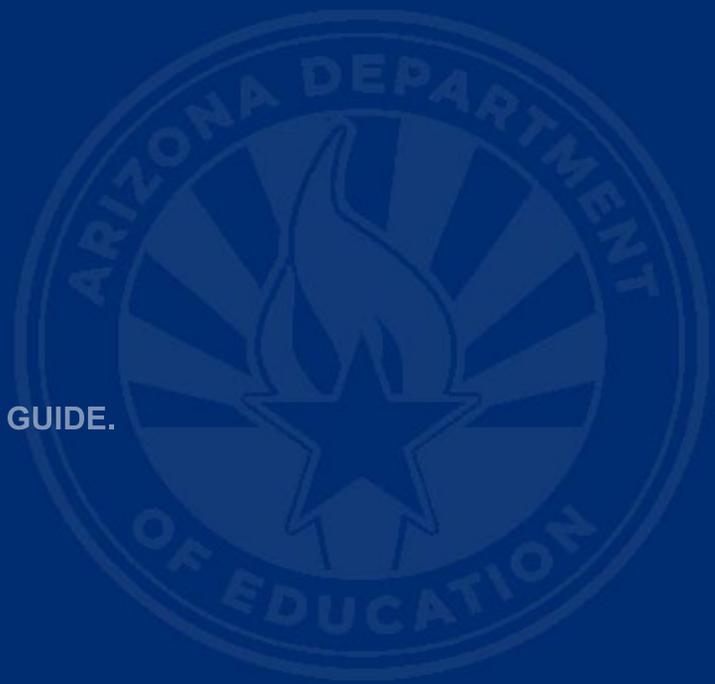


# EMAC

EDUCATIONAL ORGANIZATION REFERENCE GUIDE.



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## INTRODUCTION

The Educational Monitoring Assistance and Compliance (EMAC) application supports monitoring or educational programs as required by state and federal programs. The authority for this enforcement can come from legal statutes, requirements for accepting funding, or through alternative agreements.

### ACCESSING EMAC

1. Go to [ADEConnect](#) website.



2. On the **Applications** page, scroll to your education organization's list of applications. If **EMAC** is not listed, review [Appendix - EMAC Access](#).

Chandler Unified District #80 (4242) [-]	
Certification Portal	☆ ↗
<b>EMAC</b>	☆ ↗
OACIS	☆ ↗
SEIBudget	☆ ↗

**Note:** The **Applications** page displays your current district and school monitoring assignments.

### EMAC ADMINISTRATOR ACCESS

Administrator access in EMAC is necessary for **assigning** program monitoring tasks. It is possible for an individual to have both EMAC Administrator and EMAC User Access. To gain Administrator access, review [Appendix - EMAC Access](#).

### EMAC USER ACCESS

User access in EMAC is necessary for **completing** program monitoring tasks. It is possible for an individual to have both EMAC Administrator and EMAC User Access. To gain **User Access** contact your EMAC Administrator. Review [Appendix - EMAC Access](#) for more information.

### NAVIGATING EMAC



The EMAC icon on the left corner will return the screen back to the home page or Dashboard.

The blue banner on the top allows you to assign monitoring cycles, view open and pending items, read communication from ADE, find old monitoring files, and access EMAC support.

The **Dashboard** on the home screen allows users to navigate quickly to recent communications and data collection tasks assigned to the organization or individual user.

## HOME

Select the desired dashboard view from the **Home** menu.



## ORGANIZATION DASHBOARD

The Organization Dashboard displays all program monitoring for the organization. Click the toggle to **Include Assigned Cycles** for the organization. Select the **Fiscal Year** to change between the current year and the previous year.

Education Organization Name	Program Area	Program	Cycle Name	Fis...	Assigned
Agua Fria High School (5454)	Academic Standards	ECAP Accountability 24-25	ECAP Accountability 24-25	2025	🟢
Agua Fria Union High School District (4289)	Educator and School Excellence	Gifted Education Monitoring	Gifted Monitoring	2025	🟢
Millennium High School (78926)	Academic Standards	ECAP Accountability 24-25	ECAP Accountability 24-25	2025	🟢
Verrado High School (87903)	Academic Standards	ECAP Accountability 24-25	ECAP Accountability 24-25	2025	🟢
Agua Fria Union High School District (4289)	Educator and School Excellence	Equitable Service Monitoring	Equitable Services	2025	🟢
Agua Fria Union High School District (4289)	Educator and School Excellence	Title IV-A Programmatic Monitoring	A - 20/20 Portion Compliance	2025	🟢
Agua Fria Union High School District (4289)	Educator and School Excellence	Neglected or Delinquent Count	N or D October Count	2025	🟢
Agua Fria Union High School District (4289)	Educator and School Excellence	FY25 ESEA Programmatic Monitoring	Cycle 3	2025	🟢
Agua Fria Union High School District (4289)	Educator and School Excellence	Title I, Part A Comparability	Comparability	2025	🟢
Canyon View High School (932049)	Academic Standards	ECAP Accountability 24-25	ECAP Accountability 24-25	2025	🟢

Program monitoring may be selected at either the school level or district level. This distinction is relevant when assigning the program to staff.

## MY DASHBOARD

When logging into the EMAC application as an administrator or user, the first page to appear is the dashboard page. This page categorizes the ongoing monitoring activities by status for the organization and assigned tasks for users as well as ongoing communications regarding monitoring tasks.

The screenshot shows the EMAC Dashboard with several key sections highlighted by orange boxes:

- My Programs / Organization Programs:** A tabbed interface for viewing programs. The 'My Programs' tab is active, showing 'Fiscal Year : 2024-2025' with a list of programs including 'Early Childhood Quality Improvement Practices (ECQUIP) Process FY25' and 'Fiscal Year : 2023-2024'.
- Dashboard Task Count(s):** A summary section for 'All Programs' with a 'Reset' button and fiscal year filters (FY 2025, 2024, 2023). It displays counts for 'My Tasks' (1 Not Started, 1 Overdue, 0 Onsite Visits) and 'Organization Tasks' (6 Not Started, 0 Onsite Visits, 14 Completed, 2 Overdue).
- My Recent Activity:** A section with filters for '7 Days', '15 Days', and '30 Days'. It shows a task 'ECAP Portfolio/Student Sample Plan 2025' at 'Red Valley/Cove High School' with a due date of '04/16/2025'.
- Upcoming Tasks:** Shows an 'ECQUIP Quality Enhancement Plan' at 'Red Mesa Unified District (4159)' with a due date of '07/01/2024'.
- Task Communications:** A section for communications received in the 'Last 7 days'.
- Recent ADE Communications:** A section for recent communications from the Arizona Department of Education.

### DASHBOARD: ALERTS

The screenshot shows the top navigation bar of the EMAC Dashboard. The 'Alerts' icon, represented by a bell, is highlighted with an orange box.

Alerts provide a reminder to the user regarding recent task activities and communications.

The screenshot shows an 'Alerts' pop-up window with a 'Dismiss all' link at the top. It contains two notifications:

- Task Communication Primary:** 'Safe Return to In-Person Learning Plans First Semester (group 4) - Eloy Elementary District' received on 'September 6th 2023, 3:57 pm'.
- Overdue Primary:** 'Safe Return to In-Person Learning Plans First Semester (group 4) - Eloy Elementary District' received on 'September 2nd 2023, 7:00 am'.

### DASHBOARD: PROGRAMS

This view displays programs assigned to a User in **My Programs**. Click on the fiscal year to see eligible programs. In **Organization Programs**, all programs assigned to the organization are listed by fiscal year.

**My Programs** | Organization Programs

Fiscal Year : 2024-2025

- Early Childhood Quality Improvement Practices (ECQUIP) Process FY25

Fiscal Year : 2023-2024

My Programs | **Organization Programs**

Fiscal Year : 2024-2025

- Early Childhood Quality Improvement Practices (ECQUIP) Process FY25
- Equitable Service Monitoring
- FY25 ESEA On Site Visit Programmatic Monitoring
- FY25 ESEA Programmatic Monitoring
- Neglected or Delinquent Count
- Title I, Part A Comparability
- Title IV-A Programmatic Monitoring

Fiscal Year : 2023-2024

### DASHBOARD: TASK COUNTS

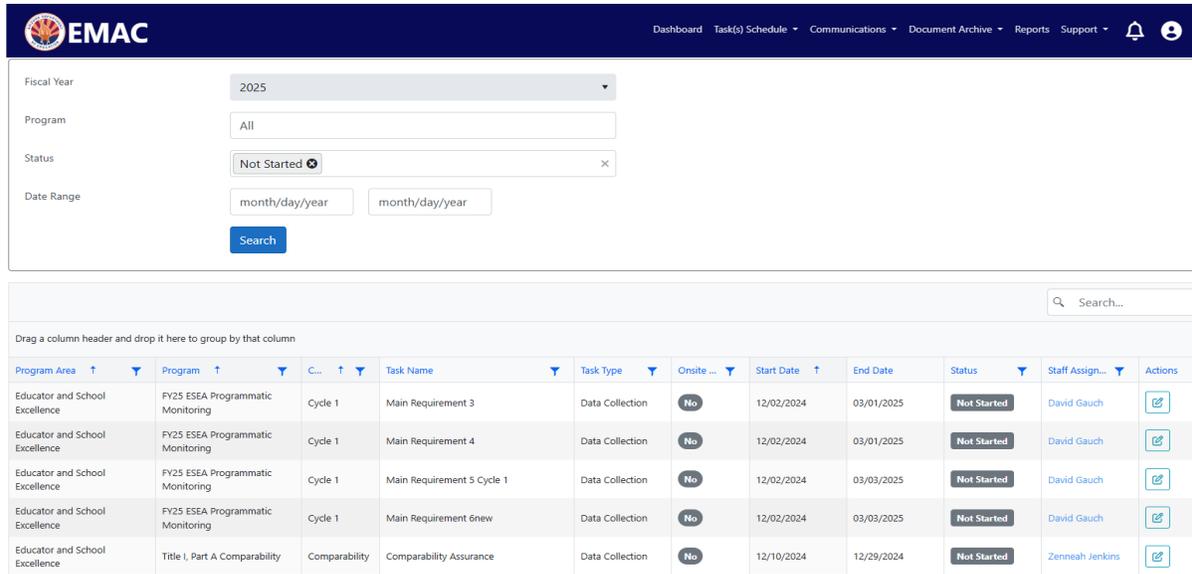
This section of the dashboard displays a snapshot look at all the current tasks assigned to the LEA categorized by the task type and status. Select the number to the right of the status to view a list of these tasks.

### Dashboard Task Count(s)

All Programs ▾
Reset

FY 2025
2024
2023

<b>My Tasks</b>			
Not Started	5	In Progress	1
Completed	5	Onsite Visits	0
Overdue	6	Unassigned Programs	2
<b>Organization Tasks</b>			
Not Started	10	In Progress	1
Completed	5	Onsite Visits	0
Overdue	7	Unassigned Programs	2

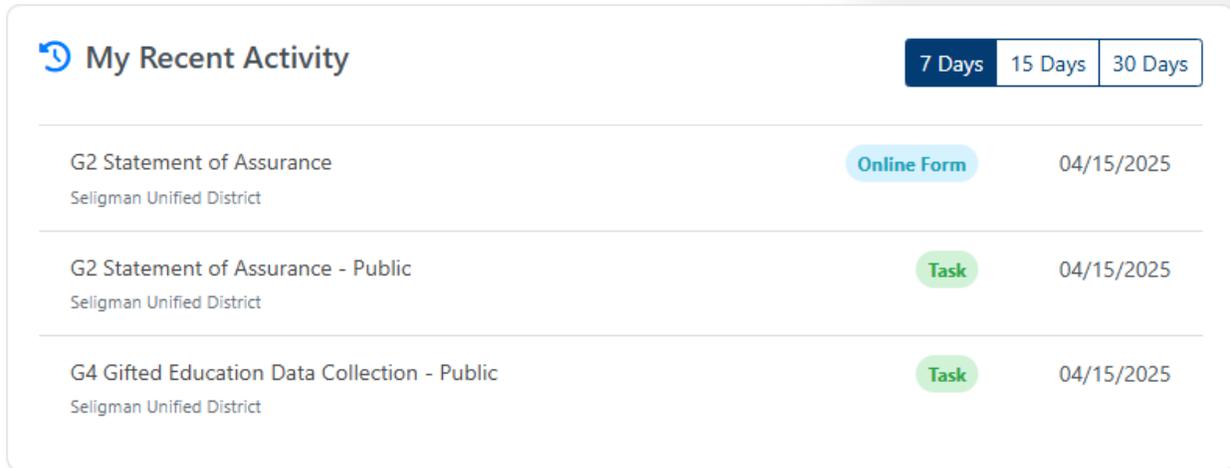


The screenshot shows the EMAC dashboard with a search filter for 'Not Started' tasks. Below the filters is a table with columns for Program Area, Program, Cycle, Task Name, Task Type, Onsite status, Start Date, End Date, Status, Staff Assignee, and Actions.

Program Area	Program	Cycle	Task Name	Task Type	Onsite ...	Start Date	End Date	Status	Staff Assign...	Actions
Educator and School Excellence	FY25 ESEA Programmatic Monitoring	Cycle 1	Main Requirement 3	Data Collection	No	12/02/2024	03/01/2025	Not Started	David Gauch	[Icon]
Educator and School Excellence	FY25 ESEA Programmatic Monitoring	Cycle 1	Main Requirement 4	Data Collection	No	12/02/2024	03/01/2025	Not Started	David Gauch	[Icon]
Educator and School Excellence	FY25 ESEA Programmatic Monitoring	Cycle 1	Main Requirement 5 Cycle 1	Data Collection	No	12/02/2024	03/03/2025	Not Started	David Gauch	[Icon]
Educator and School Excellence	FY25 ESEA Programmatic Monitoring	Cycle 1	Main Requirement 6new	Data Collection	No	12/02/2024	03/03/2025	Not Started	David Gauch	[Icon]
Educator and School Excellence	Title I, Part A Comparability	Comparability	Comparability Assurance	Data Collection	No	12/10/2024	12/29/2024	Not Started	Zeneah Jenkins	[Icon]

### DASHBOARD: MY RECENT ACTIVITY

The items that you have opened or modified in the 7, 15, or 30 days will appear on this list. Each item on the list is a link to open the item.



The 'My Recent Activity' dashboard shows a list of recent tasks with filters for 7, 15, and 30 days. The tasks listed are:

- G2 Statement of Assurance (Online Form) - Seligman Unified District - 04/15/2025
- G2 Statement of Assurance - Public (Task) - Seligman Unified District - 04/15/2025
- G4 Gifted Education Data Collection - Public (Task) - Seligman Unified District - 04/15/2025

### DASHBOARD: UPCOMING TASKS

Pending tasks that will be due appear in upcoming tasks with the date the task was assigned to the LEA. Choose a display for **My Tasks** or **EdOrg Tasks** for upcoming tasks for the organization.



## Upcoming Tasks

My Tasks

EdOrg Tasks

---

G2 Statement of Assurance - Public  
Seligman Unified District (4472)

07/01/2024

### DASHBOARD: TASK COMMUNICATIONS

The last 7 days of task communications will appear on this list if you are assigned a program monitoring task. Each item on the list is a link to open the communication item.

#### Task Communications Last 7 days

##### Main Requirement 5 Cycle 4 -

*By Zenneah Jenkins - 04/16/2025 01:22 pm*

Overall for SEA-Level Dispute Resolution: LEA's response for Data Collection Task C regarding its Student/Family vs. LEA Dispute process at the SEA-level is missing, unclear, or insufficient. Please revise the response in EMAC to clearly describe the LEA's internal written procedure to implement the full dispute resolution process at the SEA-level. This includes the specific responsible parties and processes to carry out timely written notifications, assistance with appeals, student enrollment and transportation, panel convenings, decisions within required timelines, escalating disputes to the Arizona Department of Education (ADE), and immediately implementing the final dispute resolution provided by ADE in alignment the steps and timelines established by the ADE Homeless Education.

### DASHBOARD: RECENT ADE COMMUNICATIONS

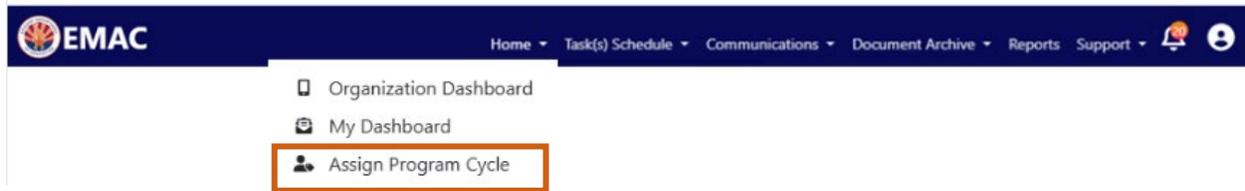
The last 7 days of ADE Communications will appear on this list. Each item on the list is a link to open the communication item.

#### Recent ADE Communications

No data available for ADE Communications.

## ASSIGN PROGRAM CYCLE

The EMAC Administrator may select **Assign Monitoring Cycle** from the **Home** menu.



On the **Organization User Assignment** page, select the **Fiscal Year**, **Organization**, **Monitoring Program**, and **Cycle** for the user assignment, and then click **Search**.

 A screenshot of the 'Organization User Assignment' page. At the top, there is a header with a user icon and the title 'Organization User Assignment'. Below the header is a light blue instruction bar: 'Select the Fiscal Year, Organization, Program and Cycle you would like your users to access, then select the Search button. Learn more.' The main form contains four dropdown menus: 'Fiscal Year' (2025), 'Organization' (Agua Fria Union High School District), 'Program' (Equitable Service Monitoring), and 'Cycle' (Equitable Services). Below these are 'Search' and 'Clear' buttons. Underneath is a section with tabs for 'Assignment' and 'Users'. A dropdown menu prompts 'Select the user to add to the Program cycle selected above.' with an 'Add User' button. Below this is a search bar and a table with columns 'User', 'Roles', and 'Actions'. The table shows '0' items and a 'No items to display' message with a refresh icon.

If the desired monitoring program is not listed, check if the monitoring program is district-level or school-level. For district-level monitoring programs, choose the **district** from the **Organization List**. For school-level or site-level monitoring programs, choose the individual **school** from the **Organization List**.

If no staff options appear in the drop-down list, the **EMAC Administrator** will need to assign **LEA User** roles. Review [Appendix - EMAC Access](#) to create LEA User roles.

## MONITORING PROGRAMS

Program monitoring consists of:

1. Assigning the task to an EMAC User
2. Completing the Data Collection task(s) in EMAC and Submitting the task(s) to ADE
3. Revising returned tasks, as applicable

## ASSIGNING A MONITORING TASK

Only EMAC Administrators for the organization can assign monitoring tasks. Contact the EMAC administrator to assign tasks. For assistance finding the EMAC administrator, review [Appendix - EMAC Access](#). For assistance in assigning a task, review [Appendix - Assign a Monitoring Cycle](#).

Only EMAC Users will be able to access monitoring tasks. It is possible for one individual to hold both EMAC Administrator and EMAC User roles.

## DATA COLLECTION TASKS

EMAC Users will open the assigned monitoring task(s) from the **Dashboard**.

Fiscal Year:

Program:

Status:

Date Range:

Search...

Drag a column header and drop it here to group by that column

Program Area	Program	C...	Task Name	Task Type	Onsite ...	Start Date	End Date	Status	Staff Assign...	Actions
Educator and School Excellence	FY25 ESEA Programmatic Monitoring	Cycle 1	Main Requirement 3	Data Collection	No	12/02/2024	03/01/2025	Not Started	David Gauch	
Educator and School Excellence	FY25 ESEA Programmatic Monitoring	Cycle 1	Main Requirement 4	Data Collection	No	12/02/2024	03/01/2025	Not Started	David Gauch	
Educator and School Excellence	FY25 ESEA Programmatic Monitoring	Cycle 1	Main Requirement 5 Cycle 1	Data Collection	No	12/02/2024	03/03/2025	Not Started	David Gauch	
Educator and School Excellence	FY25 ESEA Programmatic Monitoring	Cycle 1	Main Requirement 6new	Data Collection	No	12/02/2024	03/03/2025	Not Started	David Gauch	
Educator and School Excellence	Title I, Part A Comparability	Comparability	Comparability Assurance	Data Collection	No	12/10/2024	12/29/2024	Not Started	Zenneah Jenkins	

Items with a status of **Not Started**, **In Progress**, or **Action Required** will all need attention from the EMAC User. Tasks with the status of **Completed** are either pending ADE review or approved by ADE. To open the task details, click on the icon in **Actions**.

The following message displays if the action item is not assigned to the user trying to access it.

You are not authorized to access the Data Submission.  
Please contact your EMAC LEA Administrator to Access the Data Submission.

To access the Data Submission a user must be assigned to the task. [Please Click Here](#) for User Assignment.  
For Additional Information, [Please Click Here](#).

If you are the appropriate EMAC User, contact the EMAC Administrator to have the task assigned. Review [Appendix - EMAC Access](#) to find your EMAC Administrator or [Appendix - Assign a Monitoring Cycle](#) if you are the EMAC Administrator.

Status: Not Started
Program Type: Monitoring

## Main Requirement 3 #188385

Bookmark

**Program Area**  
Educator and School Excellence

**Program**  
FY25 ESEA Programmatic Monitoring

**Cycle**  
Cycle 1

**Fiscal Year**  
2025

**Assigned On:** 12/5/2024      **Last Modified On:** 12/5/2024 5:51:07 PM

**IsOnsite Visit:** ☺      **Start Date:** 12/2/2024

**Data Collection Method:** Desktop Review      **End Date:** 3/1/2025

### Staff Assigned

Name	E-Mail	Internal	Type
David Gauch	David.Gauch@azed.gov	Yes	Primary
Gloria Dean	gloriadean@wendenk8.org		
Marsha Harold	mharold@wendenk8.org		
Sandra Cruz	scruz@wendenk8.org		

### Purpose

The LEA has transition plans for applicable groups served by the LEA, including program to program.

Submission
Resource
Communication
Related Tasks
History

#### Online Forms

Main Requirement 3 Not Started

#### Evidence Documents

Not Available

#### Evidence Documents Uploaded

Not Available

You can only upload PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG files. Maximum allowed file size is 10MB.

The task begins with the name of the task. On the right, the task displays **Staff Assigned** starting with internal ADE staff assigned to the monitoring task followed by the organization's assigned staff.

The **Purpose** of the task explains why the task has been assigned to the organization and any instructions for completing the task.

The **Tab Bar** defaults to the submission tab. In the **Submission** tab, the task displays any required online forms, evidence documents and space for the LEA to upload documents.

Other tabs include:

#### Resources:

The **Resource** tab will show any additional guidance, templates, or regulations for the task.



Many tasks will include an online form to be completed. Click on the status on the right (**Not Started**, **In Progress**, or **Completed**) to open the task.

**A1 - 20/20 Portion Compliance (Title IV-A)** 1

---

## 20/20 Portion Compliance

---

Page 1 of 1

LEAs selected for FY24 Title IV-A Programmatic Monitoring are not in compliance with the 20/20 Portion Rule as determined through the FY23 Completion Report Expenditure Verification page.

**1. Indicate which item best describes how the FY23 ESEA Consolidated Grant Application, Title IV-A budgeted activities differed from the expenses outlined in the FY23 Completion Report Expenditure Verification page: \***

No Title IV-A funds were obligated

A portion of Title IV-A funds were not obligated

All TIV-A funds were obligated but purchases did not align with approved budget items

Other (describe)

**Next Step:**  
**Barrier Action Plan: Upload PDF File**

Describe how the LEA addressed these barriers as related to the FY24 grant application or will address these barriers related to the FY25 grant application.

Upon acceptance of *A2 - 20/20 Portion Compliance*, your Title IV-A Specialist will send an invitation for a virtual technical assistance monitoring meeting via email. The meeting will be 1 hour and will review the uploaded "*Barrier Action Plan*."

Complete

Go Back
Save Draft
Download

The online task will have instructions and items to complete. When the form is filled out, select the **Complete** button on the bottom of the form. The form may be saved for more time or downloaded for reference.

Submission Resource Communication Related Tasks Notes History

---

**Online Forms**

📄	A3 - Professional Development Survey (Title IV-A)	<span style="border: 2px solid orange; padding: 2px 10px; background-color: #004a7c; color: white; font-size: small; font-weight: bold;">Completed</span>
---	---	---

The status for the online form will change to **Completed** after the complete button has been selected. The form can still be opened by selecting the status.

## UPLOADING DOCUMENTS

In the **Submission Tab**, find the **Evidence Documents Uploaded** section.

1. Select the file to upload
2. Click the **Upload** button to attach the file.
  - a. **Note:** EMAC only accepts files saved as PDF, Microsoft Word, Microsoft Excel, GIF, JPG, PNG files. Maximum allowed file size is **10MB**.
  - b. The file will appear in the **Evidence Documents Uploaded** Section if the upload was successful.
3. Click the **Submit for Review** button.

**Purpose**

The LEA has transition plans for applicable groups served by the LEA, including program to program.

Submission [Resource](#) [Communication](#) [Related Tasks](#) [History](#)

**Online Forms**

Main Requirement 3 Not Started

**Evidence Documents**

Not Available

**Evidence Documents Uploaded**

Not Available

Select files...

— You can only upload PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG files. Maximum allowed file size is 10MB.

Upload

Submit for Review

The following shows a successful document upload:

**Evidence Documents Uploaded**

 DOC012225.pdf PDF 

Select files...

— You can only upload PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG files. Maximum allowed file size is 10MB.

Upload

Submit for Review

TROUBLESHOOTING

Returned Submissions – Action Required

Data Collection tasks that have been returned by ADE for revision or correction appear on the dashboard as **Action Required**. Click on **Action Required** to access the task.

**Dashboard Task Count(s)**

All Programs Reset FY 2025 2024 2023

**My Tasks**

In Progress	1	Action Required	1
Completed	22	Onsite Visits	0
Overdue	0		

**Organization Tasks**

In Progress	1	Action Required	1
Completed	22	Onsite Visits	0
Overdue	0		

Open the task using the  **Action** icon as usual.

Program Area	Program	Cycle	Task Name	Task Type	Onsite Visit	Start Date	End Date	Status	Staff Assigned	Actions
Educator and School Excellence	Gifted Education Monitoring	Gifted Monitoring	G3 Gifted Education Programs, Scope & Sequence - Public	Data Collection	No	07/01/2024	04/30/2025	Action Required	Catherine Oliver	

The action required to amend the task can be found in the **Action Required** section just above the **Submit for Review** button.

**Online Forms**

G3 Gifted Education Programs, Scope & Sequence Completed

**Evidence Documents**

Not Available

**Evidence Documents Uploaded**

Gifted Scope and Sequence 2024-25.pdf PDF

Select files... Upload

**Action Required:** Please upload evidence of governing board approval Submit for Review

Who to Contact? - ADE Assigned Staff

For information about a data collection task or monitoring cycle, contact the program area or the staff member assigned. This information can be found in the **Support – Contact Us** option or within the task at the top of the open data collection task.

Status: Not Started
Program Type: Monitoring

### Main Requirement 3 #188385

**Program Area**  
Educator and School Excellence

**Program**  
FY25 ESEA Programmatic Monitoring

**Cycle**  
Cycle 1

**Fiscal Year**  
2025

**Assigned On:** 12/5/2024      **Last Modified On:** 12/5/2024 5:51:07 PM

**Is Onsite Visit:** ☹      **Start Date:** 12/2/2024

**Data Collection Method:** Desktop Review      **End Date:** 3/1/2025

Bookmark

**Staff Assigned**

Name	E-Mail	Internal	Type
David Gauch	David.Gauch@azed.gov	Yes	Primary
Gloria Dean	gloriadean@wendenk8.org		
Marsha Harold	mharold@wendenk8.org		
Sandra Cruz	scruz@wendenk8.org		

The task begins with the name of the task. On the right, the task displays **Staff Assigned** starting with internal ADE staff assigned to the monitoring task followed by the organization’s assigned staff.

Error Message: “You are not authorized to access the Data Submission.”

The following message displays if the action item is not assigned to the user trying to access it.

You are not authorized to access the Data Submission.  
Please contact your EMAC LEA Administrator to Access the Data Submission.

To access the Data Submission a user must be assigned to the task. [Please Click Here](#) for User Assignment.  
For Additional Information, [Please Click Here](#).

If you are the appropriate EMAC User, contact the EMAC Administrator to have the task assigned. Review [Appendix - EMAC Access](#) to find your EMAC Administrator or [Appendix - Assign a Monitoring Cycle](#) if you are the EMAC Administrator.

## TASK(S) SCHEDULE

The **Task(s) Schedule** will show the tasks assigned to the organization at the district level, school level, tasks assigned to the user, and a calendar format.

Dashboard
Task(s) Schedule ▾
Communications ▾
Document Archive ▾
Reports
Support ▾
🔔
👤

🏠
Organization Schedule

👤
My Schedule

🗨️
School Schedule

📅
Calendar

### ORGANIZATION SCHEDULE

To view all tasks assigned to the organization at the district-level, the data range may be kept blank. The data range will search for monitoring tasks by the assignment date, not the due date. The EMAC

Administrator or User may search for **Not Started** tasks, tasks still **In Progress**, tasks with **Action Required**, or search for a particular program.

### Organization Schedule

Fiscal Year: 2025

Program: All

Status: All

Date Range: 7/1/2024 4/21/2025

Search

Drag a column header and drop it here to group by that column

Program Area	Program	Cycle	Task Name	Task Type	Onsite Visit	Start Date	End Date	Status	Staff Assigned	Actions
Educator and School Excellence	Equitable Service Monitoring	Equitable Services	P1-01 FY25 Equitable Service Timeline and Procedures	Data Collection	No	06/12/2024	09/30/2024	Completed	Sara Shaffer	
Educator and School Excellence	Equitable Service Monitoring	Equitable Services	P1-02 FY25 Equitable Service Consultation	Data Collection	No	06/12/2024	09/30/2024	Completed	Sara Shaffer	

### MY SCHEDULE

The EMAC User may also search for the status of items assigned to themselves. To view all tasks assigned to the organization, the data range may be kept blank. The data range will search for monitoring tasks by the assignment date, not the due date.

### SCHOOL SCHEDULE

The School Schedule view only shows program monitoring tasks assigned at the school level instead of district level tasks. To view all tasks assigned to the organization, the data range may be kept blank. The data range will search for monitoring tasks by the assignment date, not the due date.

### CALENDAR

### Calendar View of Tasks/Onsite Visits

Programs: All Programs Search

Select Program

**Show:**

On-Site Visits  School Tasks

Calendar View

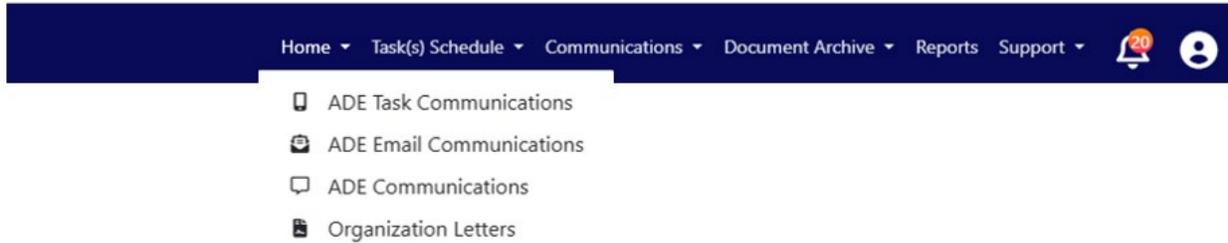
Today February, 2025 Month Timeline Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22

The Calendar view shows tasks in a calendar format. Clicking on the task will open the item.

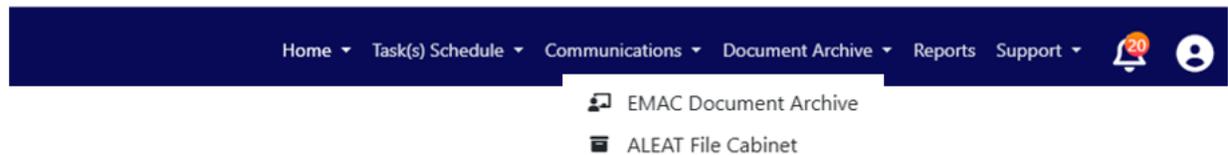
## COMMUNICATION

Use the **Communication** tab to find communication from ADE about program monitoring.



## DOCUMENT ARCHIVE

The document archive is comprised of 2 sections: the EMAC Document Archive for EMAC documents and tasks from about 2020 to present and the ALEAT File Cabinet to find tasks and documents prior to 2020.



## SUPPORT



The **Support** tab allows users to contact the program areas directly with the **Contact Us** option.

Contact Information

Organization	Program	Program Area	Fiscal Year	Contact
Wenden Elementary District (4512)	Gifted Education Monitoring	Educator and School Excellence	2025	
Wenden Elementary District (4512)	Early Childhood Quality Improvement Practices (ECQIIP) Process FY25	Academic Standards	2025	
Wenden Elementary District (4512)	Equitable Service Monitoring	Educator and School Excellence	2025	

Contact Us



FY25 ESEA On Site Visit Programmatic Monitoring

Arizona Department of Education

**🏢 Educator and School Excellence**

1535 W Jefferson Street

Phoenix, AZ 85007

✉ [EducatorandSchoolExcellence@azed.gov](mailto:EducatorandSchoolExcellence@azed.gov)

🕒 Monday - Friday 8:00 am - 5:00 pm

📞 602-542-5393

📞 800-352-4558

**Specialist Contact Information**

👤 Allison Barbor

📞 (602) 542-9551

✉ [Allison.Barbor@azed.gov](mailto:Allison.Barbor@azed.gov)

The **Help** option brings up some frequently asked questions and some EMAC videos.

## Help

### Frequently asked questions

You have questions. We have answers

[FAQ](#)

### How to videos

We can help with these how to videos.

[Go to Videos](#)

## APPENDIX – EMAC ACCESS

How do I get **access to EMAC** for program monitoring?

1. Open ADEConnect from the ADE website [www.azed.gov](http://www.azed.gov).



2. Contact your Entity Administrator for EMAC to request access or use the **Help** option to **Find an Administrator**.

### Help

#### Contact ADE Support

**Arizona Department of Education**  
1535 West Jefferson Street  
Phoenix, AZ 85007

 (602) 542-7378

#### Support Ticket

Need to open a support ticket or view status of existing tickets. Use our Help Desk to open new tickets or view existing tickets for status and resolution.

[Go to Help Desk](#)

#### Find an Administrator

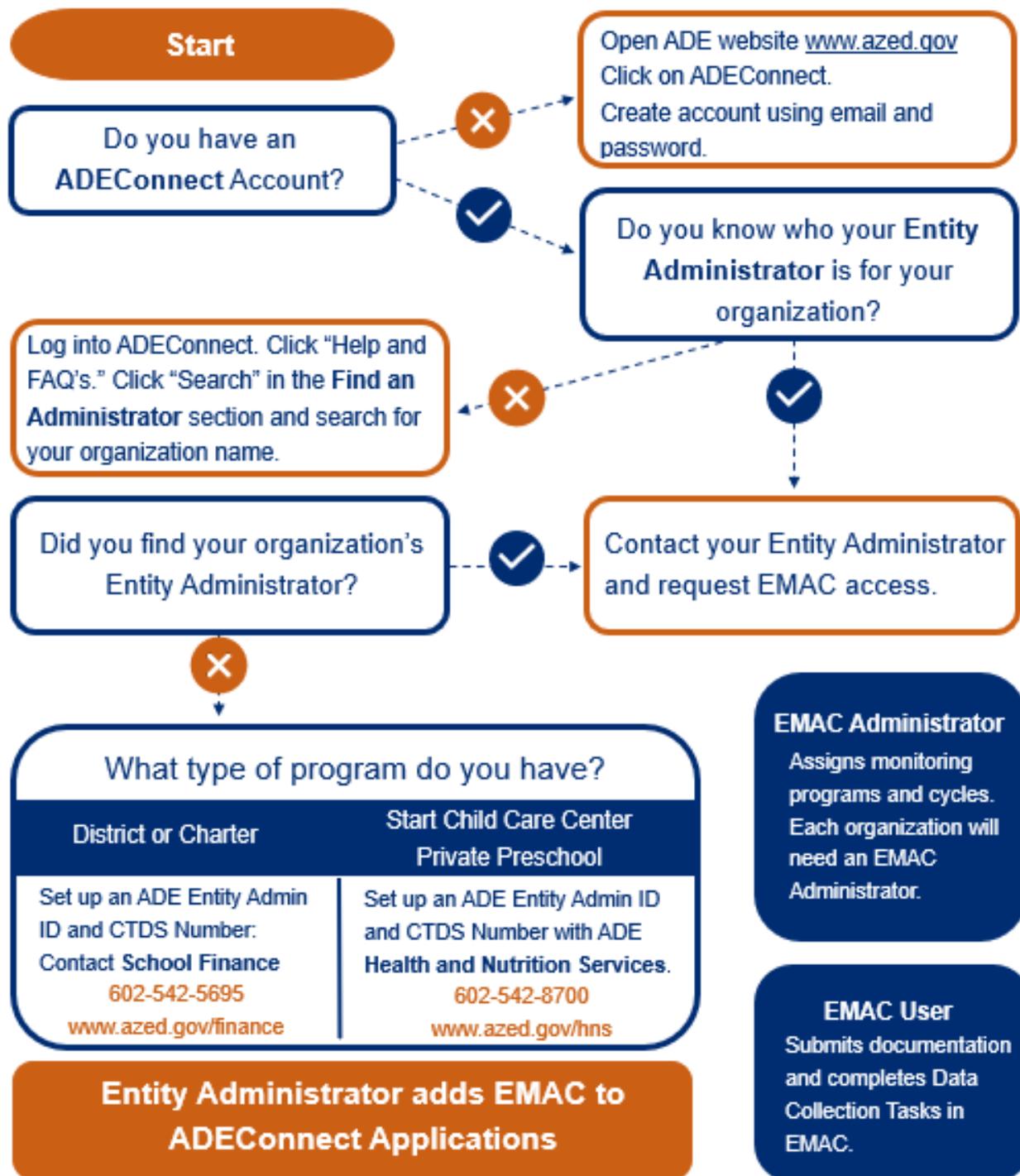
Looking for an administrator that can assist you with your ADEConnect access. Locate the contact information of an ADEConnect administrator that is assigned to your organization.

[Search](#)

#### Frequently asked questions

You have questions. We have answers.

[FAQ](#)



If the EMAC Administrator is going to be completing data collection tasks in EMAC, they must assign monitoring cycles to themselves.

## APPENDIX – ASSIGN A MONITORING CYCLE

How do I assign a monitoring program cycle to a user?

1. Go to [ADEConnect](#) website.

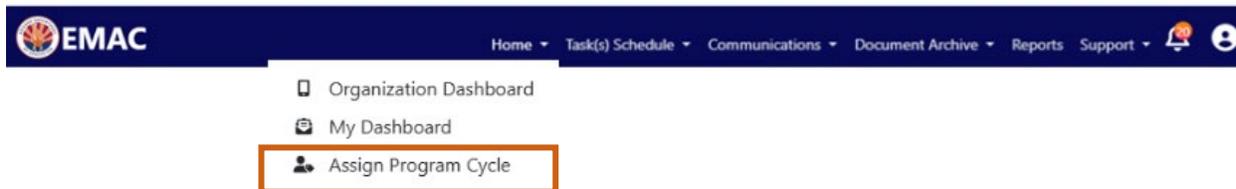


2. On the **Applications** page, scroll to your education organization's list of applications. If **EMAC** is not listed, review [How to Get Access to EMAC](#).

Chandler Unified District #80 (4242) [-]	
Certification Portal	☆ ↗
EMAC	☆ ↗
OACIS	☆ ↗
SEIBudget	☆ ↗

**Note:** The **Applications** page displays your current district and school monitoring assignments.

3. On the **EMAC** admin dashboard page, in the top right menu bar, click **Home** and **Assign Monitoring Cycle**.



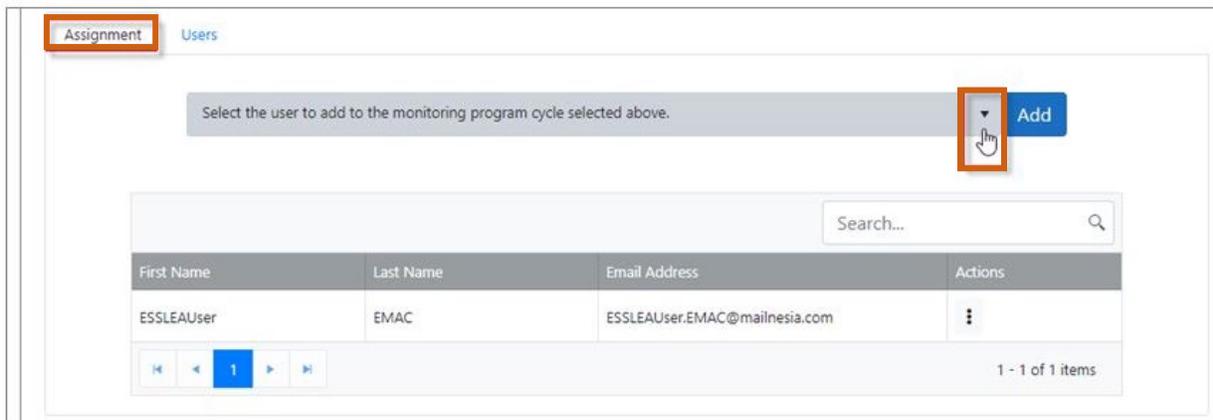
- On the **Organization User Assignment** page, select the **Fiscal Year**, **Organization**, **Monitoring Program**, and **Cycle** for your user assignment, and then click **Search**.

**Note:** If the desired monitoring program is not listed, check if the monitoring program is district-level or school-level. For district-level monitoring programs, choose the **district** from the **Organization List**. For school-level or site-level monitoring programs, choose the individual **school** from the **Organization List**.

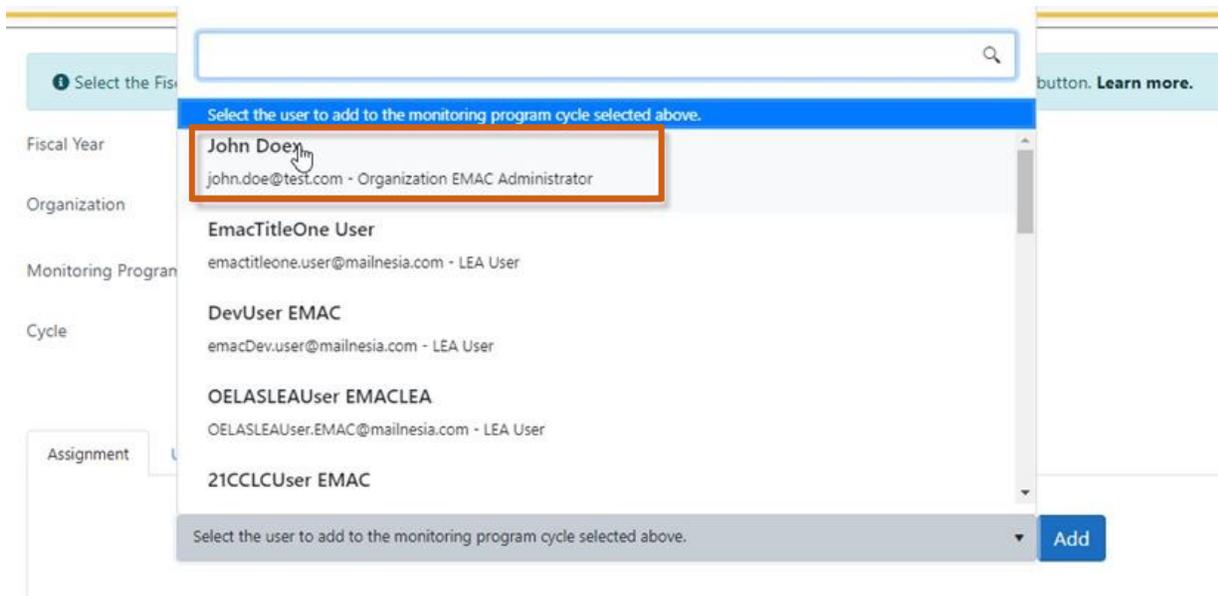
- Click the **Users** tab to see the list of EMAC users in your organization.

First Name	Last Name	Email	Role
John	Doex	john.doe@test.com	Organization EMAC Administrator
EmacTitleOne	User	emactitleone.user@mailnesia.com	LEA User
DevUser	EMAC	emacDev.user@mailnesia.com	LEA User
ESSLEAUser	EMAC	ESSLEAUser.EMAC@mailnesia.com	LEA User
OELASLEAUser	EMACLEA	OELASLEAUser.EMAC@mailnesia.com	LEA User
21CCLCUser	EMAC	21cclcuser.emac@mailnesia.com	Organization EMAC Administrator
21CCLCUser	EMAC	21cclcuser.emac@mailnesia.com	LEA User
21CCLCReadonly	EMAC	21cclcreadonly.emac@mailnesia.com	LEA User
Asuser	EMAC	Asuser.emac@mailnesia.com	LEA User
Asreadonly	EMAC	Asreadonly.emac@mailnesia.com	LEA User

- Back on the **Assignment** tab, click the down arrow beside the **Add** button.



- Select a user from the list and click the **Add** button to add the user.



**NOTE:** When you assign a user to a monitoring program cycle, their name appears in the assignment task.

Assignment [Users](#)

Select the user to add to the monitoring program cycle selected above. Add

Search...

First Name	Last Name	Email Address	Actions
ESSLEAUser	EMAC	ESSLEAUser.EMAC@mailnesia.com	⋮
John	Doe	john.doe@test.com	⋮

1 - 2 of 2 items