



Oklahoma State Department of Education

Non-Standard Accommodation Application Instructional Manual

Oklahoma State Department of Education
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1 – Introduction

The Non-Standard Accommodation Application is intended to allow users the ability to request an ELA Read Aloud Accommodation or Unique Accommodation. The State Department of Education (SDE) will then review the application and issue a decision based on the submitted criteria.

1.1 - Purpose

To streamline the non-standard accommodation request process as mandated by the Academic Assessment Monitoring Program required by federal law/regulations (SASA, ESEA, and EDGAR) and state law/regulations (Title 70 O.S. § 1210.505 and Oklahoma Administrative Codes (OAC) 210:10-13-2)

1.2 - How to use this document

This document is intended to be a step-by-step guide for submitting accommodation requests and viewing the State Department of Education decisions associated with each application. To access successfully, follow the steps outlined in this document. For assistance with a specific section, identify the exact area in the Table of Contents and navigate to that section with a click of the mouse to follow the instructional steps. If you have any questions regarding this report, please contact the State Department of Education Customer Service Desk at 405.521.3301 for assistance.

2 – Using the Non-Standard Accommodation Application Tool

Access to the Non-Standard Accommodation is provided to users by their district superintendents through the Single Sign On system.

The superintendents will need to grant access to each person that he/she would like to have access to the report. This will include site level personnel who will complete the upload for each site, as well as any additional individuals.

2.1 Go to Single Sign On

To begin, go to *the Single Sign on* Web site (<https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>), log in and choose the “Non-Standard Accommodation” option from the list of Systems. The list of systems will vary person-to-person depending on what other applications they have access to.

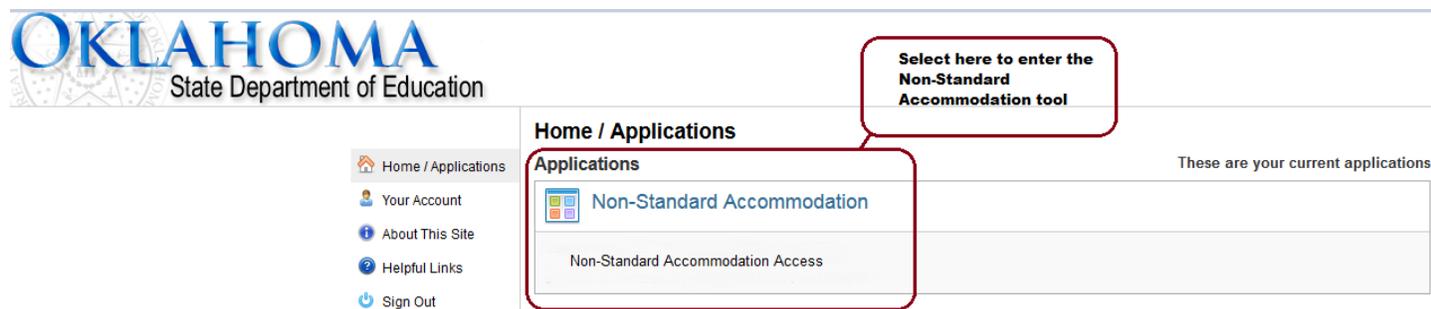


Figure 1 - Single Sign On System list

2.2 General Navigation

Once in the Non-Standard Accommodation Application tool, select the Application to begin the application process or to view the status of a submitted application.

STATE DEPARTMENT OF EDUCATION

Non-Standard Accommodation Application

Welcome Application Help

Carissa.Flint.District (logout)

Instructions

Welcome to Non-Accommodation application

For assistance, please call the SDE Service Desk (405) 521-3301

Ver. 0.0.7.0 Contact us: sdeservicedesk@sde.ok.gov - (405) 521-3301

Figure 2 – Application Tab

2.3 Create a New Application

Once on the Application page, a user has the ability to create a new application and view submitted applications. Additionally, users can filter submitted applications, based on their SSO access, by county, district, site or creation date.

To create a new application:

- Select “Create a New Application”

The screenshot shows the top navigation bar with 'Welcome', 'Application', and 'Help' menus. The user is logged in as 'Carissa.Flint.District'. Below the navigation bar, there is a 'Create New Application' button highlighted with a red box. A callout box points to this button with the text 'Select to submit a new application'. Below the button is a filter section for 'Applications' with dropdown menus for 'County' (OKLAHOMA), 'District' (OKLAHOMA CITY), and 'Site' (ARTHUR ES). There are also date pickers for 'Created Date (From):' (10/13/2014) and 'Created Date (To):' (10/20/2014), along with 'Go' and 'Clear' buttons.

Figure 3 – Create a New Application

- Select “Application Upload” from the drop down menu, then “Create”

The screenshot shows the same page as Figure 3. The 'Create New Application' button is now a dropdown menu. The dropdown menu is open, and 'Application Upload' is selected, highlighted with a red box. A callout box points to this selection with the text 'Select "Application Upload" from the dropdown menu'. To the right of the dropdown menu is a 'Create' button, also highlighted with a red box. A callout box points to this button with the text 'Then click "Create"'. Below the dropdown menu is an 'Applications' section. At the bottom of the page, there is a footer with 'Ver. 0.0.7.0' and 'Contact us: sdeservicedesk@sde.ok.gov - (405) 521-3301'.

Figure 4 – Application Upload

- **Type in the name of the student for whom the application is being submitted, and then click “Search”. Students matching the search criteria will be listed, along with basic identifying information**
 - **Once the correct student is identified, click directly on the student’s name to move to the next step**

STATE DEPARTMENT OF EDUCATION

Non-Standard Accommodation Application

Welcome Application Help ▾ Carissa.Flint.District (logout)

Application Upload

Student search (first name, last name, or student number) *

Jane Doe

Note: Maximum 50 records will be returned. More specific search term may help refine your search and provide more accurate results.

Student Name	Student No.	Birth Date	Sex	Grade	School
Jane Doe	123456789	07/05/2005	F	04	Arthur Elementary

Click directly on the student's name to submit their application

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Figure 5 – Student Search

- Select the School Year and Testing Window for which the accommodation request is being submitted

Non-Standard Accommodation Application

Welcome Application Help ▾ Carissa.Flint.District (logout)

General Information

Accommodation Type: Application Upload
 Student: JANE DOE | Student No.: 123456789 | School: ARTHUR ELEMENTARY
 Submitter: Carissa Flint

Application Upload

Fill in the required information

School Year: * 2014 - 2015

Test Administered When: *
 Winter/Trimester
 Optional Winter/Trimester Retest

Browse... Upload

Figure 6 – School Year and Testing Windows

- Click “Browse...” to select the student’s PDF application. Then, select “Upload” to upload the file

Welcome Application Help ▾ carissa.flint (logout)

General Information

Accommodation Type: Application Upload
 Student: JANE DOE | Student No.: 123456789 | School: ARTHUR ELEMENTARY
 Submitter: Carissa Flint

Application Upload

School Year: * 2014 - 2015

Test Administered When: *
 Winter/Trimester
 Optional Winter/Trimester Retest

Jane Doe ELA Read Aloud Accommodation Application.pdf

Select "Browse..." to select the student's PDF application. Then, select "Upload" to upload the file.

Jane Doe ELA Read Aloud Accommodation Application.pdf ✕

This will indicate the file has been uploaded. Selecting the X button will delete the file.

Browse... Upload

Submit Cancel Print

Figure 7 – Browse and Upload

- Click the “Submit” button to submit the application to SDE for review. The Application screen will then open, showing the application’s status as “Submitted”.

Non-Standard Accommodation Application

Welcome Application Help carissa.flint (logout)

Create New Application

Applications

County: CANADIAN District: MUSTANG Site: MUSTANG HS

Created Date (From): 10/14/2014 Created Date (To): 10/21/2014

Go Clear

The "Submitted" status indicates the application has been sent to SDE and is pending review

Submitter	Student	Status
Carissa Flint	Jane Doe	Submitted

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Figure 8- Submitted

2.4 View the Status of an Application

To see the status of submitted applications, return to the Application tab and view the “Status” column.

SDE Decision Descriptions:

- Meets Criteria/Approve— The accommodation request has been granted.
- Does Not Meet Criteria/Deny— The accommodation request has been denied.
- Approved With Conditions—Approved with conditions that SDE will outline.
- Need More Information—Application requires additional details before a decision can be made.

The screenshot displays the 'Non-Standard Accommodation Application' web interface. At the top, there is a navigation bar with 'Welcome', 'Application', and 'Help' tabs, and a user profile for 'Carissa.Flint.District (logout)'. Below the navigation bar is a 'Create New Application' button. The main content area is titled 'Applications' and contains a search filter section with dropdown menus for 'County' (OKLAHOMA), 'District' (OKLAHOMA CITY), and 'Site' (ARTHUR ES). It also includes date filters for 'Created Date (From):' (10/13/2014) and 'Created Date (To):' (10/20/2014), along with 'Go' and 'Clear' buttons. Below the filters is a table of applications. The table has columns for 'Submitter', 'Student', and 'Status'. The 'Status' column is highlighted with a red box, and a callout box labeled 'Status Column' points to it. The application shown has a status of 'Approved with Conditions'.

Submitter	Student	Status
Carissa Flint	Jane Doe	Approved with Conditions

Figure 9 – Status Column

- If additional details regarding the application's status are needed, click directly on the student's name to view the submitted application and any comments from SDE relevant to the application.

Non-Standard Accommodation Application

Welcome Application Help Carissa.Flint.District (logout)

Create New Application

Applications

County: OKLAHOMA District: OKLAHOMA CITY Site: ARTHUR ES

Created Date (From): 10/13/2014 Created Date (To): 10/20/2014

Go Clear

Select the student's name to view status details

Submitter	Student	Status
Carissa Flint	Jane Doe	Approved with Conditions

Ver. 0.0.7.0 Contact us: sdeservicedesk@sde.ok.gov - (405) 521-3301

Figure 10 – Status Details

- A copy of the file that was uploaded to SDE will also be available when viewing additional details

The screenshot shows a web application interface for the Oklahoma State Department of Education. A modal window titled "Non-Standard Accommodation" is open, displaying the following information:

Student Name:	JANE DOE
Student No.:	123456789
School:	ARTHUR ELEMENTARY
Uploaded File:	December.pdf
Submitter:	CARISSA FLINT
Submitted Date:	10/20/2014
Status:	Approved
OSDE Note:	Approved

The background interface shows a search filter for "Applications" with the following criteria:

- County: OKLAHOMA
- District: OKLAHOMA CITY
- Site: ARTHUR ES
- Created Date (From): 10/13/2014
- Created Date (To): 10/20/2014

Below the filters, a table lists application results:

Submitter	Student	Status
Edward Nguyen	TIA LITTLEJOHN	Approved with Conditions

Figure 11 – Additional Details

2.5 Filter Submitted Applications

If multiple applications have been submitted, filter by the following categories:

- **County** – The submitted applications for that county.
- **District**– The submitted applications for that district.
- **Site** – The submitted applications for that site.
- **Created Date (From)/Created Date (To)** – The applications submitted in a specific date range.

The screenshot displays the 'Non-Standard Accommodation Application' interface. At the top, there is a header with the Oklahoma State Department of Education logo and navigation links: 'Welcome', 'Application', and 'Help'. The user is identified as 'Carissa.Flint.District (logout)'. Below the header, there is a 'Create New Application' button and a section titled 'Applications'. A red callout box points to a filter section with the text 'Filter applications with the criteria below'. The filter section includes dropdown menus for 'County' (OKLAHOMA), 'District' (OKLAHOMA CITY), and 'Site' (ARTHUR ES). Below these are date pickers for 'Created Date (From):' (10/13/2014) and 'Created Date (To):' (10/20/2014). At the bottom of the filter section are 'Go' and 'Clear' buttons.

Figure 12 – Filter Dropdowns

2.6 Add Non-Standard Accommodation to SSO account

For Superintendents who need to add the Non-Standard Accommodation to an account:

- Log in to SSO
- Click Manage users on the left side
- Search for the user's account and select it
- On the account profile page, click "Manage roles for this user" on the right side

NOTE: These are not links.



Role	Specific District Only?
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- On the next page, click "Add A role" on the right



Applies to a Specific District(s)?		
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- Select Non-Standard Accommodation in the list

- Early Intervention - Sooner Start
- Gifted and Talented Report FY 2014-2015
- Grants Management and Expenditure Reporting
- Gushers and Dusters Book Reviews
- Highly Qualified FY 2010/2011
- Homeless Census FY 2013-2014
- Non-Standard Accommodation**
- Oklahoma Annual District Technology Survey
- Oklahoma Cost Accounting System
- Online Student Work Permit Forms
- Other Academic Measures OAM Web Form
- Payment Notices

- Select the appropriate role.

Adding a role for
Please enter the information below and click the Submit button.

Choose Application:

Select Role(s):

- District Logon Administrator** - Ability to assign roles to this application.
- Site Principal** - Submit application for an accommodation - Review all application submissions for their district/site and status - Pull reports
- Submitter** - Submit application for an accommodation - Review all application submissions for their district/site and status - Pull reports
- User** - View all application submissions for their district/site and status

User's Current Role For Non-Standard Accommodation

- None