Arizona LEA Tracker (ALEAT)

ALEAT Upgrades

November 2010

LEA Overview Page

The "Dashboard" contains tabs that allow access to different areas within ALEAT:

- *Home – allows access to past years' monitoring instruments*
- *LEA Overview – allows access to all monitoring instruments and goals within the Plan to the LEA's school plans*
- *Monitoring – allows the LEA to assign District Submitters to all monitoring instruments*
- *Plan – allows access to the LEA Continuous Improvement Plan*
- *File Cabinet – allows access to all documents uploaded into ALEAT*

Setup & Maintenance will only be available to those individuals identified as administrators in ALEAT. Click on the "Setup & Maintenance" link to manage and add users.

Monitoring Instruments assigned to the LEA will be listed and indicate the current status of the instrument.

To open a specific monitoring instrument click on the title of the monitoring instrument.

To access the LEA Continuous Improvement Plan you can click on the "Plan" link on the "Dashboard", or on the link LEA Plan Overview found within the Plan box, or by clicking on the title of the Goal.

Each Goal will show current status.

Cycle 4 is when the LEA is scheduled for an Onsite Monitoring. The schedule will show on the LEA Overview page listing the dates.

Click on the LEA Name and details of the visit will be shown

To access School Plans click on the School name.

Completing a Monitoring Instrument

Once you have clicked on Expand Outline – click on an item to start your review.

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Hi Tee! Logout Help Setup & Maintenance

Home | LEA Overview | Monitoring | Plan | File Cabinet

When the Monitoring Instrument is complete and ready to submit to the state, click on the Title of the Instrument found at the top of the page to return to the Instrument Overview page.

Sample LEA - Technical Assistance

2010-2011 Cycle 2 Self Review

To start, review the Compliance Indicators.

Then complete the LEA Self-Review

C2-03: Direct Supervision of Title 1 Paraprofessionals

Compliance Indicators

The LEA ensures that a paraprofessional does not provide any instructional service to a student unless the paraprofessional is working under direct supervision of a highly qualified teacher.

Has the principal completed the spreadsheet listing all instructional paraprofessional names and their supervising teachers?

Does the LEA ensure:
(1) that any instructional service provided by the paraprofessional is under the direct supervision of a highly qualified teacher;
(2) direct supervision of a highly qualified teacher means:
(a) the teacher prepares the lesson plans, the instructional support activities the paraprofessional carries out, and evaluates the achievement of the students with whom the paraprofessional is working, and
(b) the paraprofessional works in close and frequent proximity with the teacher?

Note:
(1) A program staffed entirely by paraprofessionals is not permitted.
(2) A program where a paraprofessional provides instructional support and a teacher visits a site once or twice a week but otherwise is not in the classroom is not permitted.
(3) A program where a paraprofessional works with a group of students in another location while the teacher provides instruction with the rest of the class would also be inconsistent with the requirement that paraprofessionals work in close and frequent proximity to a teacher.

Resources (1)

The resources below are provided by the SEA to assist you with this compliance item

- Paraprofessional List with Supervising Teachers

Complete this template listing Paraprofessionals paid with Title I funds and their supervising HQ teacher and upload into the ALEAT filing cabinet.

Required Documents (0)

Title I - Paraprofessionals With Supervisors

Other documents (0)

To upload the required document, click on the + sign next to the paper clip next to each item listed.

Review the Resources that are provided for you. There may be templates that need to be completed and then uploaded into ALEAT as Required Documents.

LEA Self-Review Edit

Current Status **In Progress**

Comments to SEA

Previous Item | Next Item

After the self review is complete, evidence is uploaded click Next Item to continue the Monitoring Instrument.

If you can respond yes to all of the required components, click on the Pencil found in the LEA Self Review and then at the change status drop down box and change to "Meets Requirements".

If you cannot respond yes to all, click on the Change Status drop down box and change to "Does Not Meet Requirements". In the Comments to SEA box indicate what needs to be addressed and when you will bring it into compliance.

Click Save.

LEA Self-Review

Change Status: In Progress

Comments to SEA

Font Style

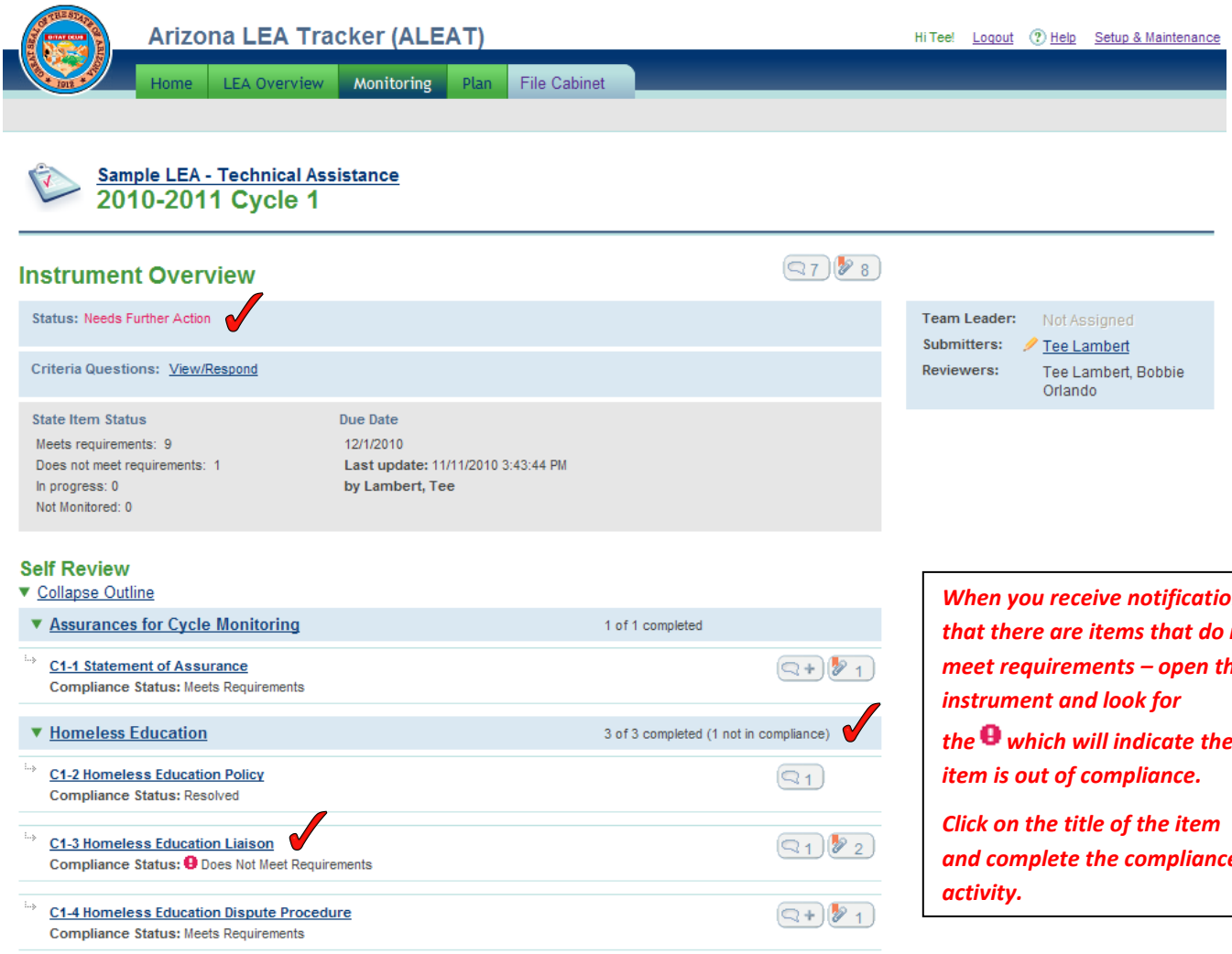
B I

Save | Cancel

Previous Item | Next Item

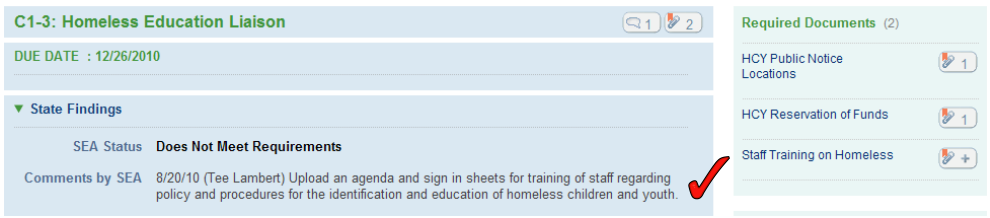
Completing Compliance Activities and Resubmitting

After the ADE reviews the submitted monitoring instrument, you will be notified whether it is in compliance, if so, the insturument will be "Accepted". If not, and there are monitoring items that need to have compliance activities completed to become in compliance the instrument will indicate "Needs Further Action". Once you complete the compliance activities, resubmit the item for review. You will need to resubmit item by item if there are more than one item that "Does not Meet Requirements".



When you receive notification that there are items that do not meet requirements – open the instrument and look for the ❗ which will indicate the item is out of compliance.

Click on the title of the item and complete the compliance activity.

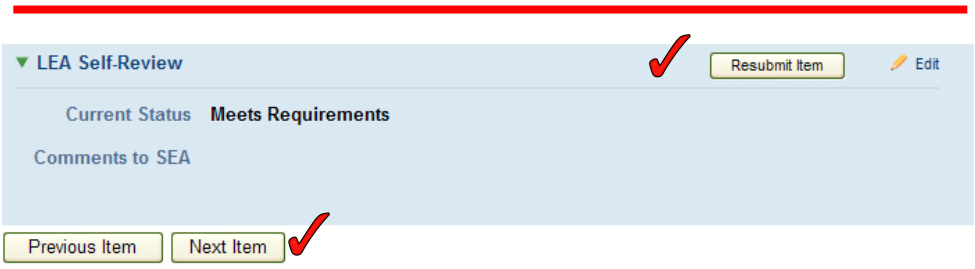


Review the "Comments by SEA" which will describe the compliance activity.

Once the compliance activity has been completed, click on "Resubmit Item".

This will notify the ADE that the item is ready to be reviewed.

Click on Next item and repeat for all monitoring items that do not meet requirements.



LEA Continuous Improvement Plan Overview Page

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Hi Tee! Logout Help Setup & Maintenance

Home | LEA Overview | Monitoring | Plan | File Cabinet

> Continuous Improvement Plan > Budget > Timeline

Sample LEA - Technical Assistance
Continuous Improvement Plan

You must add your name to LEA Submitters by clicking on the pencil.

Status : In Progress
Progress: : 19 % (6 of 31 Action Items Complete)
Plan Implementation Checklist

LEA Submitters: WEI ATester, Justin Hernandez, Tee Lambert, BrendaL Wright
SEA Reviewers: Andrew Davidson, Nancy Konitzer, Tee Lambert, Bobbie Orlando, Libby Rognier (WestEd), Libby Rognier, Brenda Wright

Manage Goals 1

Expand Outline

Show All Statuses | All Funding Sources | All Tags | Active | Update

Goal	STRATEGIES:	ACTION STEPS:	
Implementation of the Transformation Model	12, 1 Incomplete Add Strategy Order Strategies	0 of 2 Complete 1 Overdue TASKS: None	Estimated Cost : $4,668.00 Budgeted : $235.00 Actual : $444.00

Status: In Progress 8/4/2010
View History Submit Goal
To improve student achievement through implementation of the Transformation.

Goal	STRATEGIES:	ACTION STEPS:	
1A Reading/Language Arts Proficiency	3, 2 Incomplete Add Strategy Order Strategies	2 of 11 Complete 5 Overdue TASKS: 0 of 4 Complete	Estimated Cost : $1,053,300.00 Budgeted : $83,114.00 Actual : $57,690.00

Status: Submitted 8/31/2010
View History
This is where the SMART goal goes

ADE Resources available: 4

Goal	STRATEGIES:	ACTION STEPS:	
1B Mathematics Proficiency	4, 2 Incomplete Add Strategy Order Strategies	0 of 3 Complete 3 Overdue TASKS: None	Estimated Cost : $1,894.00 Budgeted : $931.00 Actual : $1.00

Status: Submitted 4/15/2010
View History
Student performance in computation and evaluation in grades 3-8 will increase by 5% as indicated by the results of the AIMS test for the 2009-2010 academic year.

ADE Resources available: 1

Goal	STRATEGIES:	ACTION STEPS:	
2 Equitable Distribution of Effective Teachers	None Add Strategy Order Strategies	None TASKS: None	Estimated Cost : $0.00 Budgeted : $0.00 Actual : $0.00

Status: In Progress 8/13/2010
View History Submit Goal
By 2013, provide all students with access to effective teachers and principals through equitable distribution and high quality professional learning opportunities in order to close achievement gaps.

ADE Resources available: 4

When a SMART Goal has been written and Strategies developed, including Action Steps, and it is ready for ADE Review, click on "Submit Goal".

You may print a copy of the Plan in its entirety by clicking on the "Plan" link

You may view the plan by Action Step Statuses, Funding Sources, Tags or Active Items or Retired from View Items by using the drop down boxes and clicking on the "Update" button.

You can view the plan with all Goals, Strategies and Action Steps by clicking on the Expand Outline link.

To upload a document, click on the"+" next to the paper clip.

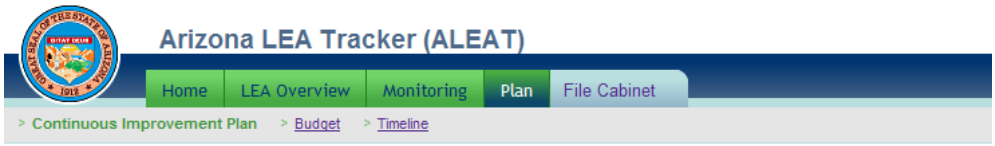
Retire from View

Action Steps, Strategies and District Goals no longer in use for the current Continuous Improvement Plan can be retired from view. They are stored in the data base and can be recalled if needed by changing the plan filter from "Active" to "Retired". The items that have been Retired from View can be reactivated if needed.

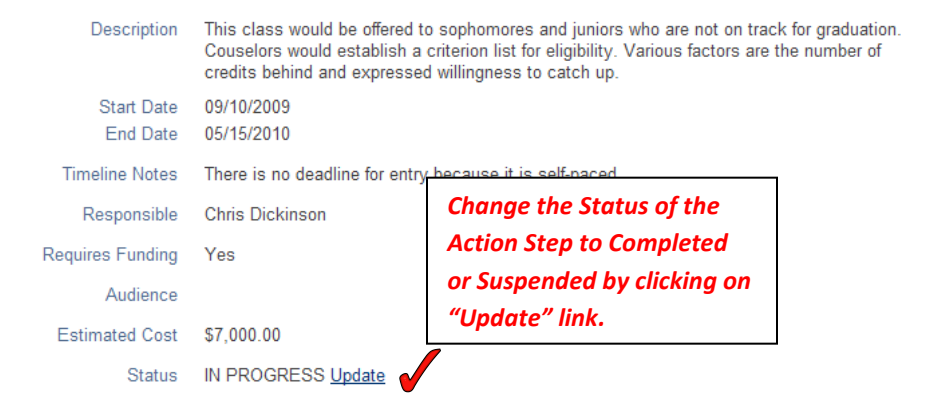
Action Steps

If the Strategy is remaining for a Goal but there are action steps are completed and suspended you can retire from view these action steps and create new ones for the new school year Continuous Improvement Plan.

Click on the Title of the Action Step you wish to Retire from View.

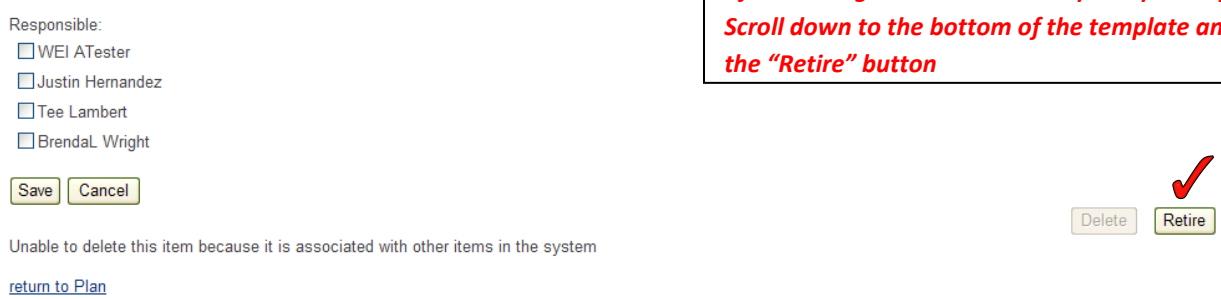


After changing the Action Step Status click on edit to find the Retire from View button.



Change the Status of the Action Step to Completed or Suspended by clicking on "Update" link.

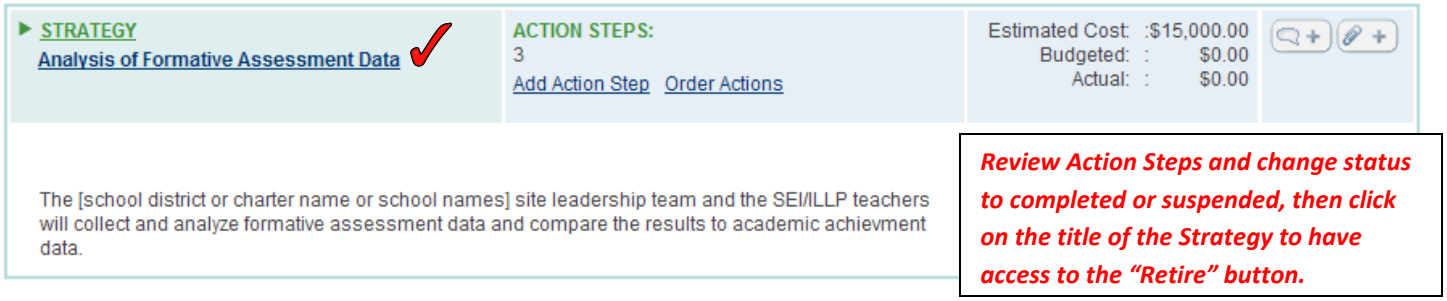
After clicking edit the Action Step template opens up. Scroll down to the bottom of the template and click on the "Retire" button



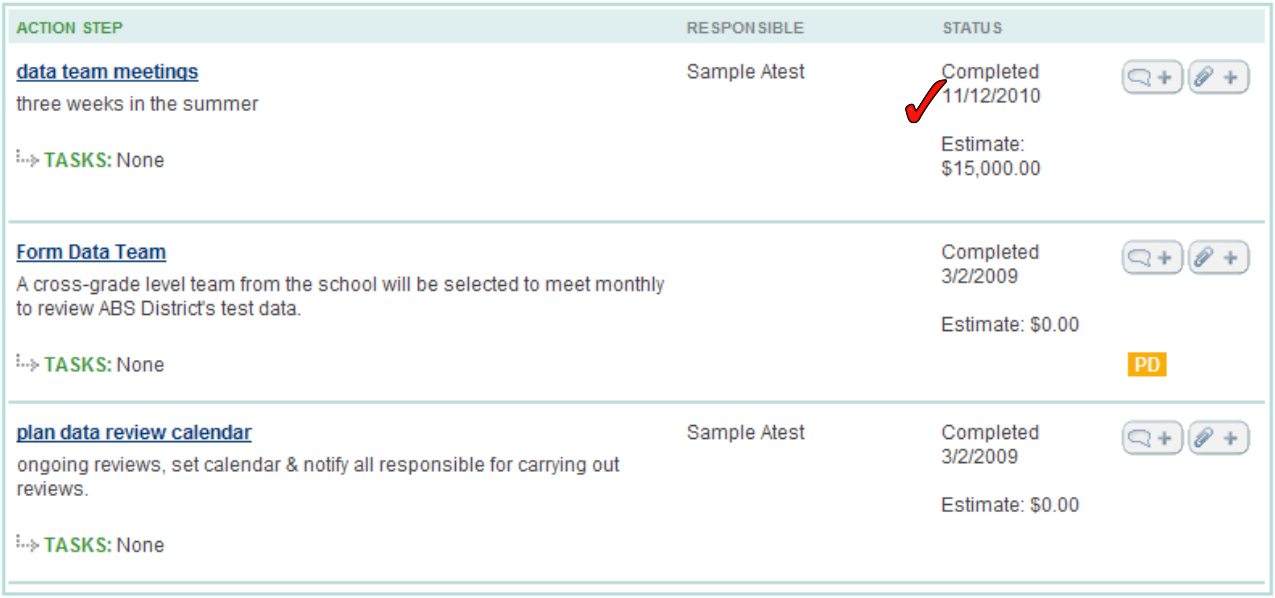
Retire from View

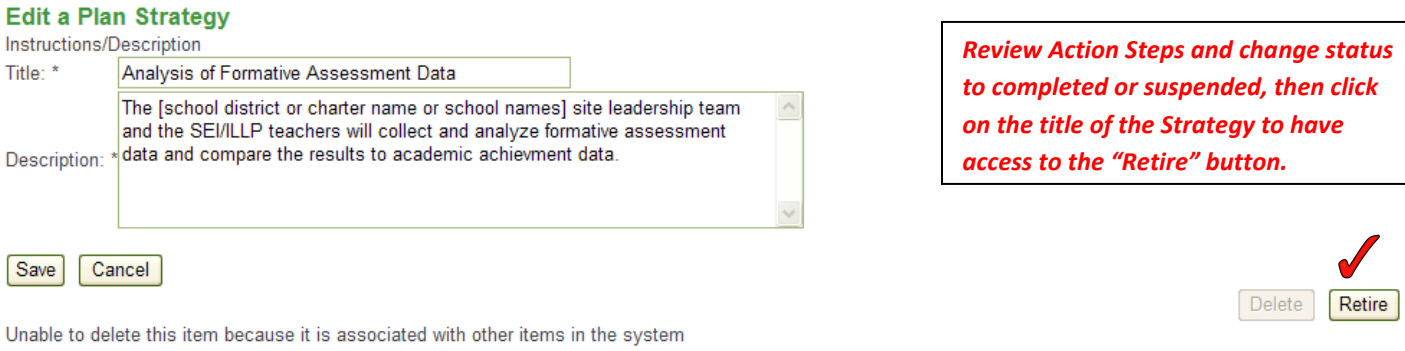
Strategies

If a Strategy is no longer used for a Goal in the Continuous Improvement Plan and the Action Steps are completed or suspended you can Retire from View at the Stratagy Level. This will remove the Strategy and all of its Action Steps. They will be stored in the data base and can be recalled if needed by changing the plan filter from "Active" to "Retired". The Strategies and their Action Steps that have been Retired from View can be reactivated if needed.



Review Action Steps and change status to completed or suspended, then click on the title of the Strategy to have access to the "Retire" button.





Review Action Steps and change status to completed or suspended, then click on the title of the Strategy to have access to the "Retire" button.

District Goals

If a District Goal is no longer needed in the Continuous Improvement Plan along with its designated Strategies and Action Steps that are completed or suspended you can Retire from View at the District Goal Level. This will remove the Strategies and all of its Action Steps and will be stored in the data base and can be recalled if needed by changing the plan filter from "Active" to "Retired". The District Goal, Strategies and its Action Steps that have been Retired from View can be reactivated if needed. Click on the title of the District Goal, when the Goal template comes up click on the "Retire" button found at the bottom right of the page.