

District Notification of Placement

Completion of SFN 18119
In an Electronic Version

Kim Vega and Kenneth Steiner, September 1, 2009

Century Code for Notification of Placement

- **Century Code 15.1-29-14**
- **(701) 328-1678**
- **kasteiner@nd.gov**

Create ND State Login

- Website to create login is:
<https://secure.apps.state.nd.us/itd/ldap/registration.htm>
- Most state employees have current login ID
- All Users of the system will need a login name
- Users need login prior to DPI setting up Entity information
- Call Kim Vega or Kenneth Steiner after Administrative Users are determined
- Contact info page at end of training slides

Student Contract log-in page

North Dakota Login: State of North Dakota - Windows Internet Explorer

https://secure.apps.state.nd.us/itd/ldap/registration.htm

File Edit View Favorites Tools Help

North Dakota Login: State of North Dakota

Registration

Steps: **Account Details** | Confirmation | Print Profile

Business/Organization Account Details

Business/Organization accounts should only be used for online services related to the business or organization you represent

Login Details

*North Dakota Login:

*Password:

*Confirm Password:

*Business Email:

*Confirm Business Email:

North Dakota Login Requirements:

- at least 3 characters long
- cannot be an existing ID

Password Requirements:

- at least 6 characters long
- 1 upper case character
- 2 lower case characters
- 1 number

Business/Organization Details

*Business Name:

*Contact Name: First MI Last Suffix

*Address 1:

Address 2:

Address 3:

*City, State, Zip (555554444)

*Country:

*Telephone: (2223334444) Ext.:

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Definition of Entities

- Agency Making Notification
 - Includes state agencies, private educators, public schools....
- Educating provider
 - Includes private educators and public schools
- Financial Responsibility
 - Includes public school districts and DPI
 - State Responsible students will default to DPI

Screen Shot of Entity Set UP

The screenshot shows a Windows Internet Explorer browser window displaying the 'Agency Set Up' page for Burleigh CSS. The browser's address bar shows the URL: <https://secure.appstest.nd.gov/dpi/ndeducation/StudentContracts/Admin/Agency.aspx?id=>. The page header includes the North Dakota logo and the text 'North Dakota nd.gov Official Portal for North Dakota State Government'. The date 'Friday, September 04, 2009' is displayed in the top right corner. The main content area is titled 'NdEducation Logo/Branding/Images' and 'Student Contracts'. A navigation menu on the left includes 'Student Contracts' (with sub-items: List Notifications, Create Notification, List Contracts, List Reimbursements) and 'Administration' (with sub-items: Manage Staff, Entity Users, Statewide Configuration, Services, Service Costs). The main form area is titled 'Burleigh CSS' and contains the following fields: Agency Name (Burleigh CSS), Phone (###-###-####), Email (INVALID.Burleigh_CSS@nd.gov), Address (two empty text boxes), City (empty text box), State (dropdown menu), and Zip Code (empty text box). There are two checkboxes: 'Is In-State?' (checked) and 'Is Education Provider?' (unchecked). A 'Save' button is located at the bottom of the form. The footer of the page reads 'ND Department of Public Instruction, ND Education Standards and Practices Board'. The browser's status bar at the bottom indicates 'Trusted sites' and '100%' zoom.

Role of Administrative User

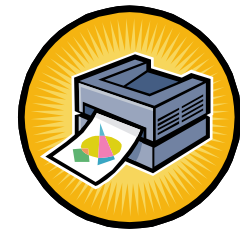
- Entity – DPI office use
 - Contact -DPI office use
 - Administrative Users
 - Staff Users
- Point of contact
- Set up staff users
- Calls DPI with changes to entity information
- Calls DPI to add/delete Administrative Users
- Responsible for deleting unneeded Staff Users

Tasks in Electronic Contract Program

- Create & List Notifications
- Create & List Contracts
- Create reimbursements

Login Instructions for Admn Users

- If needed, create your login ID
- Email kasteiner@nd.gov or kvega@nd.gov to let us know you are ready to start entering notifications. (be sure to include phone #)
- After we have received your email, we will contact you by phone to attach your login ID to the correct entity.
- Start entering staff users



Role of Staff Users

- Create & List Notifications
- Create & List Contracts
- Create reimbursement
- Everything except make changes to entity set up and create other users

Screen of User Set Up

Agency - Windows Internet Explorer

http://itdnet35t1/dpi/StudentContracts/StudentContracts/Admin/Agency.aspx?id=554

North Dakota nd.gov Official Portal for North Dakota State Government

North Dakota EDUCATORS

Wednesday, October 21, 2009

ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub

Student Contracts

Load Test (profile) (sign out)

Student Contracts

- >>> List Notifications
- >>> Create Notification
- >>> List Contracts
- >>> List Reimbursements

Administration

- >>> Entity Users
- >>> Service Costs

<< Entity Users << Dickinson 1

Print Help

Dickinson 1

APR CODE: 500021007

Is In-State? Is Education Provider?

Users

The users below currently have either user and/or admin access to this entity. If the admin checkbox is not checked, the user is a staff member of the entity and does not have admin permissions.

ND Login ID	Last Name	First Name	Email	Admin
✘ loadtest40	Test	Load	ecornell@state.nd.us	<input type="checkbox"/>
✘ loadtest41	Test	Load	ecornell@state.nd.us	<input checked="" type="checkbox"/>

Save

Add User

User Name:

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Select 'Entity Users' to create new staff users

Creating a Notification

Notifications of Placement - Windows Internet Explorer

https://secure.appstest.nd.gov/dpi/ndeducation/StudentContracts/Placements/Notification: Bing

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NdEducation Logo/Branding/Images

Student Contracts

Student Contracts

Test Cloud1 (profile) (sign out)

Notifications of Placement

Filter Criteria

Entity: --

Status: Active (Unsubmitted or Submitted)

School Year: --

Search

IMPORTANT: Most entities making placements will deal primarily with List and Create Notifications

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Important Differences

- Notifying Agency – can enter the student's 10 digit State ID number, or leave blank, if unknown
- The school year for the notification needs to be identified.
 - Example are 2009-2010, 2010-2011, etc.
 - Fall to Summer defines the school year

Parts 1-4 of the Notification Form

- Parts are identical to paper form SFN 18119
- Part 1 – Purpose of Notification
- Part 2 – Student Placement Information
- Part 3 – Residency Determination
- Part 4 – Notification or Electronic Signatures

Placement Definitions

- **Part I Definitions:**
- Initial/New Placement – a first time notification for student's placement
- Annual Sept. 15th residency notification- required to be completed annually
- Change in Educator
- Discharge from placement

Screen shot of Part 1

Create Notification of Placement - Windows Internet Explorer

https://secure.appstest.nd.gov/dpi/StudentContracts/StudentContracts/Placements/CreateNotification.aspx

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ND Teach Education First, Education That Lasts
Teachers, Educators, and Administrators Central Hub

Friday, March 05, 2010

DPI Admin ESPB Admin **Student Contracts**

Test Cloud1 (profile) **Create Notification of Placement** Print Help

Student Contracts

- List Notifications
- Create Notification**
- List Contracts
- List Reimbursements

Administration

- Manage Staff
- Entity Users
- Statewide Configuration
- Services
- Service Costs

Notification #:
Status: --
School Year: 2009-2010

Part I. Purpose of Notification

Purpose of Notification:

- Initial/New placement
- Annual Sept. 15th residency notification
- Change in Educator
- Discharge from placement

Placement Date: MM/DD/YYYY

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Done Trusted sites 105%

Screen Shot Part 2

Create Notification of Placement - Windows Internet Explorer

Address bar: <https://secure.appstest.nd.gov/dpi/StudentContracts/StudentContracts/Placements/CreateNotification.aspx>

Navigation: File Edit View Favorites Tools Help

Navigation bar: DPI Admin ESPB Admin **Student Contracts**

Left sidebar:

- Test Cloud1 (profile) (sign out)
- Student Contracts
 - List Notifications
 - Create Notification**
 - List Contracts
 - List Reimbursements
- Administration
 - Manage Staff
 - Entity Users
 - Statewide Configuration
 - Services
 - Service Costs

Main content area:

<< Create Notification of Placement Print Help

Create Notification of Placement

Part II. Student Placement Information

Student First Name:

Student Last Name:

Student Date of Birth: MM/DD/YYYY

Student State ID:

Parent/Legal Guardian Name:

Address:

City:

State:

Zip Code:

Person or Agency with Legal Custody of Student:

Custody Order Date: MM/DD/YYYY

Footer: ND Department of Public Instruction, ND Education Standards and Practices Board

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Screen Shot of Part 3

North Dakota nd.gov Official Portal for North Dakota State Government

Friday, August 28, 2009

NdEducation Logo/Branding/Images

Student Contracts

Student Contracts

Test Cloud1 (profile) (sign out)

Student Contracts

- >>> List Notifications
- >>> **Create Notification**
- >>> List Contracts
- >>> List Reimbursements

Administration

- >>> Manage S...
- >>> Entity Us...
- >>> Statewid...
- >>> Services
- >>> Service C...

<< Create Notification of Placement

Create Notification of Placement

Part III. Residency Determination - Payment of Tuition

- Student's custodial parent is resident of North Dakota
- Student's custodial parent is not a resident of North Dakota
- Parental rights have been terminated
- Student no longer has a custodial parent
- All reasonable efforts to locate a parent or legal guardian have been unsuccessful
- School placement**

Part IV. Notification

Agency Making Notification: --

Educating Provider: --

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By selecting the first option, a student must have a local school district with financial responsibility.

The school placed option will be chosen by the local school districts.

IMPORTANT: Options 2 through 5 indicate a ND State Responsible Student.

Screen Shot of Part 4

North Dakota nd.gov Official Portal for North Dakota State Government

NdEducation Logo/Branding/ Images

Student Contracts

Student Contracts

Test Cloud1 (profile) (sign out)

Student Contracts

- List Notifications
- Create Notification
- List Contracts
- List Reimbursements

Administration

- Manage Staff
- Entity Users
- Statewide Configuration
- Services
- Service Costs

Friday, August 28, 2009

Print Help

Part IV. Notification

Agency Making Notification: --

Educating Provider: --

Financial Responsibility: --

Create Notification

ND Department of Public

The user's assigned entity name will default to agency making notification

Creator of notification will need to select Educating Provider and the Resident district or Financially Responsible school

IMPORTANT: If you do not find the entity providing education, or the resident school district for financial responsibility, please call DPI for set up.

Submit or Save or Void

Notification of Placement - Windows Internet Explorer

https://secure.appstest.nd.gov/dpi/hdeducation/StudentContracts/Placements/Notification.aspx?id=474

File Edit View Favorites Tools Help

North Dakota nd.gov Official Portal for North Dakota State Government

Wednesday, September 16, 2009

NdEducation Logo/Branding/Images

Student Contracts

Student Contracts

Test Cloud2 (profile) (sign out)

Student Contracts

- List Notifications
- Create Notification
- List Contracts
- List Reimbursements

Administration

- Manage Staff
- Entity Users
- Statewide Configuration
- Services
- Service Costs

<< Create Notification of Placement << Notification of Placement

Print Help

Notification of Placement

Notification of Placement Created

Part IV. Notification

Agency Making Notification: Burleigh CSS

- INVALID.Burleigh_CSS@nd.gov

Educating Provider: Mandan 1

701-663-9531 - INVALID.Wilfred.volesky@sendit.nodak.edu

Financial Responsibility: Bismarck 1

701-323-4054 - INVALID.paul_johnson@bismarckschools.org

Save Submit Notification Void Notification

ND Department of Public Instruction, ND Education Standards and Practices Board

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Email Notification

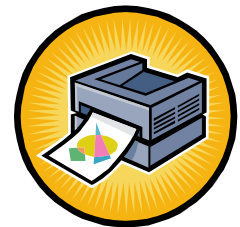
- Submission
- Voids
- Contract Approvals
- Reimbursement Approvals

Query for Notifications

The screenshot shows a Windows Internet Explorer browser window displaying the 'Notifications of Placement' page. The browser's address bar shows the URL: <https://secure.appstest.nd.gov/dpi/ndeducation/StudentContracts/Placements/Notifications.aspx>. The page header includes the North Dakota logo and the text 'North Dakota nd.gov Official Portal for North Dakota State Government'. The main content area is titled 'NdEducation Logo/Branding/Images' and 'Student Contracts'. A sidebar on the left contains a menu with the following items: 'Test Cloud2 (profile) (sign out)', 'Student Contracts', '» List Notifications', '» Create Notification', '» List Contracts', '» List Reimbursements', 'Administration', '» Manage Staff', '» Entity Users', '» Statewide Configuration', '» Services', and '» Service Costs'. A red arrow points to the 'List Notifications' link. The main content area has a title 'Notifications of Placement' and a 'Filter Criteria' section with the following fields: 'Entity:' (dropdown menu), 'Status:' (dropdown menu), and 'School Year:' (text input). The 'Status' dropdown menu is open, showing the following options: 'Active (Unsubmitted or Submitted)', 'All', 'Submitted', 'Unsubmitted', and 'Voided'. The 'Active (Unsubmitted or Submitted)' option is selected. The page footer contains the text: 'ND Department of Public Instruction, ND Education Standards and Practices Board'. The browser's status bar at the bottom shows 'Done' and 'Trusted sites'.

Additional Information

- Expect to see minor changes
- Contact Information
 - Kenneth Steiner, 328-1678
 - kasteiner@nd.gov
 - Kim Vega, 328-2175
 - kvega@nd.gov
- <https://secure.apps.nd.gov/dpi/ndteach/sclogin.aspx>
 - Website for accessing student contract system
 - add to favorites



Check List

- Everyone needs a login name established with the State of ND – see slide 3 for website
- Call Kenneth or Kim to set up entity info and administrative users - see slide 23
- Administrative Users can then start entering staff users
- All may start entering notifications

