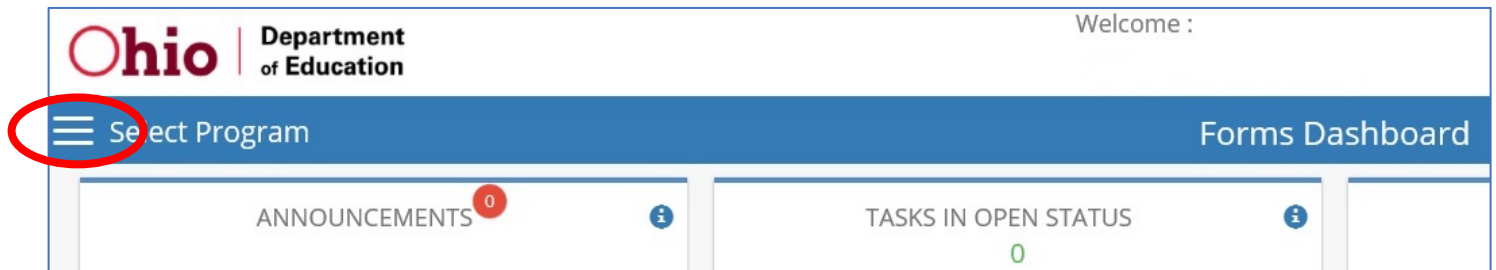
- CCIP**: Grant application & planning system
- Compliance**: Monitoring of federal funds
- Data Submission Forms**: Submit EMIS data appeals & waivers

The "Data Submission Forms" application tile is circled in red. Above the tiles, there is a note: "You are currently subscribed to the apps below - clicking the 'X' on the app tile will unsubscribe you from the app and reinstating your subscription may require additional steps."

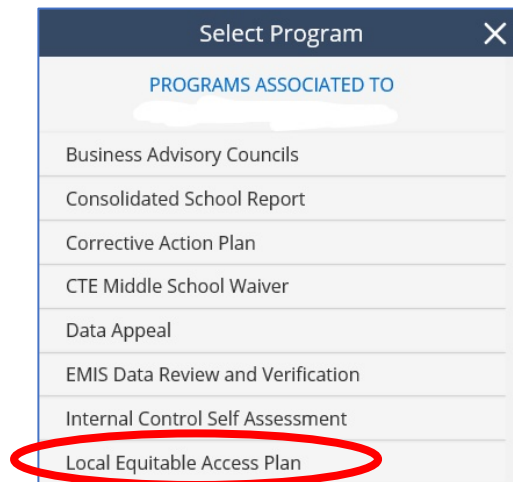
Note: If you have never accessed the Data Submission Forms tile before, you may need to locate and select the tile in the **Available Apps** section. You will need to follow the instructions to request access to the Data Submission Forms application.

ACCESSING THE LOCAL EQUITABLE ACCESS PLAN SURVEY

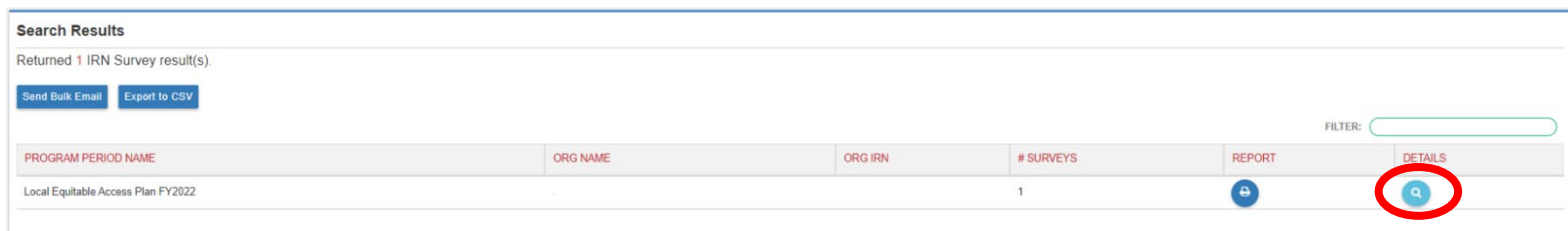
7. The Data Submission Forms application will open on the Forms Dashboard. Click on the **Select Program** icon in the top left-hand corner.



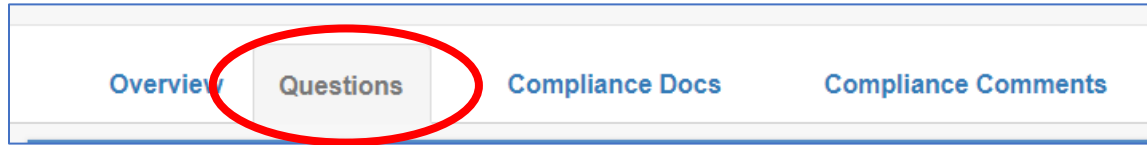
8. Click on the **Local Equitable Access Plan** menu option.



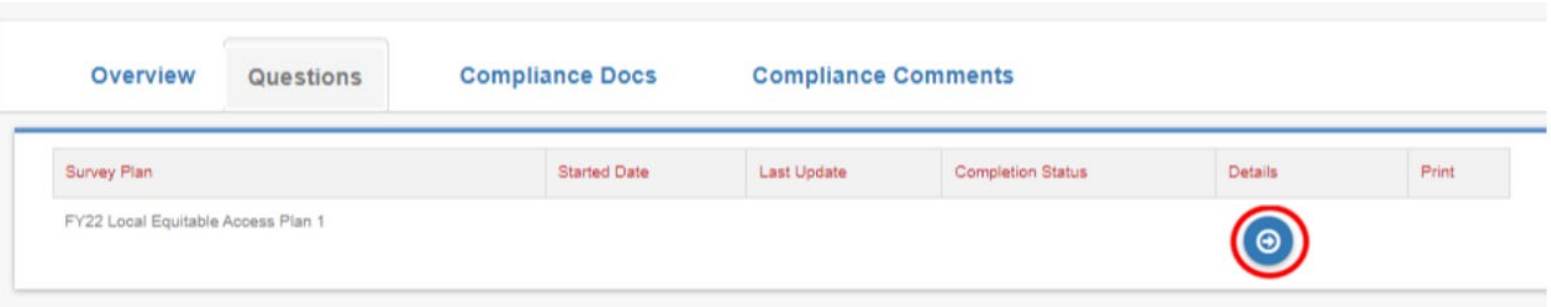
9. In the **Search Results** section at the bottom of the page, find “Local Equitable Access Plan FY2021”. Click on the **magnifying glass** icon under the **Details** heading.



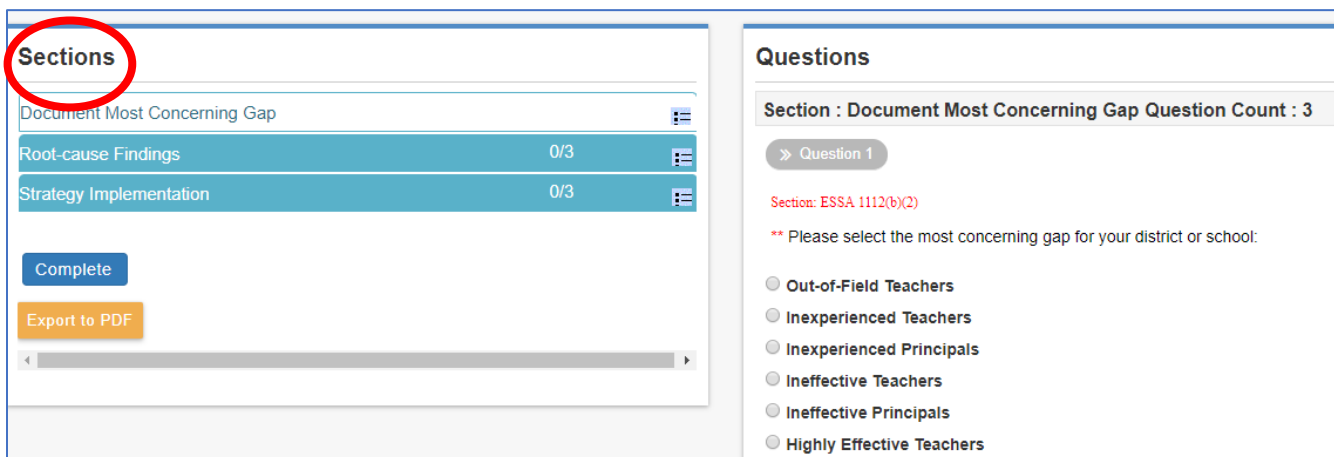
10. Select the **Questions** tab.



11. Depending on the planning category your district or school falls into, you will have one of two surveys: “FY22 Local Equitable Access Plan 1” or “FY22 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 “FY22 Local Equitable Access Plan 1” survey, there are three sections that must be completed.



If your district or school has the “FY22 Local Equitable Access Plan 2” survey, there are two sections that must be completed.

The screenshot shows a survey interface with two main panels. The left panel, titled 'Sections', lists 'Equitable Access Gap Update' and 'Plan Implementation Update' with a progress indicator of '1'. It includes 'Complete' and 'Export to PDF' buttons. The right panel, titled 'Questions', shows 'Section : Equitable Access Gap Update Question' and 'Question 1'. Below the question title, it says 'Section: ESSA 1112(b)(2)' and 'How has your equity gap changed since the previous year? Please select one of the options below.'

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

The screenshot shows a question titled 'Question 3' with the section 'ESSA 1112(b)(2)'. It asks to 'Provide additional information as needed' and features a large text input area. Below the input area are icons for chat, document, download, and refresh. At the bottom, there are 'Previous', 'Save', and 'Reset' buttons. The 'Save' button is circled in red.

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**.

The screenshot shows the 'Sections' panel with a list of sections: 'Document Most Concerning Gap', 'Root-cause Findings' (3/3), and 'Strategy Implementation' (3/3). Below the list are 'Complete' and 'Export to PDF' buttons. The 'Complete' button is circled in red.