

Comprehensive District Improvement Plan Funding

Improvement Plan Funding and Finance

For the 2013-2014 school year the process for completing your district assurances for your Comprehensive District Improvement Plan Funding and Finance will become a part of your CDIP (now and in future school year submissions)

This process has been placed in ASSIST and is an assigned task that is due by September 30, 2013. This task should appear when you login to ASSIST.

The steps to complete this required item in ASSIST is outlined within. Follow the steps to complete the task.

If at anytime you have questions you may contact:

Questions on using ASSIST
Ginger Kinnard
502.564.4403 ext. 4048
ginger.kinnard@education.ky.gov

Questions on finance/funding
502.564.1979

Website:

<http://education.ky.gov/districts/fin/Pages/Comprehensive-District-Improvement-Plan-Funding-and-Finance.aspx>

Step 1: Log into ASSIST



Login

Please enter your email address and password to log in.

Email Address:

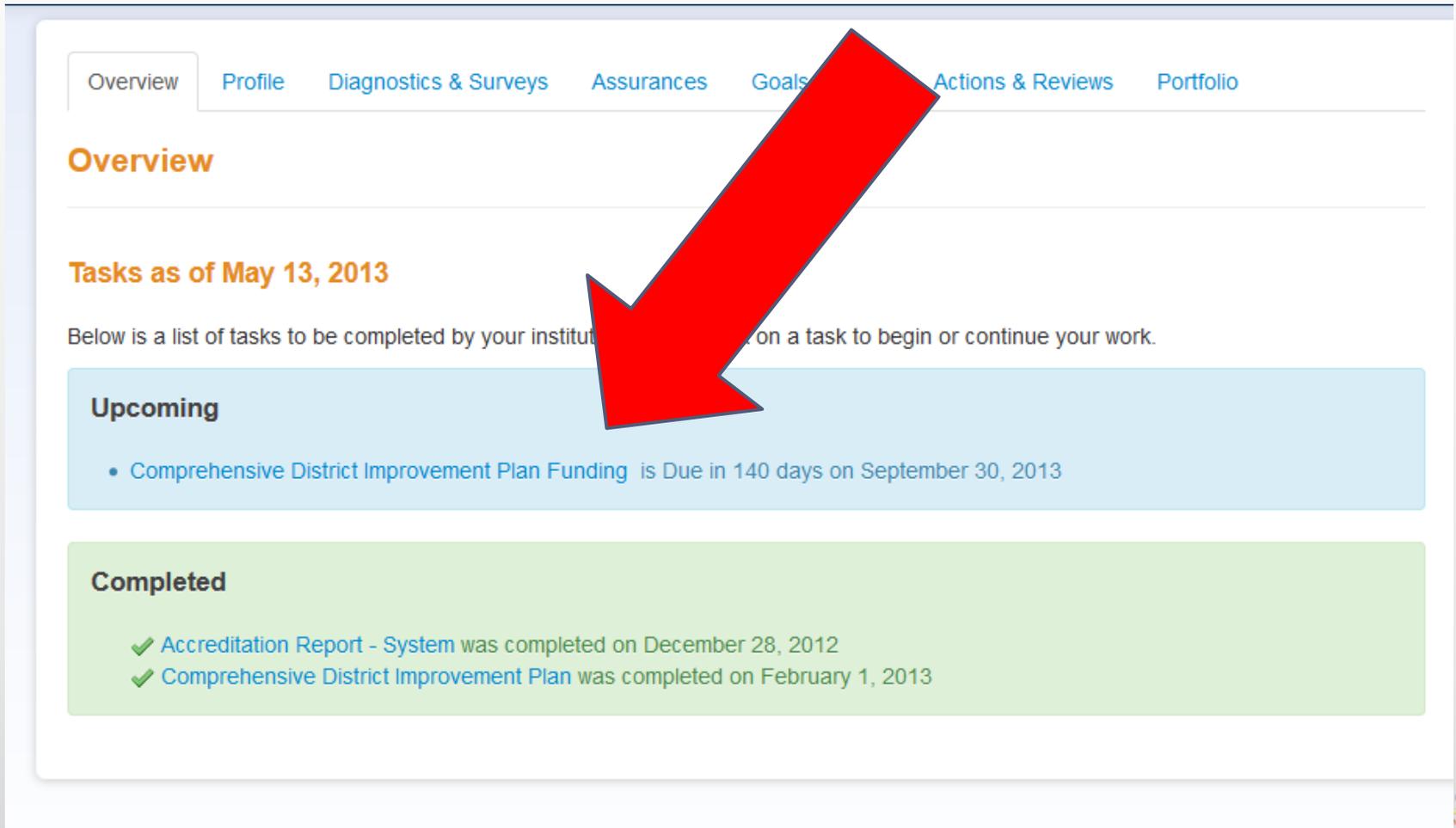
Password:

Forgot your password? [Send new password](#)

New Users

Please register to create a new account.

Step 2: Notice the **Upcoming** task due



Overview Profile Diagnostics & Surveys Assurances Goals Actions & Reviews Portfolio

Overview

Tasks as of May 13, 2013

Below is a list of tasks to be completed by your institution. Click on a task to begin or continue your work.

Upcoming

- Comprehensive District Improvement Plan Funding is Due in 140 days on September 30, 2013

Completed

- ✓ Accreditation Report - System was completed on December 28, 2012
- ✓ Comprehensive District Improvement Plan was completed on February 1, 2013

Step 3: Click on **Diagnostics and Surveys** tab

Click here

Overview

Profile

Diagnostics & Surveys

Assurances

Goals & Plans

Actions & Reviews

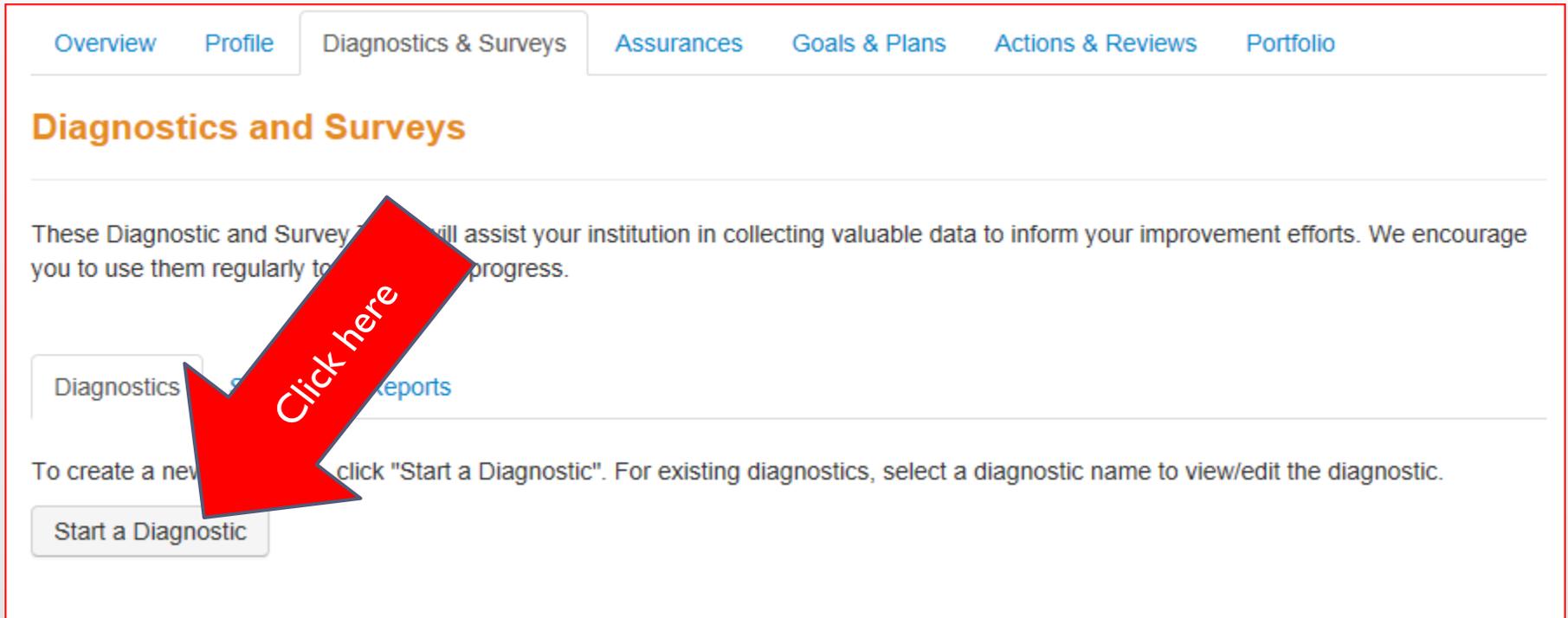
Portfolio

Overview

Tasks as of May 21, 2013

Below is a list of tasks to be completed by your institution. Simply click on a task to begin or continue your work.

Step 4: Click **Start Diagnostic**



Overview Profile **Diagnostics & Surveys** Assurances Goals & Plans Actions & Reviews Portfolio

Diagnostics and Surveys

These Diagnostic and Survey Tools will assist your institution in collecting valuable data to inform your improvement efforts. We encourage you to use them regularly to track progress.

Diagnostics [Reports](#)

To create a new diagnostic, click "Start a Diagnostic". For existing diagnostics, select a diagnostic name to view/edit the diagnostic.

Start a Diagnostic

Click here

Step 5: Select **Comprehensive District Improvement Plan Funding and Finance Diagnostic**



Overview Profile **Diagnostics & Surveys** Assurances Goals & Plans Actions & Reviews Portfolio

Start a Diagnostic

Choose a Diagnostic

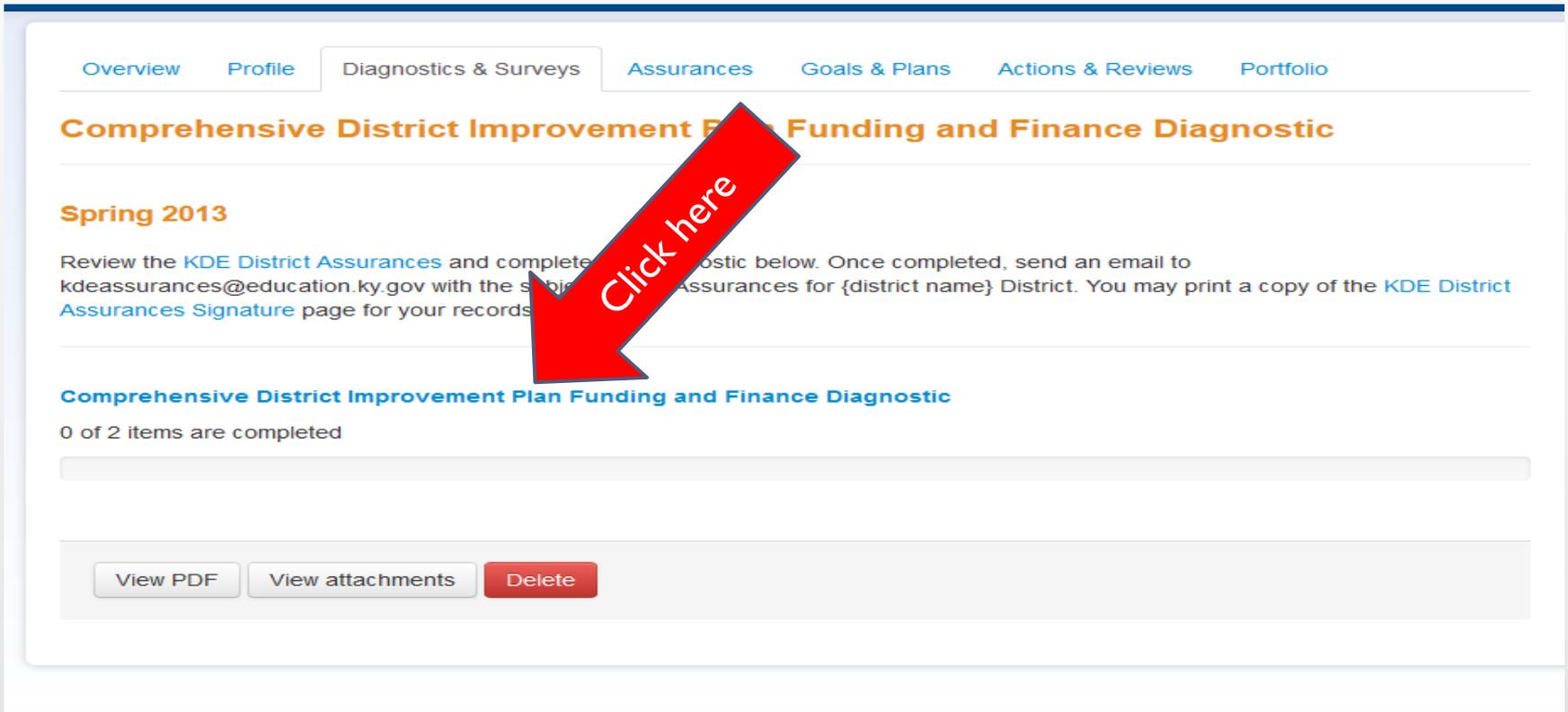
Career Advising Diagnostic

- Career Advising Diagnostic
- Comprehensive District Improvement Plan Funding and Finance Diagnostic** ←
- Executive Summary
- Improvement Plan Stakeholder Involvement
- KDE Needs Assessment
- Self Assessment
- Stakeholder Feedback Diagnostic
- Student Performance Diagnostic
- The Missing Piece

Cancel Start



Step 6: Proceed through the diagnostic questions and follow instructions



Overview Profile **Diagnostics & Surveys** Assurances Goals & Plans Actions & Reviews Portfolio

Comprehensive District Improvement Plan Funding and Finance Diagnostic

Spring 2013

Review the [KDE District Assurances](#) and complete the diagnostic below. Once completed, send an email to kdeassurances@education.ky.gov with the subject line: Assurances for {district name} District. You may print a copy of the [KDE District Assurances Signature](#) page for your records.

Comprehensive District Improvement Plan Funding and Finance Diagnostic

0 of 2 items are completed

View PDF View attachments Delete

Click on COMPREHENSIVE DISTRICT IMPROVEMENT PLAN FUNDING AND FINANCE DIAGNOSTIC

Step 6a: Proceed through the diagnostic questions and follow instructions

Overview Profile **Diagnostics & Surveys** Assurances Goals & Plans Actions & Reviews Portfolio

Comprehensive District Improvement Plan Funding and Finance Diagnostic

« Back to Comprehensive District Improvement Plan Funding and Finance Diagnostic

- ✓ Denotes an incomplete response.
- ✓ Denotes a completed response that can be edited.

Summary of responses		
Respond	✓	All schools in our district (including private schools receiving funding from our district) are in compliance with all of the KDE required District Assurances outlined in the KDE District Assurance document and the assurances were approved at a regular meeting of our Board of Education.
Respond	✓	An email has been sent to KDE at kdeassurance@education.ky.gov certifying the KDE Assurances have been completed for 2013-2014.

Click here

To download the assurance signature document here

1. Click on “Respond” to provide required response

Step 6a: Response 1 (instructions below)

« [Back to Comprehensive District Improvement Plan Funding and Finance Diagnostic](#)

1. All schools in our district (including private schools receiving funding from our district) are in compliance with all of the KDE required District Assurances outlined in the [KDE District Assurance](#) document and the assurances were approved at a regular meeting of our Board of Education.

Copy and paste the following statement in the text box below and fill in the blanks. As Superintendent of the _____ school district, I declare that all schools in our district (including private schools receiving funding from our district) are in compliance with all of the assurances listed in the Assurance document. These assurances were approved at a regular meeting of the _____ Board of Education on _____. The approval is contained in the Board minutes that are available for review at the district's central office. All pertinent information related to these assurances is available for review at the district's central office. [District Assurances Signature - Attachment \[optional\]](#)

Yes
 No

Comments

600 characters left

Upload Document

Attachment Name



**P
S
K**

Kentucky
Department of Education

For more information, visit [here](#).

1. Read the diagnostic and answer YES or NO to the statement
2. Copy and paste the statement in the Comments box and FILL IN THE BLANKS
3. Upload supporting documentation (OPTIONAL – not required)
4. REMEMBER to CLICK “SAVE AND CONTINUE”

Step 6b: Response 2 (instructions below)

« Back to Comprehensive District Improvement Plan Funding and Finance Diagnostic

2. An email has been sent to KDE at kdeassurance@education.ky.gov certifying the KDE Assurances have been completed for 2013-2014.

Copy and paste the following statement in an email to KDE at kdeassurance@education.ky.gov with the subject line of: Assurances for (district name) District As Superintendent of the _____ school district, I declare that all schools in our district (including private schools receiving funding from our district) are in compliance with all of the assurances listed in the Assurance document. These assurances were approved at a regular meeting of the _____ Board of Education on _____ (insert date). The approval is contained in the Board minutes that are available for review at the district's central office. All pertinent information related to these assurances is available for review at the district's central office.

Yes
 No

Comments

600 characters left

Upload Document

Attachment Name

Browse...



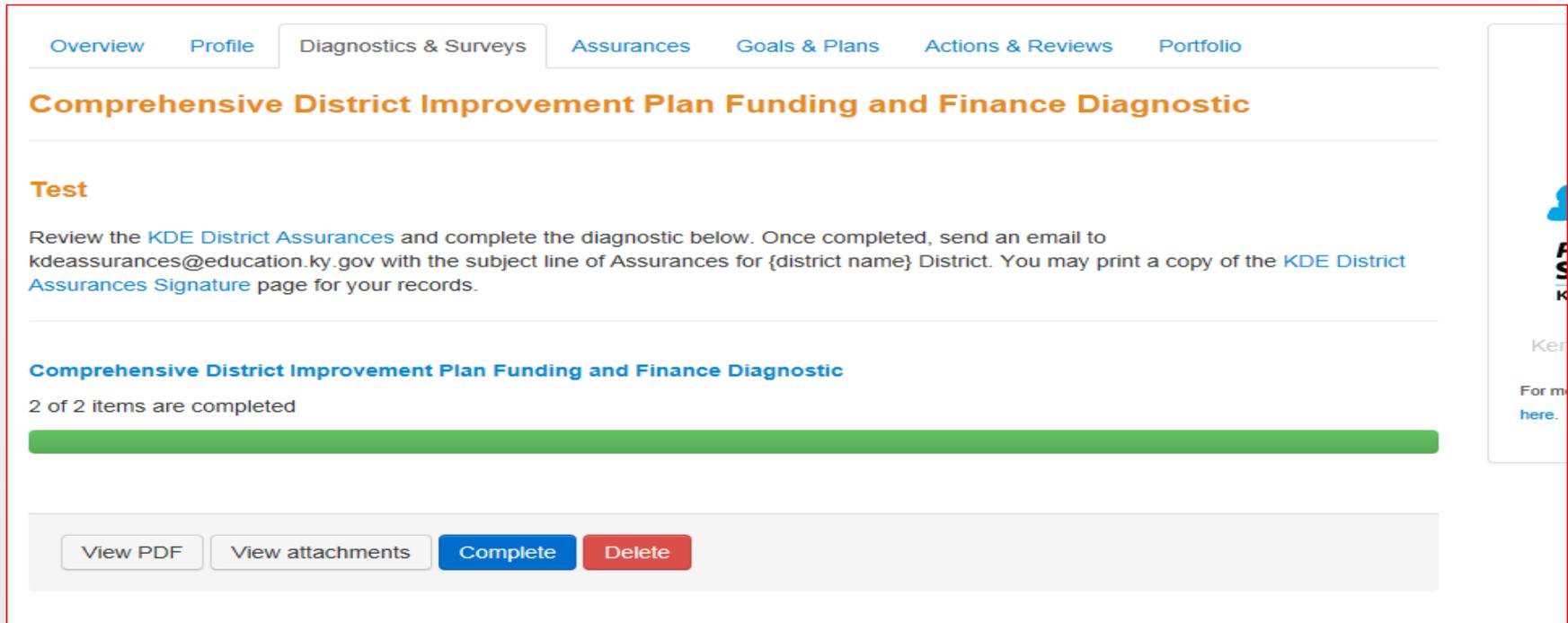
PROFICIENT
& PREPARED FOR
SUCCESS
KENTUCKY DEPARTMENT OF EDUCATION

Kentucky Department of Education

For more information, visit [here](#).

1. Read the diagnostic and answer YES or NO to the statement
2. Copy and paste the statement into an EMAIL to kdeassurances@education.ky.gov and FILL IN THE BLANKS (*comments box is optional – not required*)
3. Upload supporting documentation (OPTIONAL – not required)
4. REMEMBER to CLICK “SAVE AND CONTINUE”

Step 6c: Completing Diagnostic



Overview Profile **Diagnostics & Surveys** Assurances Goals & Plans Actions & Reviews Portfolio

Comprehensive District Improvement Plan Funding and Finance Diagnostic

Test

Review the [KDE District Assurances](#) and complete the diagnostic below. Once completed, send an email to kdeassurances@education.ky.gov with the subject line of Assurances for {district name} District. You may print a copy of the [KDE District Assurances Signature](#) page for your records.

Comprehensive District Improvement Plan Funding and Finance Diagnostic

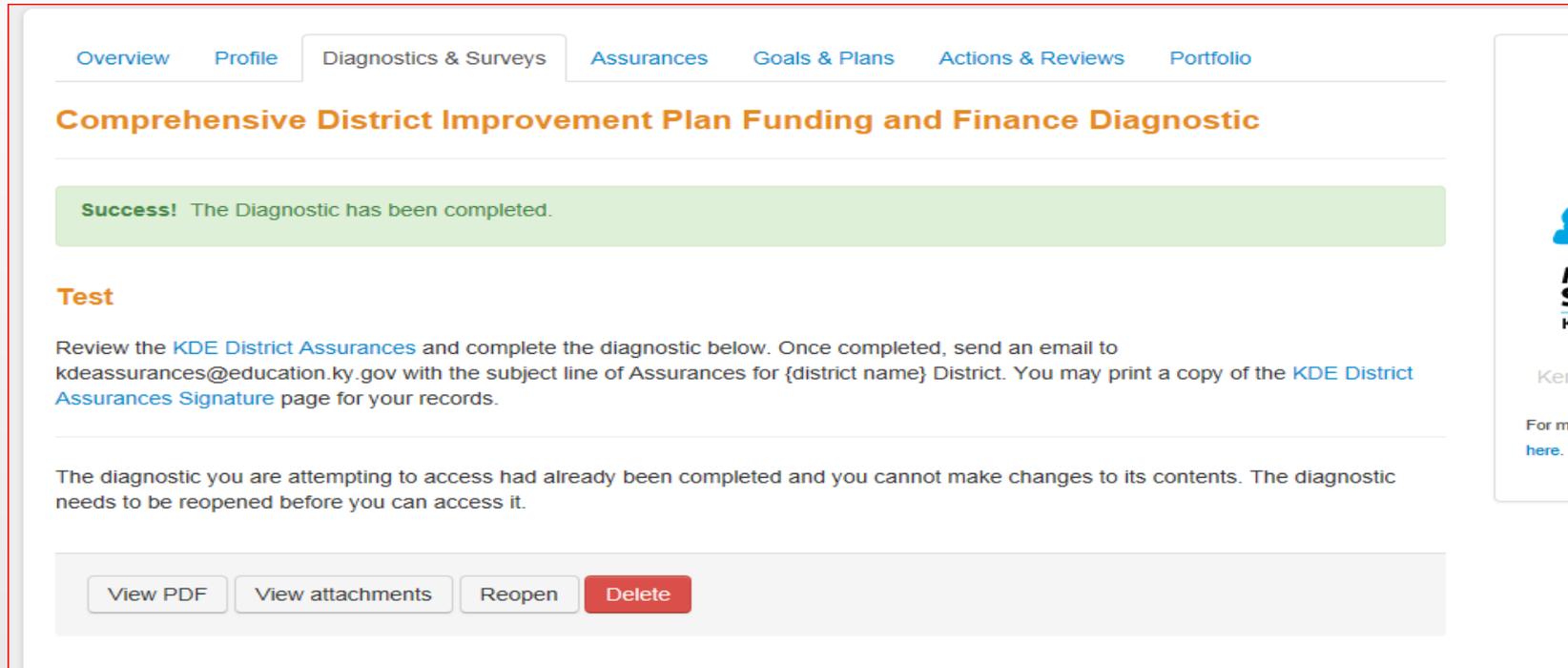
2 of 2 items are completed

View PDF View attachments **Complete** Delete

1. If all items are completed you will see a solid green line indicating "2 of 2 items" have been completed
2. Click COMPLETE
3. To complete the diagnostic click "yes complete" in the pop-up box



Step 6d: Diagnostic complete



The screenshot shows a web interface with a navigation bar at the top containing links for Overview, Profile, Diagnostics & Surveys (which is highlighted), Assurances, Goals & Plans, Actions & Reviews, and Portfolio. Below the navigation bar is the title "Comprehensive District Improvement Plan Funding and Finance Diagnostic". A green success message states: "Success! The Diagnostic has been completed." Underneath, there is a "Test" section with instructions: "Review the KDE District Assurances and complete the diagnostic below. Once completed, send an email to kdeassurances@education.ky.gov with the subject line of Assurances for {district name} District. You may print a copy of the KDE District Assurances Signature page for your records." A subsequent message reads: "The diagnostic you are attempting to access had already been completed and you cannot make changes to its contents. The diagnostic needs to be reopened before you can access it." At the bottom of the content area, there are four buttons: "View PDF", "View attachments", "Reopen", and "Delete".

1. Verification of the diagnostic completion will be shown on the screen
2. For the 2013-2014 school year this diagnostic will need to be added to your CDIP when submitting
3. Questions about your funding should be directed to (502) 564-1979.