

Revising a Rejected Literacy Assessment Data Submission

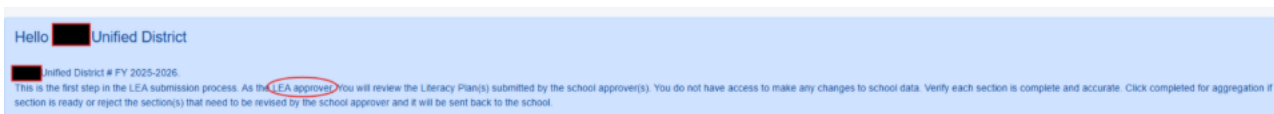
This document is intended to provide technical guidance for revising MOWR Literacy Assessment Data rejected by the ADE MOWR team. Data may be rejected when information is missing, incorrect, or not reflective of Arizona statutory requirements or best practices. Once the needed changes have been made by the district/charter and have been resubmitted, the ADE MOWR team will review it and decide if it meets all requirements for approval.

- Each of the three following steps is required to revise and resubmit literacy assessment data.

Part 1 – LEA Approver Removes a School from Aggregation

*For this first step, enter the Move on When Reading Portal under the district/LEA entity so that you can view the feedback from the ADE MOWR team. 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.”

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.

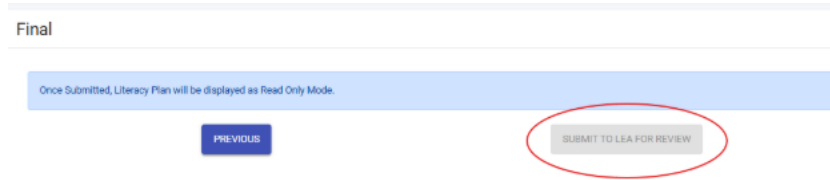


Part 2 – Review ADE Notes (LEA and School Approver can view comments, but School Approver can make edits)

- 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 **School Approver** and **LEA Approver**.
- 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).

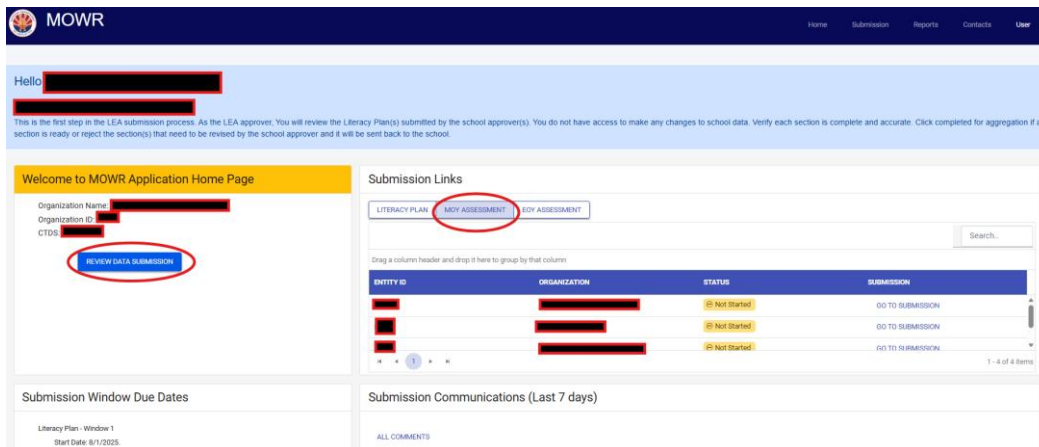
Part 3 – School Approver Revises and Resubmits the Plan

1. Literacy assessment data can only be edited within the school MOWR portal.
2. A rejected literacy assessment data submission will need to make all necessary corrections and resubmit as done before.

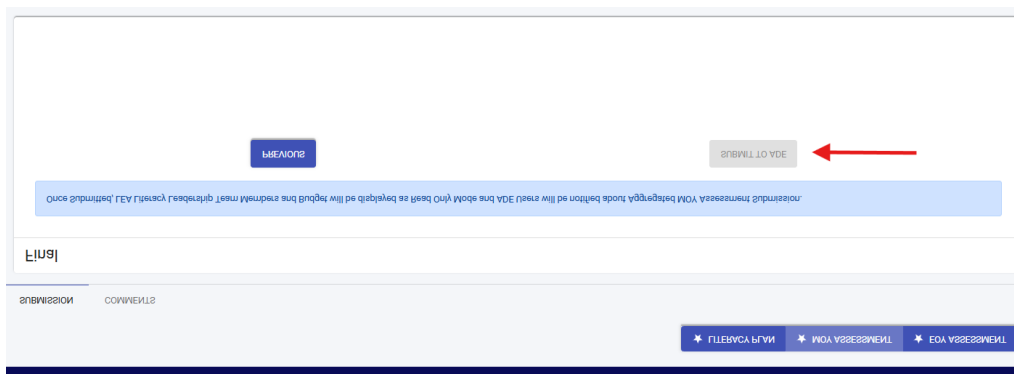


Part 4 – LEA Approver Reviews the Rejected Section and Resubmits the Section to ADE

1. The LEA Approver must review the rejected section of the literacy assessment data and select **Approve** or **Reject**.
2. After reviewing all rejected sections and approving them, the LEA Approver must Locate ‘**Current Status of Submission Window**’ and click on ‘**Review Data Submission.**’



3. Click the Complete button and click Next for each rejected section of the literacy plan.
4. Click the button ‘Submit to ADE.’



Thank you!



Please be sure to communicate with the Move on When Reading reviewer by leaving all appropriate notes directly in the MOWR portal comments section.

The data submission will then be re-reviewed and determined if it is acceptable for final approval.

If the MOY or EOY data submissions are not completed by the LEA/School, then they will be required to complete them the following school year before the next literacy plan can be reviewed by the ADE MOWR team.