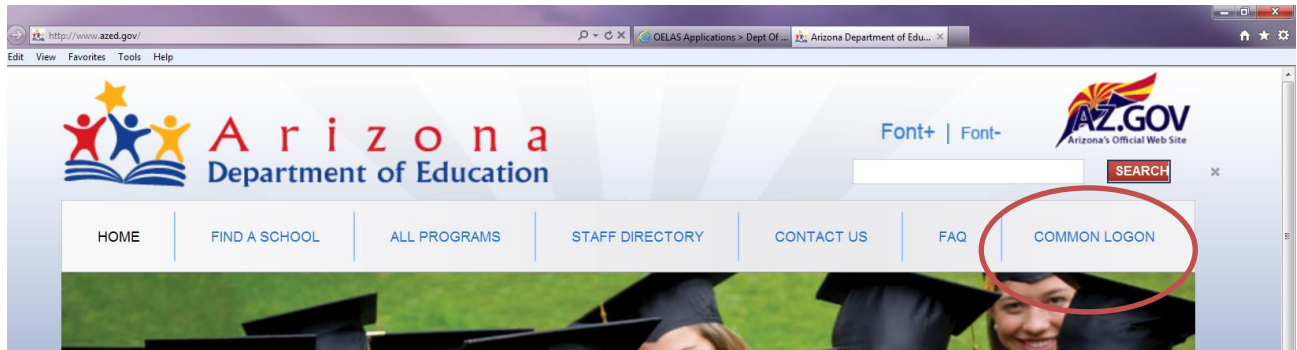
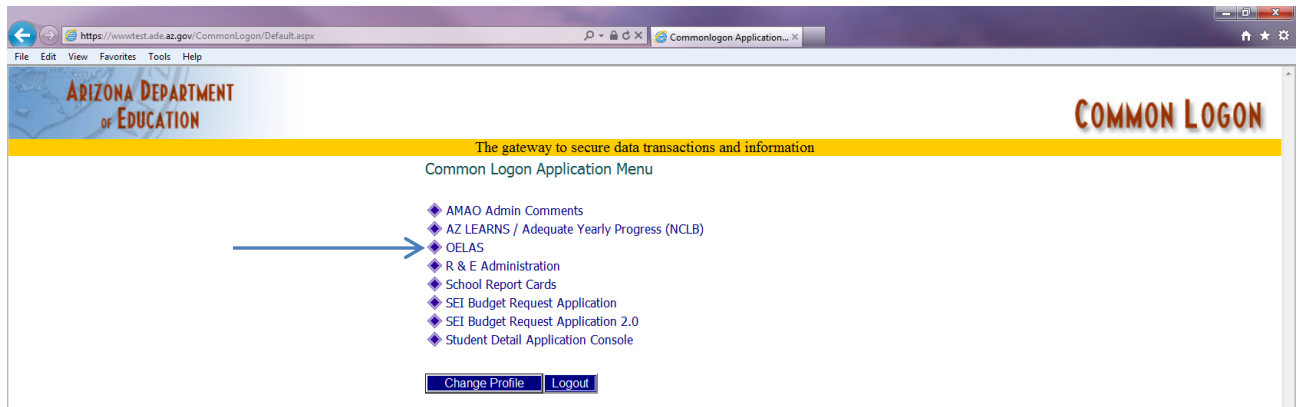


Directions for Using the Common Logon Dept of Justice Settlement Resolution Agreement Application

1) Log into ADE Common Logon at www.azed.gov.

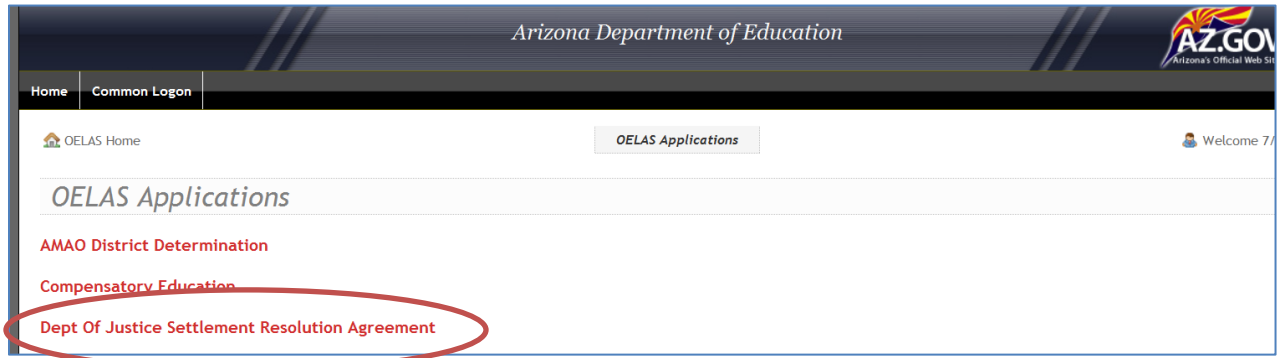


2) Click the OELAS Application Link.

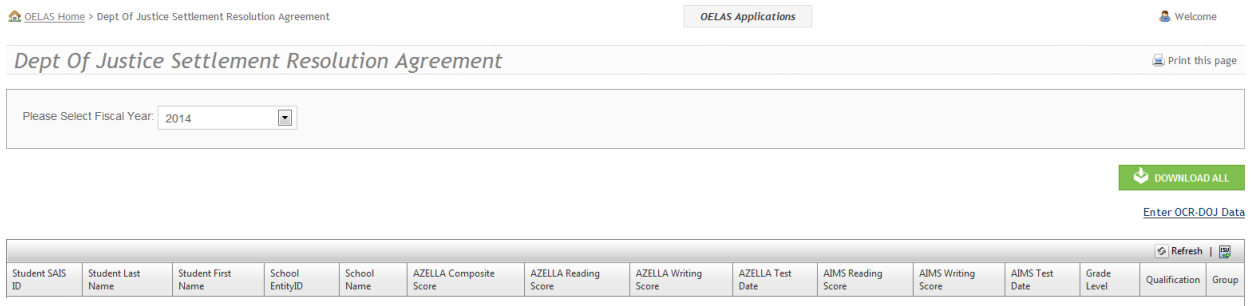


Continue to next page

3) Click on the Dept Of Justice Settlement Resolution Agreement.



4) A list of *all qualifying students* in your LEA/School for FY2014 will appear on this page.



Continue to next page

Features available on the initial page:

a) You can see last year's list by selecting Fiscal Year 2013.

OELAS Home > Dept Of Justice Settlement Resolution Agreement OELAS Applications Welcome

Dept Of Justice Settlement Resolution Agreement Print this page

Please Select Fiscal Year: 2014

[DOWNLOAD ALL](#) [Enter OCR-DOJ Data](#)

Student SAIS ID	Student Last Name	Student First Name	School EntityID	School Name	AZELLA Composite Score	AZELLA Reading Score	AZELLA Writing Score	AZELLA Test Date	AIMS Reading Score	AIMS Writing Score	AIMS Test Date	Grade Level	Qualification	Group
No records to display.														

[Refresh](#) [PDF](#)

Please Select Fiscal Year: 2013

b) You can also sort by any column by clicking on it.

Dept Of Justice Settlement Resolution Agreement Print this page

Please Select Fiscal Year: 2013

Click on a column name to sort

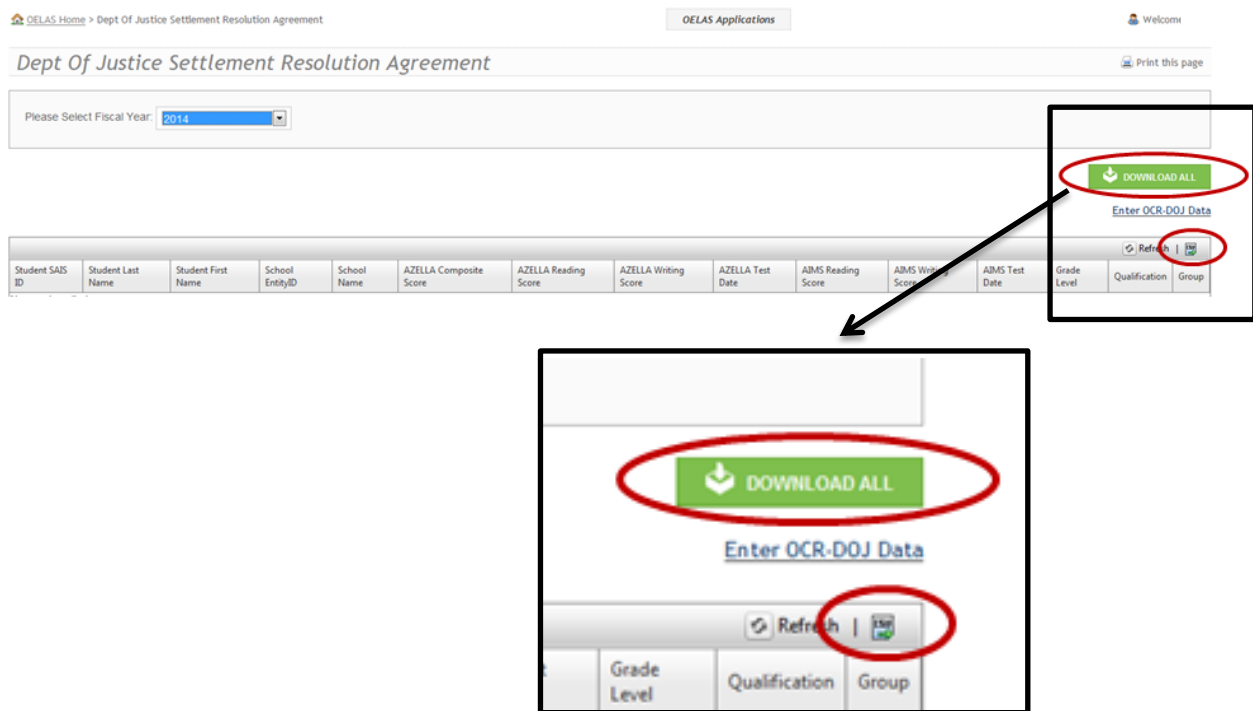
[DOWNLOAD ALL](#) [Enter OCR-DOJ Data](#)

Student SAIS ID	Student Last Name	Student First Name	School EntityID	School Name	AZELLA Composite Score	AZELLA Reading Score	AZELLA Writing Score	AZELLA Test Date	AIMS Reading Score	AIMS Writing Score	AIMS Test Date	Grade Level	Qualification	Group
-----------------	-------------------	--------------------	-----------------	-------------	------------------------	----------------------	----------------------	------------------	--------------------	--------------------	----------------	-------------	---------------	-------

Continue to next page

Features available on the initial page continued:

- c) You have download options. Download all qualifying student data in your LEA/School by clicking the “**DOWNLOAD ALL**” button. Downloading the data using these links will provide you with each student’s information regarding their assessment scores and qualification. **You DO NOT have to download the records in order to use this application; the download is for your information only. If you want to download the FY2014 data that includes FY2013 intervention services information continue in this document.**



7) Click on “Enter OCR-DOJ Data”. This will take you to a page where you can review the current information (i.e., assessment history, qualification, and FY2013 intervention service details) for students in your LEA/School who qualify for the directive.

The screenshot shows the OELAS Applications page. At the top, there is a navigation bar with "OELAS Home > Dept Of Justice Settlement Resolution Agreement" and "OELAS Applications". Below this is a header "Dept Of Justice Settlement Resolution Agreement" and a "Print this page" link. A dropdown menu for "Please Select Fiscal Year" is set to "2014". Below the dropdown is a table with columns: Student SAIS ID, Student Last Name, Student First Name, School EntityID, School Name, AZELLA Composite Score, AZELLA Reading Score, AZELLA Writing Score, AZELLA Test Date, AIMS Reading Score, AIMS Writing Score, AIMS Test Date, Grade Level, Qualification, and Group. In the top right corner of the table area, there is a green "DOWNLOAD ALL" button and a link "Enter OCR-DOJ Data" which is circled in red. Below the table, there is a "Refresh" button and a "Print" icon. A large inset box shows a magnified view of the "Enter OCR-DOJ Data" link, which is also circled in red. An arrow points from the red circle in the inset to the red circle in the main screenshot.

Student SAIS ID	Student Last Name	Student First Name	School EntityID	School Name	AZELLA Composite Score	AZELLA Reading Score	AZELLA Writing Score	AZELLA Test Date	AIMS Reading Score	AIMS Writing Score	AIMS Test Date	Grade Level	Qualification	Group
-----------------	-------------------	--------------------	-----------------	-------------	------------------------	----------------------	----------------------	------------------	--------------------	--------------------	----------------	-------------	---------------	-------

If you have *no students who qualify* for the OCR-DOJ directive in FY2014 you will see the following screen.

OELAS Home > Dept Of Justice Settlement Resolution Agreement > Data Entry

OELAS Applications

Welcome

Dept Of Justice Settlement Resolution Agreement - Data Entry

Print this page

There are no records for your LEA.

If you have *students who qualify* for the OCR-DOJ directive, you will see them on the screen.

OELAS Home > Dept Of Justice Settlement Resolution Agreement > Data Entry

OELAS Applications

Welcome

Dept Of Justice Settlement Resolution Agreement - Data Entry

Print this page

District --- Please select District ---

School --- Please select District First ---

Group 2014/10

Ready to Edit

Edits Complete

DOWNLOAD ALL RECORDS

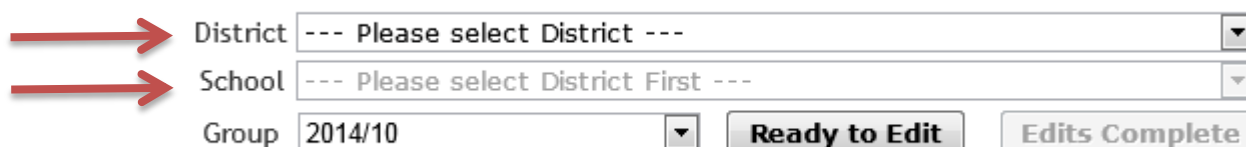
Student SAISID	Student Last Name	Student First Name	School EntityID	School Name	AZELLA Composite Score	AZELLA Reading Score	AZELLA Writing Score	AZELLA Test Date	AIMS Reading Score	AIMS Writing Score	AIMS Test Date	Grade Level
12345	Smith	John	0000	Cool	Proficient	Proficient	Basic	1/1/2011	Meets	--	1/5/2011	5
67890	Smudge	Bob	0000	Cool	Basic	Basic	Basic	1/1/2011	FFB	--	1/5/2011	6

Go back to top

Continue to next page

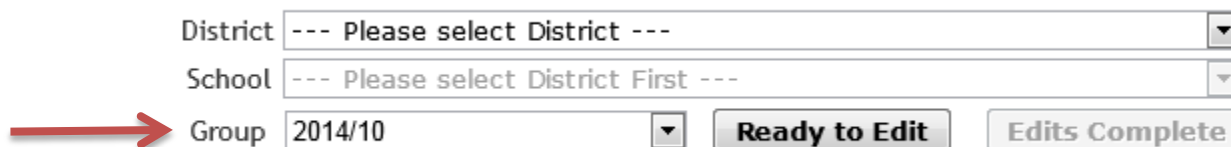
Features available on the “Enter OCR-DOJ Data” page:

- a) This page contains students in your LEA that still qualify this year (FY2014). You are only permitted to see the students enrolled in your LEA/school. Depending on your role, you may want to sort by district or school. (This feature will not apply to everyone.)



District --- Please select District ---
School --- Please select District First ---
Group 2014/10 Ready to Edit Edits Complete

- b) You will also see there is an option to sort by Group. The current group available 2014/10 is the only group that you can edit. You can select group 2013/01 to view prior student information in your LEA/school, however, we have already provided you that information in the 2014/10 group. If you do select group 2013/01 please note you cannot edit or make any changes to that information.

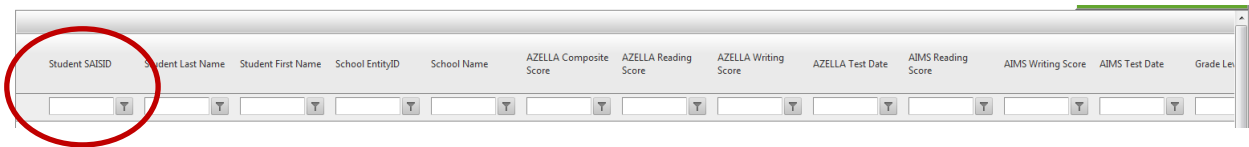


District --- Please select District ---
School --- Please select District First ---
Group 2014/10 Ready to Edit Edits Complete

Continue to next page

Features available on the “Enter OCR-DOJ Data” page continued:

- c) You can filter your students by using the filter buttons located above the list of students. This can make it easier for you to narrow by SAISID, Last Name, First Name, etc. **You do not have to use the filter option; this is solely a feature to assist you in managing your student data.**



The screenshot shows a web interface with a table of student data. Above the table, there are filter buttons for each column. The first column, 'Student SAISID', has a filter button circled in red. The other filter buttons are for 'Student Last Name', 'Student First Name', 'School EntityID', 'School Name', 'AZELLA Composite Score', 'AZELLA Reading Score', 'AZELLA Writing Score', 'AZELLA Test Date', 'AIMS Reading Score', 'AIMS Writing Score', 'AIMS Test Date', and 'Grade Level'.

Student SAISID	Student Last Name	Student First Name	School EntityID	School Name	AZELLA Composite Score	AZELLA Reading Score	AZELLA Writing Score	AZELLA Test Date	AIMS Reading Score	AIMS Writing Score	AIMS Test Date	Grade Level

Features available on the “Enter OCR-DOJ Data” page continued:

- d) You can download your specific list of students by selecting **“DOWNLOAD ALL RECORDS”**. This download will include all student information you saw on the prior page (e.g., assessment history and qualification), as well any data ADE was provided regarding parent meetings, intervention services elected, etc. **You DO NOT have to download the records in order to use this application; the download is for your information only.**

Dept Of Justice Settlement Resolution Agreement - Data Entry

District: --- Please select District ---
School: --- Please select District First ---
Group: 2014/10 [Ready to Edit](#) [Edits Complete](#)

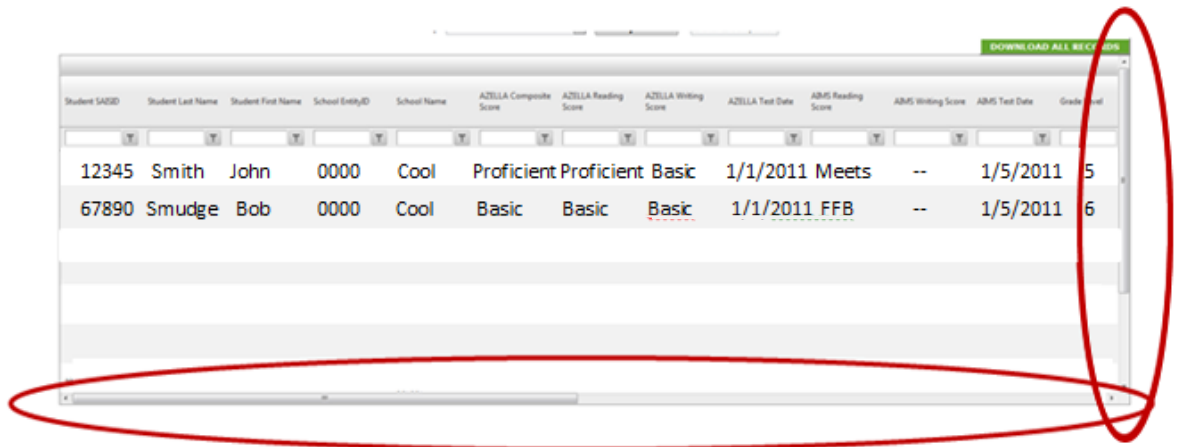
Student SAISID	Student Last Name	Student First Name	School EntityID	School Name	AZELLA Composite Score	AZELLA Reading Score	AZELLA Writing Score	AZELLA Test Date	AIMS Reading Score	AIMS Writing Score	AIMS Test Date	Grade Level
12345	Smith	John	0000	Cool	Proficient	Proficient	Basic	1/1/2011	Meets	--	1/5/2011	5
67890	Smudge	Bob	0000	Cool	Basic	Basic	Basic	1/1/2011	FFB	--	1/5/2011	6

[Go back to top](#)

DOWNLOAD ALL RECORDS

AIMS Test Date Grade Level

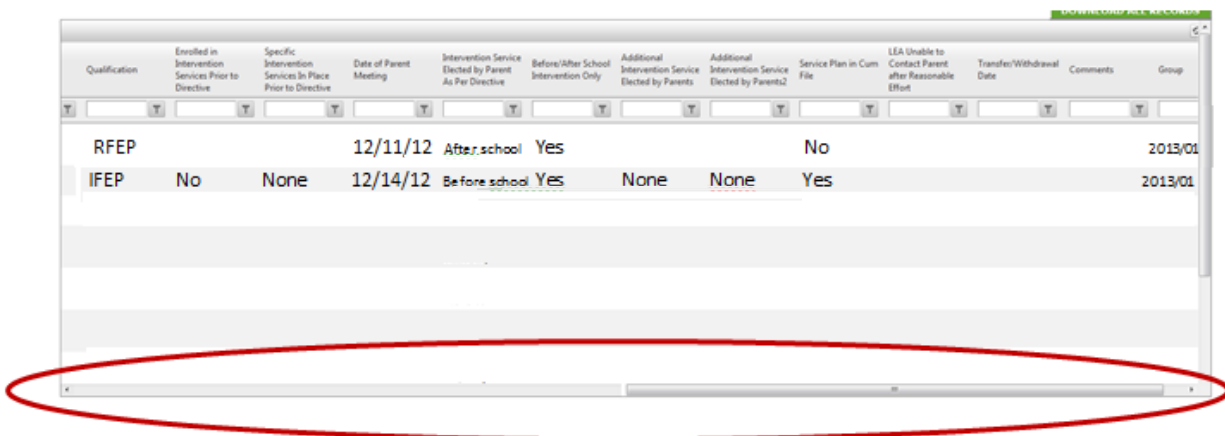
8) On the “Enter OCR-DOJ Data” page, you will see your list of students on your screen for your review. Take notice of the scroll bar horizontally and, depending on the number of students who still qualify in your LEA/School, vertically.



DOWNLOAD ALL RECORDS

Student SAID	Student Last Name	Student First Name	School Entity ID	School Name	AZELLA Composite Score	AZELLA Reading Score	AZELLA Writing Score	AZELLA Test Date	AIMS Reading Score	AIMS Writing Score	AIMS Test Date	Grade Level
12345	Smith	John	0000	Cool	Proficient	Proficient	Basic	1/1/2011	Meets	--	1/5/2011	5
67890	Smudge	Bob	0000	Cool	Basic	Basic	Basic	1/1/2011	FFB	--	1/5/2011	6

Scrolling down will show you more students, scrolling across will show you information ADE received from LEAs regarding FY2013 intervention parent meetings and services.



DOWNLOAD ALL RECORDS

Qualification	Enrolled in Intervention Services Prior to Directive	Specific Intervention Services In Place Prior to Directive	Date of Parent Meeting	Intervention Service Elected by Parent As Per Directive	Before/After School Intervention Only	Additional Intervention Service Elected by Parents	Additional Intervention Service Elected by Parents2	Service Plan in Cum File	LEA Unable to Contact Parent after Reasonable Effort	Transfer/Withdrawal Date	Comments	Group
RFEP			12/11/12	After school	Yes			No				2013/01
IFEP	No	None	12/14/12	Before school	Yes	None	None	Yes				2013/01

Continue to next page

AS THE LEA/SCHOOL YOU NEED TO KNOW:

Student information including SAISID, Last Name, First Name, School, AZELLA and AIMS assessment history, grade, and qualification are provided. You cannot change this information. *The remaining information specific to the OCR-DOJ Directive is information you will need to review and/or edit.* Any student information that was provided to ADE in the format requested in FY2013 was populated for you in the FY2014 data. If the data was not provided to ADE in the proper format or was not provided at all, the field(s) will be blank.

AS THE LEA/SCHOOL YOU WILL NEED TO:

1. Review the existing information for each student
2. Complete any fields that are blank, if applicable. Applicable circumstances include:
 - a. Students on your list who are newly qualified;
 - b. Students who transferred to your LEA/School and did not have a parent meeting in the previous year at their former LEA;
 - c. Students on your list who transferred to your LEA/School and have blank fields for the intervention services portion, but had a parent meeting – you will need to determine if this student was in intervention services, whether the services continue to be applicable and desired, and possibly meet with the parent to discuss the intervention services that your LEA/School can offer; and
 - d. Students (either new or continuing) on your list who do not have completed information for some other reason (this is generally related to errors in the data that was reported to ADE last year).

Continue to next page

9) Making edits. Once you are ready to make edits, you will click on “Ready to Edit”.

Dept Of Justice Settlement Resolution Agreement - Data Entry

District --- Please select District
School --- Please select District
Group 2014/10

Ready to Edit Edits Complete

DOWNLOAD ALL RECORDS

Student SAISID	Student Last Name	Student First Name	School EntityID	School Name	AZELLA Composite Score	AZELLA Reading Score	AZELLA Writing Score	AZELLA Test Date	AIMS Reading Score	AIMS Writing Score	AIMS Test Date	Grade Level
12345	Smith	John	0000	Cool	Proficient	Proficient	Basic	1/1/2011	Meets	--	1/5/2011	5
67890	Smudge	Bob	0000	Cool	Basic	Basic	Basic	1/1/2011	FFB	--	1/5/2011	6

Go back to top

First ---

Ready to Edit

You will know you are in the “Ready to Edit” screen because this button will become greyed out.

First ---

Ready to Edit

Continue to next page

10) You can edit student information by clicking on the “edit” button. Each student’s information is edited individually. **You are only permitted to edit the data regarding the directive.**

The screenshot shows a table of student information. The first row is highlighted, and the 'Edit' button is circled in red. An arrow points from this button to a modal window that displays the student's details. In the modal window, the 'Edit' button is also circled in red.

Student SAISID	Student Last Name	Student First Name	School EntityID	School Name	AZELLA Composite Score	AZELLA Reading Score	AZELLA Writing Score	AZELLA Test Date	AIMS Reading Score	AIMS Writing Score	AIMS Test Date	Grade Level
12345	Smith	John	0000	Cool	Proficient	Proficient	Basic	1/1/2011	Meets	--	1/5/2011	5
67890	Snudge	Bob	0000	Cool	Basic	Basic	Basic	1/1/2011	FFB	--	1/5/2011	6

Student SAISID Student Last Name

Edit 12345 Smith

Continue to next page

11) Once you click “edit” for a student, an edit pop-up box will appear. You will know which student you are editing by looking at the editing record.

The screenshot shows a pop-up window titled "Editing Record:" which is circled in red. The window contains the following fields and values:

- Editing Record:** 12345 SMITH JOHN
- Enrolled in Intervention Services Prior to Directive:** -- Please Select --
- Specific Intervention Services In Place Prior to Directive:** -- Please Select --
- Date of Parent Meeting:** 12/11/2012
- Intervention Service Elected by Parent As Per Directive:** After school supplemental intervention
- Before/After School Intervention Only:** Yes
- Additional Intervention Service Elected by Parents:** -- Please Select --
- Additional Intervention Service Elected by Parents2:** -- Please Select --
- Service Plan in Cum File:** No
- LEA Unable to Contact Parent after Reasonable Effort:** ☐
- Transfer/Withdrawal Date:**
- Comments:**
- Update Cancel**

12) Begin editing the necessary information for that student by selecting a dropdown menu choice, filling in a date, and/or writing a transfer/withdrawal comment. For details regarding editing choices see below.

Continue to next page

IMPORTANT DETAILS REGARDING EDITING INFORMATION:

Please follow the directions carefully.

1. The following fields have dropdown menus where only the choices available can be selected:

a. Enrolled in Intervention Services Prior to Directive

- i. Yes
- ii. No

b. Specific Intervention Services in Place Prior to Directive

- i. Placement in daily SEI Reading Class
- ii. Placement in daily SEI Writing class
- iii. Placement in daily SEI Reading and Writing class
- iv. Service plan similar to an ILLP with intervention within a mainstream content class
- v. Another daily class focused on reading
- vi. Another daily class focused on writing
- vii. Other daily classes focused on reading and writing
- viii. Before school supplemental intervention
- ix. After school supplemental intervention
- x. Before or after school intervention service only
- xi. None

c. Intervention Service Elected by Parent As Per Directive

- i. Continue in intervention services in place prior to directive.
- ii. Placement in Daily SEI Reading Class
- iii. Placement in daily SEI Writing class
- iv. Service plan similar to an ILLP with intervention within a mainstream content class
- v. Another daily class focused on reading
- vi. Another daily class focused on writing
- vii. Before school supplemental intervention

Continue to next page

- viii. After school supplemental intervention
- ix. Before or after school intervention service only
- x. All services declined
- xi. Other daily classes focused on reading and writing
- xii. Placement in daily SEI Reading and Writing class
- xiii. None

d. Before/After School Intervention Only

- i. Yes
- ii. No

e. Additional Intervention Service Elected by Parents

- i. Placement in Daily SEI Reading Class
- ii. Placement in daily SEI Writing class
- iii. Service plan similar to an ILLP with intervention within a mainstream content class
- iv. Another daily class focused on reading
- v. Another daily class focused on writing
- vi. Before school supplemental intervention
- vii. After school supplemental intervention
- viii. Before or after school intervention service only
- ix. All services declined
- x. Other daily classes focused on reading and writing
- xi. Placement in daily SEI Reading and Writing class
- xii. None

f. Additional Intervention Service Elected by Parents2

- i. Placement in Daily SEI Reading Class
- ii. Placement in daily SEI Writing class
- iii. Service plan similar to an ILLP with intervention within a mainstream content class
- iv. Another daily class focused on reading
- v. Another daily class focused on writing
- vi. Before school supplemental intervention
- vii. After school supplemental intervention

Continue to next page

- viii. Before or after school intervention service only
- ix. All services declined
- x. Other daily classes focused on reading and writing
- xi. Placement in daily SEI Reading and Writing class
- xii. None

g. Service Plan in Cum File

- i. Yes
- ii. No

2. ***Date of Parent Meeting*** must be entered in the following format: Month/date/year (i.e., 10/01/2013). If no parent meeting occurred, leave the field blank.
3. ***LEA Unable to Contact Parent after Reasonable Effort*** – please check this box if this is true. If it is not true, leave the box unchecked.
4. ***Transfer/Withdrawal Date*** should be used if a student left the LEA/School. The transfer/withdrawal date must be entered in the following format: Month/date/year (i.e., 10/01/2013)
5. The ***Comments*** box is for open-ended comments particularly regarding student transfers or withdrawals. This box should not be used to enter additional comments regarding the intervention, parent meetings, etc.

In order to successfully complete your student's information, you must use ONLY the dropdown menu choices and enter the information requested for each student.

The following pictures show examples of information entered correctly.

EXAMPLES:

Student #1 – was not enrolled in intervention services prior to the directive, the LEA met with the parent and the parent elected after school intervention with no additional services, and the service plan is in the cum file.

Enrolled in Intervention Services Prior to Directive:	No
Specific Intervention Services In Place Prior to Directive:	None
Date of Parent Meeting:	10/01/2012
Intervention Service Elected by Parent As Per Directive:	After school supplemental intervention
Before/After School Intervention Only:	Yes
Additional Intervention Service Elected by Parents:	None
Additional Intervention Service Elected by Parents2:	None
Service Plan in Cum File:	Yes
LEA Unable to Contact Parent after Reasonable Effort:	<input type="checkbox"/>
Transfer/Withdrawal Date:	
Comments:	
Update Cancel	

Continue to next page

EXAMPLES Continued:

Student #2 – was enrolled in intervention services prior to the directive, the LEA met with the parent, the parent selected before or after school intervention as well as additional intervention services, the service plan is not in the cum file.

Enrolled in Intervention Services Prior to Directive:	Yes
Specific Intervention Services In Place Prior to Directive:	Service plan similar to an ILLP with intervention within a mainstream content class
Date of Parent Meeting:	10/01/2012
Intervention Service Elected by Parent As Per Directive:	Before or after school supplemental intervention
Before/After School Intervention Only:	Yes
Additional Intervention Service Elected by Parents:	Placement in daily SEI Reading class
Additional Intervention Service Elected by Parents2:	Placement in daily SEI Writing class
Service Plan in Cum File:	No
LEA Unable to Contact Parent after Reasonable Effort:	<input type="checkbox"/>
Transfer/Withdrawal Date:	
Comments:	
Update Cancel	

Student #3 – the LEA was unable to contact the parent. (Thus, the fields were left blank or with “—Please Select —” showing.

Enrolled in Intervention Services Prior to Directive:	-- Please Select --
Specific Intervention Services In Place Prior to Directive:	-- Please Select --
Date of Parent Meeting:	
Intervention Service Elected by Parent As Per Directive:	-- Please Select --
Before/After School Intervention Only:	-- Please Select --
Additional Intervention Service Elected by Parents:	-- Please Select --
Additional Intervention Service Elected by Parents2:	Placement in daily SEI Writing class
Service Plan in Cum File:	-- Please Select --
LEA Unable to Contact Parent after Reasonable Effort:	<input checked="" type="checkbox"/>
Transfer/Withdrawal Date:	
Comments:	
Update Cancel	

Continue to next page

EXAMPLES Continued:

Student #4 – the student was not in services prior to the directive, the LEA met with the parent, the parent declined all services, the service plan was in the file, but at a later date the student withdrew from the school.

Enrolled in Intervention Services Prior to Directive:	No
Specific Intervention Services In Place Prior to Directive:	None
Date of Parent Meeting:	10/15/2013
Intervention Service Elected by Parent As Per Directive:	All services declined
Before/After School Intervention Only:	All services declined
Additional Intervention Service Elected by Parents:	All Services Declined
Additional Intervention Service Elected by Parents2:	All Services Declined
Service Plan in Cum File:	Yes
LEA Unable to Contact Parent after Reasonable Effort:	<input type="checkbox"/>
Transfer/Withdrawal Date:	10/30/2013
Comments:	Student withdrew from school

Update Cancel

Continue to next page

13) Once you have entered the data for that student you were editing, you will select update. If you select cancel or hit the “x” in the upper right corner, your changes will not be saved.

Editing Record:

12345 SMITH JOHN

Enrolled in Intervention Services Prior to Directive:

No

Specific Intervention Services In Place Prior to Directive:

None

Date of Parent Meeting:

10/15/2013

Intervention Service Elected by Parent As Per Directive:

All services declined

Before/After School Intervention Only:

All services declined

Additional Intervention Service Elected by Parents:

All Services Declined

Additional Intervention Service Elected by Parents2:

All Services Declined

Service Plan in Cum File:

Yes

LEA Unable to Contact Parent after Reasonable Effort:

☐

Transfer/Withdrawal Date:

10/30/2013

Comments:

Student withdrew from school

Update Cancel

Continue to next page

14) After you have finished the edits for your students, click the “Edits Complete” button. Think of the “Edits Complete” button like a “save” button in Word or Excel – you MUST select this button once you are done editing student information and before you log off. Clicking this button does not mean you can no longer edit student information; it simply saves all the edits you just made.

OEELAS Home > Dept Of Justice Settlement Resolution Agreement > Data Entry

OEELAS Applications

Welcome 3/JMarmo

Dept Of Justice Settlement Resolution Agreement - Data Entry

Print this page

District --- Please select District ---

School --- Please select District First ---

Group 2014/10

Ready to Edit Edits Complete

DOWNLOAD ALL RECORDS

Student SAISID	Student Last Name	Student First Name	School EntityID	School Name	AZELLA Composite Score	AZELLA Reading Score	AZELLA Writing Score	AZELLA Test Date	AIMS Reading Score	AIMS Writing Score	AIMS Test Date	Grade Level

Ready to Edit Edits Complete

Continue to next page

We are creating a button for you to certify that you have reviewed and/or editing your student records. Additional instructions will be provided in the next week or so.

If you have questions or concerns, please email the ADE's OCR Resolution Inquiry Inbox at OCR@azed.gov or contact Dr. Jennifer Marmo at Jen.Marmo@azed.gov.