

Administrative Memo

TO: School Administrators
FROM: Stephen Barr, Assistant Commissioner, Office of Special Education
Sharon Hoge, Assistant Commissioner, Office of College and Career Readiness
Margie Vandeven, Assistant Commissioner, Office of Quality Schools
Leigh Ann Grant-Engle, Assistant Commissioner, Office of Data System Management
DATE: January 20, 2012
SUBJECT: LS-12-001 – Opening 2011-12 Planning Tool in ePeGS

It is time for the planning year to open so that districts can begin entering data. The new year will be turned on January 23, 2012. **Please note that the button will display, but exactly when the new year opens is left to the discretion of each district.**

We encourage districts again to make sure that all necessary changes are made in the 2010-2011 year before opening the new year so that the copied plans have the most current information. After the new year is open, the districts may begin editing existing information or may add new pertinent information for the 2011-2012 year.

DISTRICT LEVEL

There are no changes for the district level. As the district clicks on the button to open the new year the system copies elements in the 2010-2011 plan (includes Mission Statement, district Needs Assessment, all Goals, Objectives, Strategies, Action Steps, and Additional Elements) forward for the 2011-2012 planning year.

BUILDING LEVEL (The process remains the same; this is a two-step process.)

- Step One - The district will click on the “Open New Year” button, creating a place holder for the information.
 - Since the “Open New Year” button is linked to the year selected in the year drop down, be aware of the most recent year the building has opened.
 - i. If the most recent year the building has opened is the 2009-2010 planning year, then you will need to open both the 2010-2011 and the 2011-2012 years. Note: You will need to change the year drop down list to display the 2009-2010 year and click on the “Open New Year” button again to open the 2010-2011 planning year. Proceed to Step 2.
 - ii. If the most recent year the building has opened is the 2010-2011 year, simply click on the “Open New Year” button and proceed to Step 2.
 - iii. If the building has not opened a previous year, click on the “Open New Year” button and the system will open the 2010-2011 planning year (since we are still in the same funding year) and the 2011-2012 planning year.
- Step Two – (Verify the year in the drop down before the copy process and ensure that you have selected the 2011-2012 year.) The district will be able to copy the plan (Mission Statement, building Needs Assessment, all Goals, Objectives, Strategies, Action Steps, and Additional Elements) from the previous year, or from the district down (which only copies the Goals and Objectives at the district level), or they can begin to manually enter their information into the selected building. The districts can then edit existing information or add new pertinent information for the 2011-2012 year.