

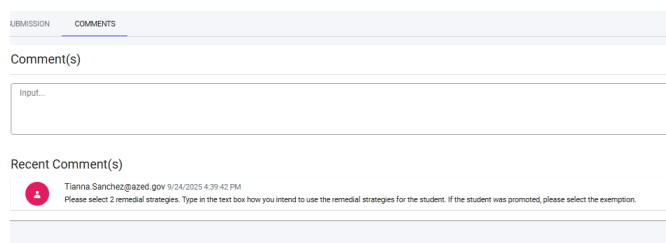
## Revising a Rejected Literacy Plan

This document is intended to provide technical guidance for revising a MOWR Literacy Plan rejected by the ADE MOWR team. Plans are rejected when information is missing, incorrect, or not reflective of Arizona statutory requirements or best practices. Once the needed changes have been made by the district/charter and the plan has been resubmitted, the ADE MOWR team will review it and decide if it meets all requirements for approval. As a reminder, MOWR funding is released to districts/charters upon the final approval of the MOWR Literacy Plan.

- Each of the following steps is required to revise and resubmit a literacy plan.
- **If an action plan is required**, you will see a link in the comment to a Microsoft Form: <https://forms.office.com/r/Ch3JKbqvvdg> Please complete the action plan using the Microsoft Form and make the necessary changes to the rejected section of the literacy plan in the MOWR portal. **\*\*If the comment on the rejected section of the literacy plan does not state that an action plan is required, then you may skip this step.**
- For those individuals who are both School and LEA Approver (mostly single-site charters and districts), you will need to toggle to LEA Approver using the blue User button on the right side of the screen and select “Switch.” **Currently, we recommend that approvers who hold both roles use a different browser for each role** (i.e., use Google Chrome for all LEA Approver actions and Microsoft Edge for all School Approver actions).

### Part 1- Review ADE Notes (LEA Approver and School Approver should be able to view comments from ADE for rejected sections; however, the School Approver needs to make any edits required at the school level)

- Upon ADE review, the Move on When Reading team has posted feedback and/or questions within all appropriate areas of the literacy plan under **Comments**.
- These notes can be seen by the **LEA Approver** and **School Approver** for schools with rejections.
- The **School Approver** will have direct access to the rejected section to make the corrections that are needed (not the LEA Approver).
- The **LEA Approver** will not be able to add information to the rejected section(s) (unless it is the **Budget** or **LEA Literacy Leadership Team**).




PERMISSION COMMENTS

Comment(s)

Input...

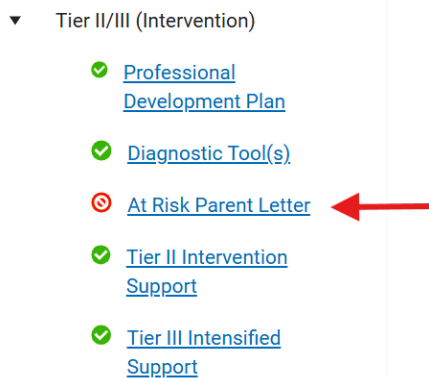
Recent Comment(s)

 Tianna.Sanchez@azed.gov 9/24/2025 4:39:42 PM  
Please select 2 remedial strategies. Type in the text box how you intend to use the remedial strategies for the student. If the student was promoted, please select the exemption.

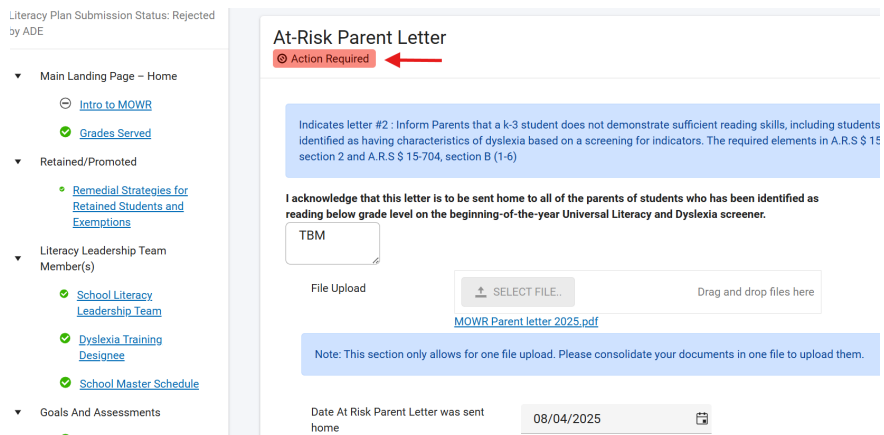
## Part 2 – School Approver Revises and Resubmits the Plan

- Literacy plans can only be edited within the school MOWR portal.
- A School Approver will need to make all necessary corrections and resubmit as done before.

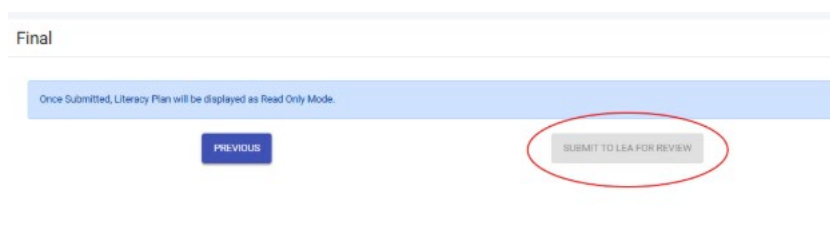
1. Log in to [ADEConnect](#) and select the Move On When Reading link to enter the MOWR portal as the **School Approver**.
2. Verify accurate **School Approver** permission status at the top of the dashboard.
3. View the sections that need to be updated as indicated by the red mark next to the section title on the left menu



4. Make updates or changes as requested for each page with a status of Action Required. If a letter or DTD certificate needs to be updated, there is not an option to remove the previously uploaded document. Please upload the new document and it will replace the older one. Save and go to the next page.

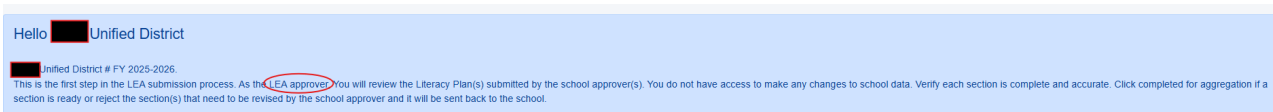


5. When all updates or changes have been made, the School Approver will go to the **Final** section and click **Submit to LEA for Review**

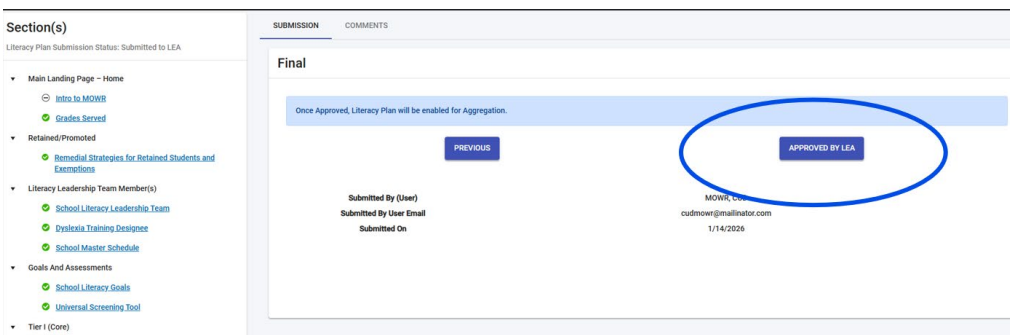


## Part 3 – LEA Approver Reviews the Rejected Section(s) and Resubmits the Literacy Plan to ADE

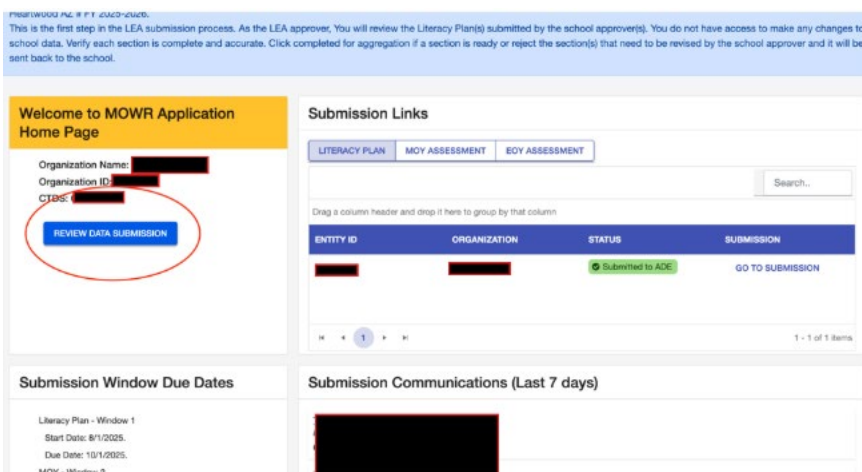
1. Log in to [ADEConnect](#) and select the Move On When Reading link to enter the MOWR portal as the **LEA Approver**.
2. Verify accurate **LEA Approver** permission status at the top of the dashboard.



3. The **LEA Approver** must review the rejected section of the literacy plan and select **Approve** or **Reject**.
4. After reviewing all rejected sections and approving them, the LEA Approver must go to the **Final** page and click on **APPROVE BY LEA** button for final submission. This will allow all approved school literacy plans to be added to the aggregation view.

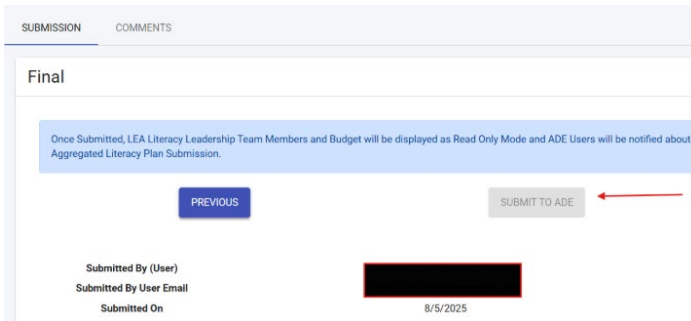


5. Locate ‘**Current Status of Submission Window**’ and click on ‘**Review Data Submission.**’

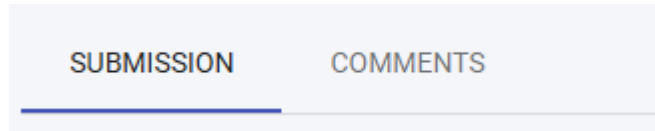


6. Click the **Complete** button and click **Next** for each rejected section of the literacy plan.

7. Click the button 'Submit to ADE.'



**Please be sure to communicate with the Move on When Reading reviewer by leaving all appropriate notes directly in the MOWR portal comments section. To leave a comment, toggle to the comments tab located on the top of the page. Click on comments to type a message in the portal.**



**The plan will then be re-reviewed and determined if the plan is acceptable for final approval.**

**Thank you!**