

# District Review of Building Level ESSA Requirements

## Assistance with the review process

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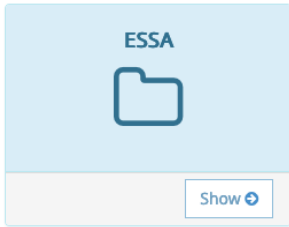
## District review can only be conducted by district staff with submit level access to CASA at the district level.

To determine what level of access you have, login to the Education Portal and click “My Profile” in the top right corner. If the CASA\_Submit role is not listed in the “Assigned Roles” section at the bottom of the screen, submit level access will need to be requested. Please note that submit level access will need to be requested at the district (not building) level. [Instructions for requesting access are found here.](#)

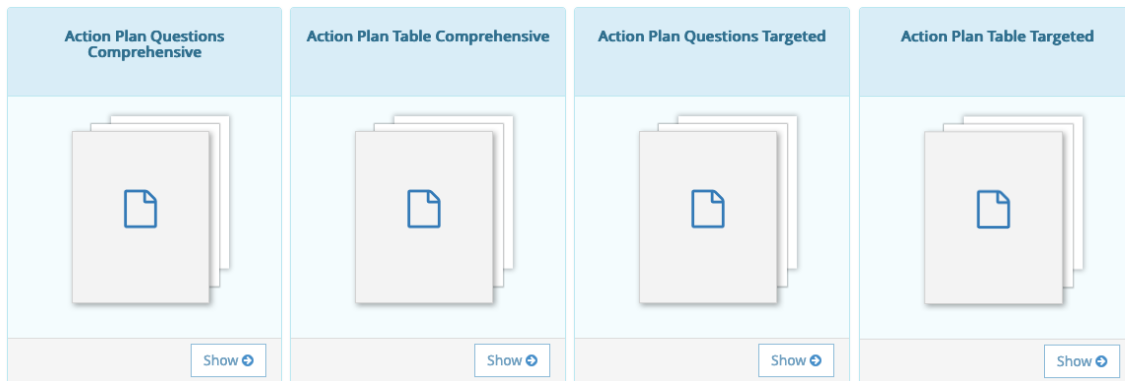
Directory + Users + My Profile					
My Profile Information					
First Name	Last Name	Status			
Administrative Organization					
Address					
Street 1	Street 2	City			
State	Zip	Phone			
Extension	Email				
Notes					
Assigned Roles					
Application	Security Organization	Role	Security Officer	Status	Date
CASA	Comm School District	CASA_Submit		Assigned	

The district must review all action plan question sets and the action plan tables submitted by their targeted or comprehensive buildings.

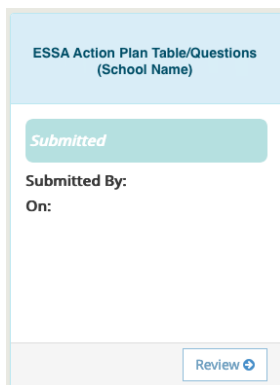
Begin by navigating to the ESSA folder on the CASA dashboard and click the “Show” button in the bottom right corner.



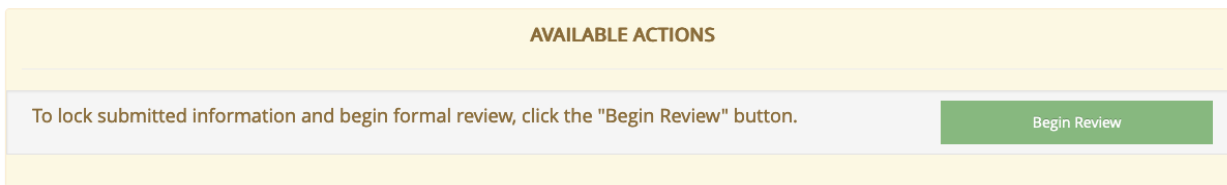
Submissions are grouped by requirement type and ESSA designation. Click the “Show” button in the bottom right corner to view individual building submissions.



The tile for individual submissions looks approximately like the screenshot below. Click the “Review” button in the bottom right corner to open the submission.

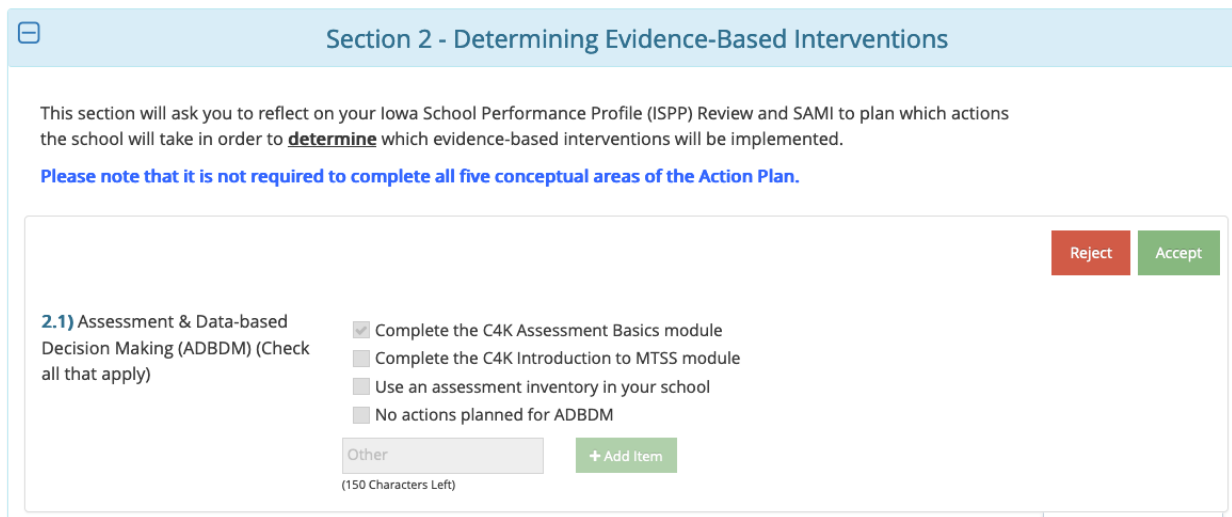


To begin the review, scroll to the bottom of the screen and click the “Begin Review” button. This will change the status of the submission to “District Review in Progress.”

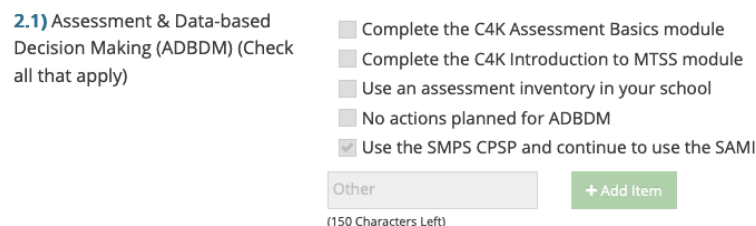
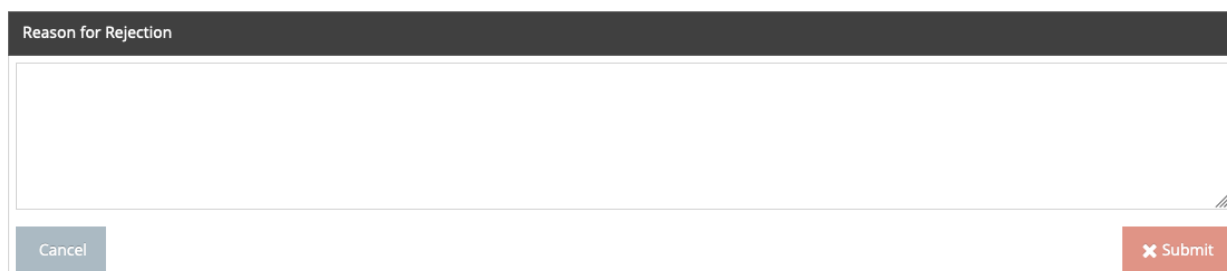


The process outlined below uses the action plan questions as an example, but the review process is the same for the question sets and the action plan table.

Each question that requires review will have a Reject and Accept button next to the question. Rejecting a response allows the district to send the submission back to the building for correction.



Each rejected question requires a reason for rejection. This text should be brief but clearly explain what the building must do to have an acceptable answer.



Once all questions have been marked as accepted or rejected, the submission can be marked as Approved or sent back to the building as Action Required using the buttons at the bottom of the submission. All questions must be accepted in order to mark the submission as Approved.

When the district marks a submission as Action Required, the building contact listed at the top of the submission and the person who submitted to the district, if different, are notified through an email sent from CASA. The district will not receive notification when the building resubmits so will need to work closely with the building to ensure that final approval happens before the Department deadline of June 7<sup>th</sup>.

AVAILABLE ACTIONS	
To send the submission back to the building for required edits, click the "Mark Action Required" button.	<input type="button" value="Mark Action Required"/>
To approve this submission and submit as final to the State, click the "Mark Approved" button.	<input type="button" value="Mark Approved"/>

## Review of Targeted Building Submissions

Submissions must be approved by the district by June 7<sup>th</sup>. District Reviewed – Approved is the final status for these submissions for the current school year.

## Review of Comprehensive Building Submission

Submissions must be approved by the district by June 7<sup>th</sup>. Submissions for Comprehensive buildings must be approved by both the district and the Department. Once the submission is approved by the district, the Department will begin a review of the submitted information. **Should the Department discover an issue and need to send the submission back to the building as action required, the superintendent will be notified and must coordinate the correction of rejected items.** The building will need to submit corrected information to the district for approval. After district approval of the corrected information, the submission is then re-reviewed by the Department and approved or sent back for additional corrections.