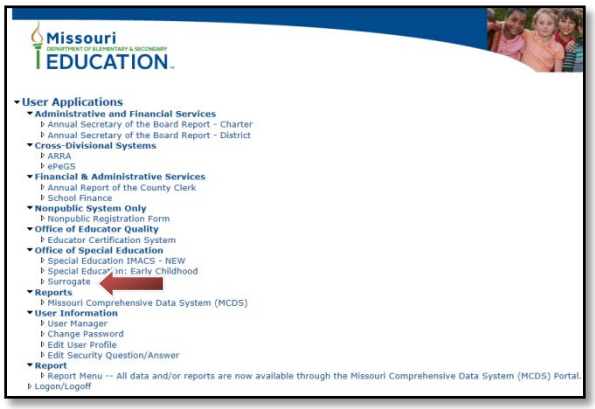
Educational Surrogate Web System User Manual

The use of the Educational Surrogate Web System is required when requesting assignment and managing students needing educational surrogates. At least one person in your school MUST have access to the system at all times. The special education contact for each school will be granted initial access. It is up to the school to determine if additional staff will need access. Access can be granted via the Web Applications User Manager (available after October 2, 2012). (Note: your pop-up block will need to be turned off to use WebSurrogate System.)

Requesting an Educational Surrogate

Log into the Department's Web Application menu.

Click SURROGATE under the Special Education heading. (If you do not have this link, contact the User Manager in your school to request access.)

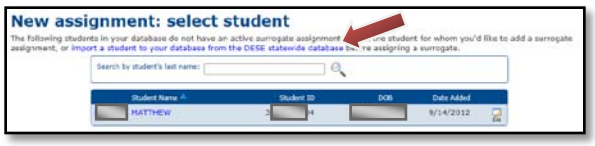


You will be taken to the *WebSurrogate: LEA Home* screen. (If you have access to the Surrogate system only, you will be taken directly to this page.)

This screen will allow you to create a new request, manage all active students for your agency and alert you to any actions required by the district.

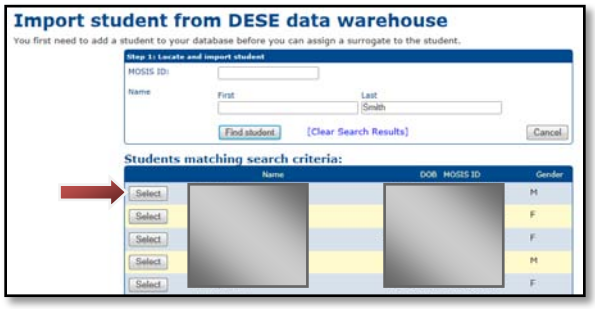
To create a new assignment, click the ADD NEW ASSIGNMENT button on the *LEA Home screen*.

This will take you to the *New Assignment: Select Student screen*. This screen contains a list of students previously loaded for your school. If you do not see the student for whom you are requesting a surrogate, click the IMPORT A STUDENT TO YOUR DATABASE FROM THE DESE STATEWIDE DATABASE at the top of the screen.

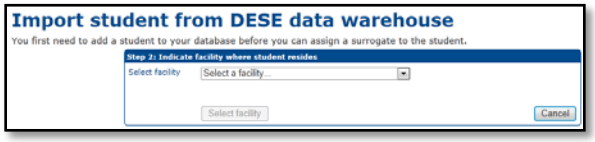


This brings you to the *Import student from DESE data warehouse* screen. This will allow you to look-up the student in the MOSIS system using MOSIS ID, First Name or Last Name.

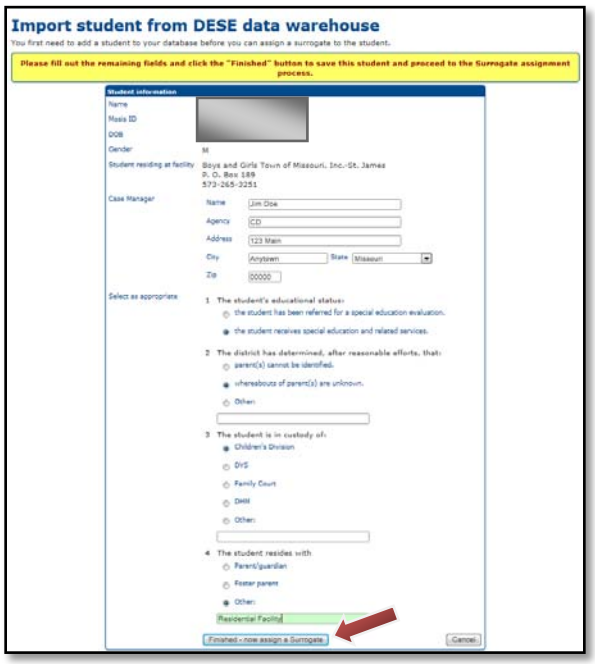
Once the list of students fitting the criteria displays, select the appropriate student. If the student does not exist in the MOSIS system, you will need to request a MOSIS number before you can proceed with the request.



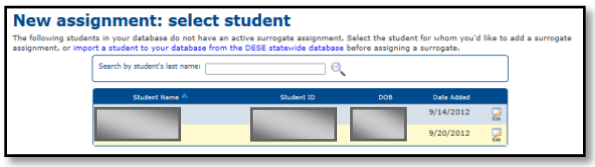
Once you select the student from the DESE data warehouse, you will be asked to indicate the facility where the child resides. If the facility isn't on the list, please contact the Office of Special Education at 573-751-0699, and it will be added.



The next screen to appear is the information required for a surrogate request. If you answer "Other" to any question, a comment must be entered. When you are finished entering the information, click FINISH-NOW ASSIGN A SURROGATE.

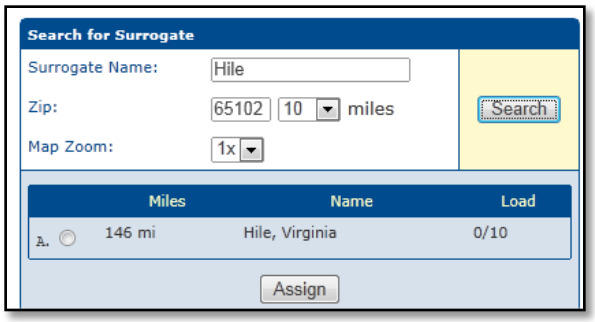


This will give you a list of all students pending submission of an assignment request. Select the student for whom you are requesting a surrogate.

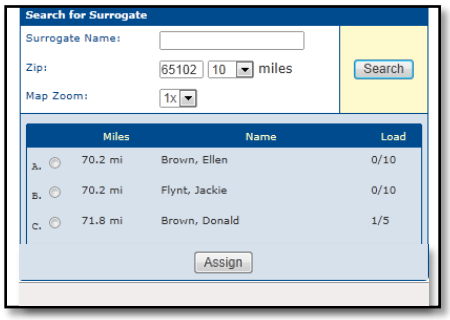


This takes you to the Find Surrogate search screen. This screen will allow you to locate surrogates in your area based on name or miles from a specific zip code. You do not have to contact the surrogate for approval to assign. The surrogates on the list have agreed to serve and will contact DESE if the are not able to fulfill those duties. At which time, DESE will assign another surrogate.

If you are searching by name, enter the LAST NAME only in the search field and click search. No matter what is in the Zip Code field, it will pull up a list of surrogates by that last name.



If you aren't sure which surrogate you would like to assign, enter your zip code and # of miles from that zip code. If this student was assigned a surrogate at another school, that surrogate will appear at the top of the list. You can choose to continue working with the same surrogate, or you can choose another surrogate. Ideally, keeping the previously assigned surrogate is preferred, however, many surrogates are not willing to travel long distances.



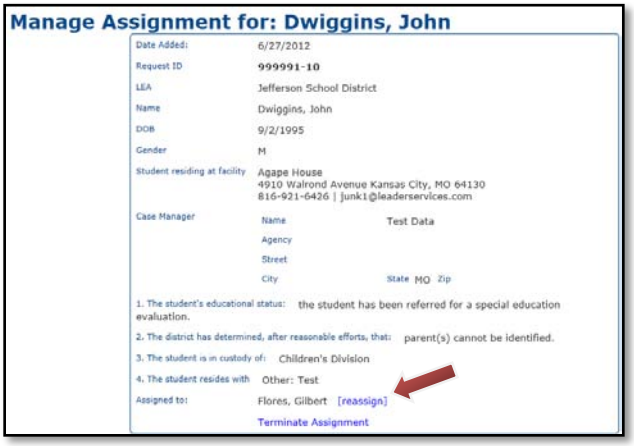
This list is designed to display only surrogates not exceeding maximum assignment (this varies from surrogate to surrogate) and those where a conflict of interest does not exist between the district and/or residential facility. If you notice a surrogate appearing on your list that you feel has a conflict of interest with this assignment, please contact the Office of Special Education immediately at 573-751-0699.

After assigning the surrogate, you will be returned to the home screen where the student will now appear as pending status. The request is submitted to DESE and will remain pending until DESE acts upon the request.

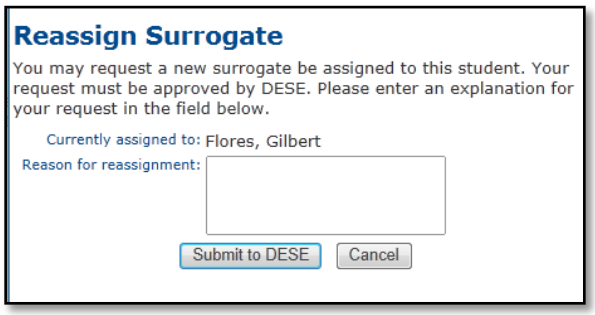
The request is received by DESE for approval. If it is determined a conflict of interest does not exist with the surrogate the school suggested, the request will be approved. If a conflict does exist, DESE will assign a different surrogate. If the student doesn't qualify, DESE will deny the request.

Reassignment of Surrogate

To request the assignment of a different surrogate, choose the student from the LEA Home screen and click the reassign link on the Manage Assignment screen.



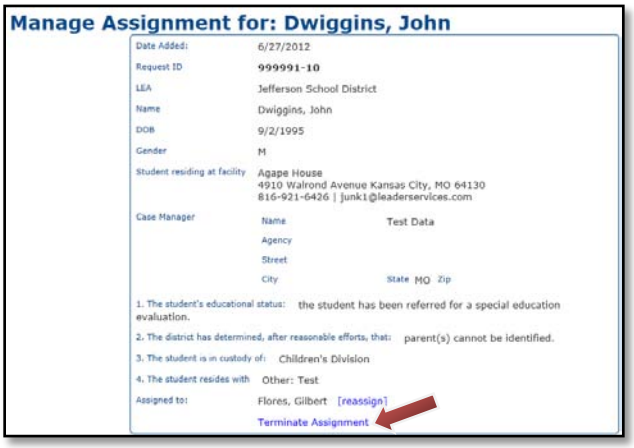
The system requires an explanation for reassignment. Once the reason has been entered on the pop-up screen, click Submit to DESE.



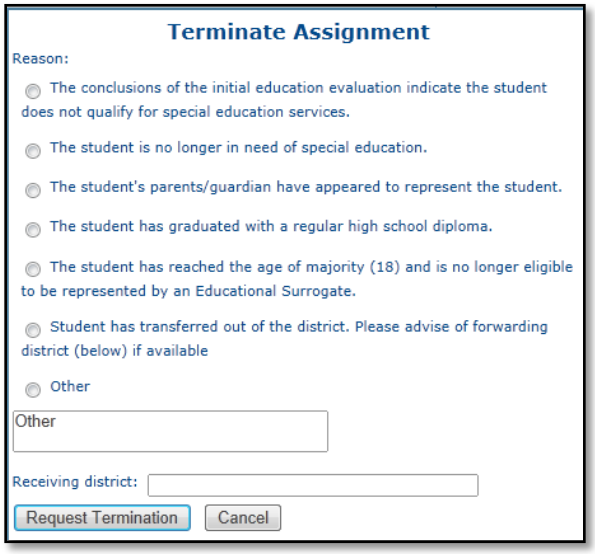
The request is submitted to DESE and will remain pending until DESE acts upon the request.

Terminate Student from the System

To terminate an assignment, select the student from the LEA Home screen. To terminate the assignment, click the Terminate Assignment link at the bottom of the Manage Assignment screen.



You must answer the questions on the pop-up screen and click request termination.



The request is submitted to DESE and will remain pending until DESE acts upon the request.