

# Using the Smartsheet Tool

2024–25 Statewide Review

Equity & Civil Rights Office

Office Hours

December 12, 2024 | 2:30-3:30pm



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

# Agenda

Time	Topic	Additional Resources
2:30pm	<b>Welcome</b>	None
2:30-2:45pm	<b>Using the Smartsheet Tool</b> <ul style="list-style-type: none"><li>• How should LEAs provide information to OSPI?</li><li>• How does each LEA access the Smartsheet form?</li><li>• How does each LEA complete the Smartsheet form?</li><li>• Are there any tips or tricks to keep in mind?</li><li>• How will each LEA know if its form has been accepted?</li><li>• Who should an LEA contact for help?</li></ul>	<a href="#">Link</a> to Smartsheet Tool.  URL for Smartsheet Tool: <a href="https://app.smartsheet.com/b/form/82f185c2e986445c8c1c750a895f6939">https://app.smartsheet.com/b/form/82f185c2e986445c8c1c750a895f6939</a>
2:45-3:00pm	<b>Brief Demonstration of the Smartsheet Tool</b>	None
3:00-3:30pm	<b>Live Q &amp; A</b>	None



# Review Phases, Specific Tasks, & Timelines

Review Phase	Specific Tasks	Timelines
1. <b>Pre-Review Collection of Information</b>	<b>LEAs</b> review checklist and collect responsive information.	October –December 2024
2. <b>Submission to OSPI</b>	<b>LEA points of contact</b> will receive a link to the Review Tool where they can submit the responsive information to OSPI.	<b>Tool launch:</b> Dec 6, 2024 <b>Due date:</b> January 31, 2025
3. <b>OSPI Determinations &amp; Corrective Actions</b>	<b>OSPI</b> reviews each LEA's submission and will respond to the LEA with a determination letter outlining any noncompliant items and necessary corrective actions.	January–April 2025 (rolling basis)
4. <b>LEA Follow-up</b>	Upon receipt of OSPI's determination letter, the <b>LEA</b> will have 30 calendar days to respond with additional or corrected information. OSPI will continue to work with the LEA on outstanding corrective actions until the review ends.	January–June 30, 2025 (rolling basis)

# Using the Smartsheet Tool



# How should LEAs provide information to OSPI?

Each LEA will submit its responses to each checklist item using **an online form in Smartsheet.**



# How does each LEA access the Smartsheet form?

To access the Smartsheet form, each LEA's primary point of contact will need to:

1. **Click on this [link](#)**, and
2. **Create a Smartsheet account** (if necessary).

*Important! When you create your Smartsheet account, please use the same email address that you provided to OSPI.*



# How does each LEA complete the Smartsheet form?

The Smartsheet form **includes detailed instructions** for how to submit responses.

Depending on the item, you will be asked to:

- Answer questions,
- Upload documents,
- Provide web addresses, and/or
- Submit brief narrative responses.

**IMPORTANT:** Partially-completed forms cannot be saved, and so the entire **Smartsheet form must be completed in one session.**

# Are there any tips or tricks to keep in mind?

## Answering Questions:

- The form will adjust and add new questions based on your previous answers.

## Uploading Documents:

- Smartsheet limits the number of uploads to ten separate files. If needed, combine some documents into single files (e.g., your LEA's 3210 and 3210P), or consider providing web addresses instead.

## Providing Web Addresses:

- Please only provide publicly available web addresses.
- Please only provide full web addresses (e.g., <https://...>), **not** linked display text (e.g., click [here](#)).

## Submitting Narrative Responses:

- Make sure to respond to all parts of the prompt.





# How will an LEA know if its form has been accepted?

Once an LEA has successfully submitted its form, it will **receive a congratulatory message** acknowledging the Smartsheet form has been completed and sharing the next step of the process.



# Who should an LEA contact for help?



LEAs should contact their ESD or the Equity and Civil Rights Office for technical assistance.



# Brief Demonstration



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

# Technical Assistance & Resources



# Statewide Review Webpage

Visit (and bookmark) the [2024–25 Statewide Review webpage](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights/resources-school-districts-civil-rights-Washington-schools/2024-25-statewide-civil-rights-review) for more information and resources related to the Review, including:

- **OSPI's bulletin** outlining the scope, logistics, and timeline of the Review
- **Checklist**
- **Technical assistance guides** for each item
- **FAQ**

URL: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights/resources-school-districts-civil-rights-Washington-schools/2024-25-statewide-civil-rights-review>



# Questions



# FAQ

## **1) Do we need to pay for a Smartsheet license in order to submit our information?**

*No. All you need to do is sign up for a free Smartsheet account (or use an existing account). Please contact us if you need additional help!*

## **2) When will OSPI start reviewing completed forms?**

*OSPI will begin reviewing completed forms in January.*

## **3) Will LEAs receive reminders (to complete the form)?**

*Automated reminders will be sent out one week prior to the due date, one day prior to the due date, and once a form is overdue. A link to the form will be included in each reminder.*



# What questions do you have?





# See You Next Time!

*In our next session, we will answer key questions we have received!*

**Thursday, January 9th**

**2:30-3:30pm**

**Zoom Link:**

<https://us02web.zoom.us/j/82929472680?pwd=oENgvdclXZl61bzZ63FRlj5XX2YhDr.1>

Meeting ID: 829 2947 2680

Passcode: 025673



# Contact us!

OSPI Equity & Civil Rights Office

Telephone: (360) 725-6162

Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)

ECR Website: [Equity and Civil Rights](#)

Statewide Review webpage: [2024–25](#)

[Statewide Civil Rights Review](#)



Except where otherwise noted, this work by the [Office of Superintendent of Public Instruction](#) is licensed under a [Creative Commons Attribution License](#). All logos and trademarks are property of their respective owners.



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

*Connect with us!*



[ospi.k12.wa.us](https://ospi.k12.wa.us)



[youtube.com/waospi](https://youtube.com/waospi)



[instagram.com/waospi](https://instagram.com/waospi)



[twitter.com/waospi](https://twitter.com/waospi)



[facebook.com/waospi](https://facebook.com/waospi)



[linkedin.com/company/waospi](https://linkedin.com/company/waospi)