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.
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.

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.)