

Educational Surrogate Web System User Manual - Surrogate

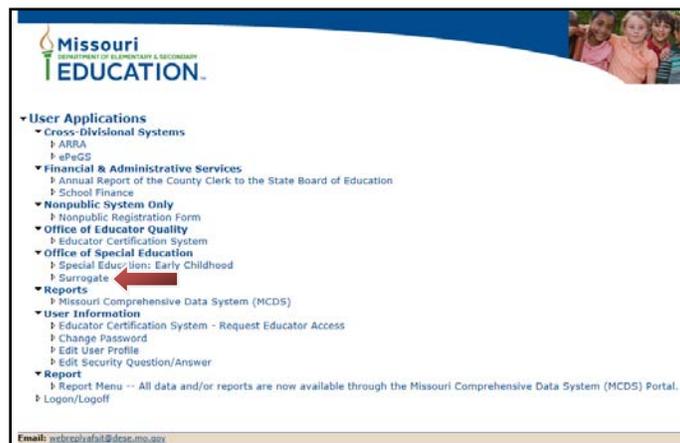
The use of the Educational Surrogate Web System is required by schools when requesting assignment and managing students needing educational surrogates. Educational Surrogates can manage his/her caseload within the system. If you are an Educational Surrogate and you do not have a Web Application user ID or you have any questions about the system, contact the Office of Special Education Compliance at 573-751-0699. (Note: your pop-up block will need to be turned off to use WebSurrogate System.)

Accessing the Educational Surrogate Web System

Visit <http://dese.mo.gov> and log into the Department's Web Application menu.



Click [SURROGATE](#) under the Special Education heading. (If you do not have this link, contact the Office of Special Education Compliance, 573-751-0186.)



The first time you enter the system, you will be required to reset your password. Click on the Forgot Password/ID link and follow the prompts.

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DESE Secured Web Application Logon

IMPORTANT NOTICE:
All Systems - Due to general maintenance, all applications will be unavailable every Monday morning from 12:30 am to 3:30 am.
Inactive Account - Received an email concerning your inactive account? If so, please click [HERE](#) for more information.

If you already have a User Name, enter it below. Click [Login]
User Name:
Password:

To view information available to the general public, Click [View Public Applications]

If you do not have a user name and password, Click [Register]

If you forgot your Username/Password, Click [Forgot Username/Password?]

Still having problems logging in to Web Applications? Please send your questions to webapphelp@desse.mo.gov or (573) 751-9821 providing your name, user id, school district name, phone number, and country-district code with your request. [Privacy Statement](#)

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District/LEA:

Forgot Username/Password?

To receive assistance with your username or password, please select one of the below options:

I have forgotten my Password:

I have forgotten my Username:

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District/LEA:

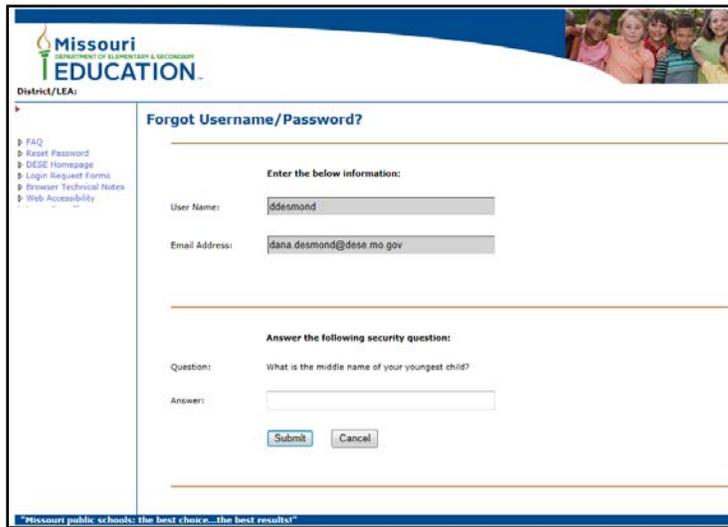
Forgot Username/Password?

Enter the below information:

User Name:

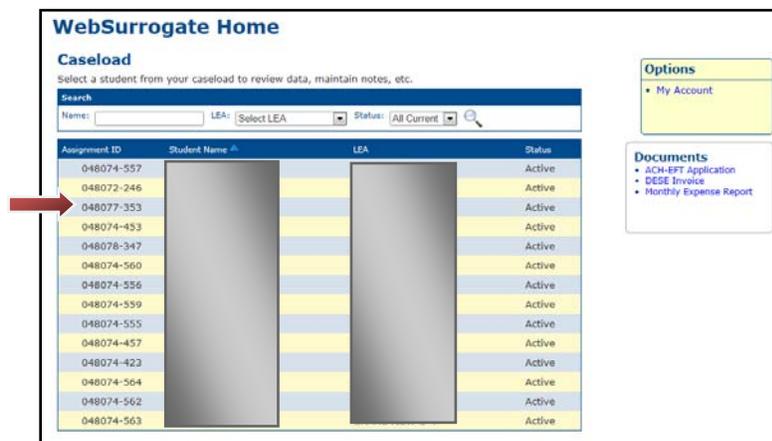
Email Address:

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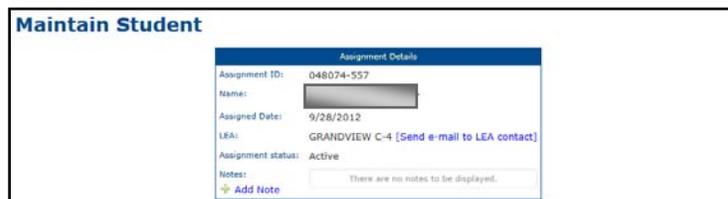


An e-mail with a link to reset your password will be sent to you immediately. Click the link in the message and follow the prompts.

You will be taken to the *WebSurrogate Home: Caseload* screen. This screen will list all students currently active and assigned to you. It will also provide the school where the child attends.



When you select a student from the list, the *Maintain Student* screen will appear. This screen will give you a link to contact the district and a place to enter case notes for the child. The schools do not see the case notes.



You can also manage your account information by clicking on the [ACCOUNT](#) link on the home screen.

WebSurrogate Home
Caseload
 Select a student from your caseload to review data, maintain notes, etc.

Search
 Name: [] LEA: [Select LEA] Status: [All Current]

Assignment ID	Student Name	LEA	Status
048074-557			Active
048072-246			Active
048077-353			Active
048074-453			Active
048078-347			Active
048074-560			Active
048074-556			Active
048074-559			Active
048074-555			Active
048074-457			Active
048074-423			Active
048074-564			Active
048074-562			Active
048074-563			Active

Options
 • My Account

Documents
 • ACH-EFT Application
 • DESE Invoice
 • Monthly Expense Report

My Account
 It is important to keep your contact information up to date so that LEAs and state personnel can contact you.

Salutation: Ms.
 Email: dana.desmond@desse.mo.gov
 Phone: []
 Home Phone: []
 Address: []
 Address (2): []
 City: Grandview
 State: Missouri Zip: 64030
 Employer: Retired teacher
 Save Cancel

The monthly expense report forms can be accessed by clicking the [MONTHLY EXPENSE REPORT](#) link. (Remember, expenses can only be reimbursed 60 days from the date of the expenditure. Only one expense account per month can be submitted.)

WebSurrogate Home
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048074-555			Active
048074-457			Active
048074-423			Active
048074-564			Active
048074-562			Active
048074-563			Active

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STATE OF MISSOURI
MONTHLY EXPENSE REPORT

FOR MONTH OF [] PAGE [] OF []
 DEPARTMENT/DIVISION OR INSTITUTION []
 EMPLOYEE NAME (LAST, FIRST) [] VENDOR CODE (SOCIAL SECURITY NUMBER) []

OFFICE ADDRESS [] WORK PHONE NO. [] UNIT/LOCALITY [] LOCATION CODE OR DOCUMENT NO. []

DATE	FROM TO & PURPOSE	OVER-NIGHT STAY (X)	RET (X)	STANDARD MILES	FLEET MILES	BREAK-FAST	LUNCH	DINNER	LODGING	OTHER	
											0.00
											0.00
											0.00

Save Print Reset