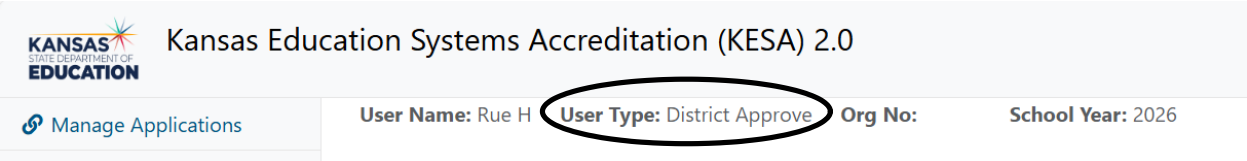
Revising Action Plans -KESA Application Guidance

User-Type

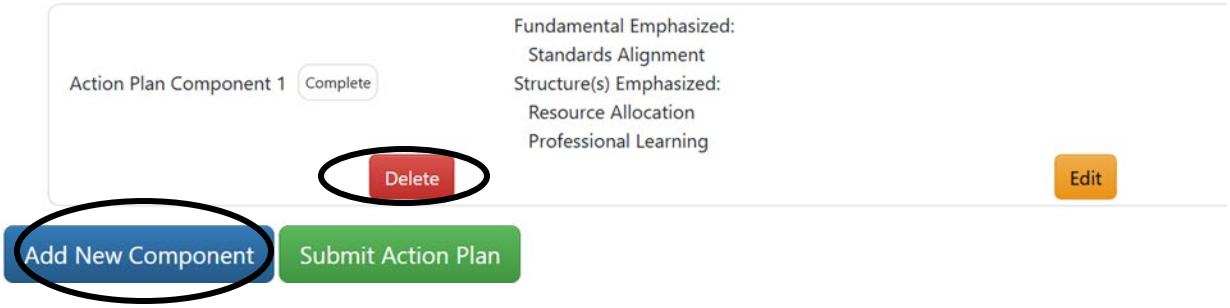
If you're unable to make edits or submit your action plan, make sure you or your superintendent have the "District Approve" user type.



Changing your Fundamental and/or Structures

If you need to change your fundamental(s) or structures, you will need to delete your existing action plan component and create a new one. Since measures of progress (MOPs) are structure-specific, you may need to select new measures of progress aligned to the new structure. When you create your new component, you can choose the updated fundamental and/or structure and complete the rest of the action plan.

We recommend working from a template so that your responses are not lost when deleting and adding a component.



Kansas leads the world in the success of each student.

Changing your MOPs

To change your Measure of Progress, click on the heading of the one you want to remove. Once the MOP box 'closes' (the 6-month and 1-year targets are no longer visible), that measure of progress is no longer attached to your action plan. You can then select the desired Measure of Progress. You will know when you've selected the desired MOP when the 6-month and 1-year target fields appear, and the MOP is highlighted with a green border.

NOTE: If you click on the removed Measure of Progress again, your text will still be visible. You DO NOT need to delete that information. 'Deselect' (close) that MOP again, and that information will not be included in your action plan. The MOP must be highlighted ('open' with 6-month and 1-year targets show) to be added to your action plan.

Applying Revisions

When revising your action plan based on Action Plan Review Team comments, please select "Add Context & MOPs to Structure(s)" to apply any changes made to the component level questions, the context for implementing Structure/Lead Indicator, your measures of progress, targets, and/or student metrics. Selecting "Save Context & MOPs" will only save your progress but not apply revisions to your plan.



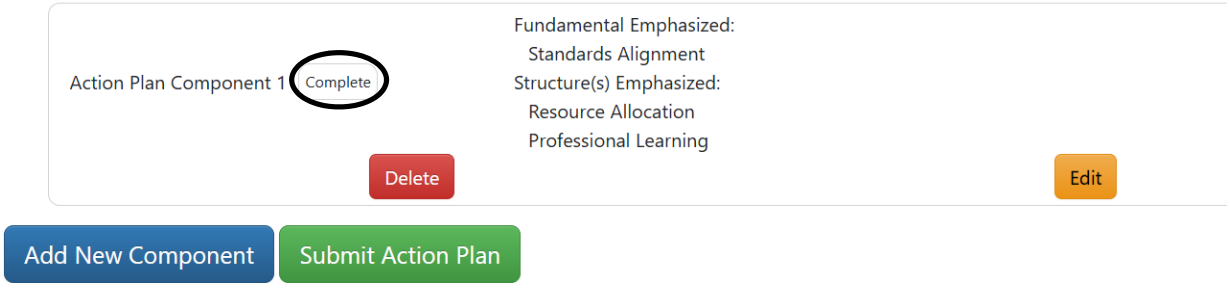
After you've added your revisions, you will be redirected to your "Additional Information" questions. Make sure those are filled out. Once you've proofread your action plan, select the "Complete Action Plan Component" icon.



Re-submitting

You will be redirected to the action plan dashboard and see a green "Submit Action Plan" icon. Selecting this icon will submit your action plan for review.

NOTE: All action plan components must have a "Complete" status in order to submit the action plan.



Revising Action Plans
CONT.

NOTE: Only users with 'District Approve' access will have the "Submit Action Plan" icon available for selection on their action plan dashboard.