
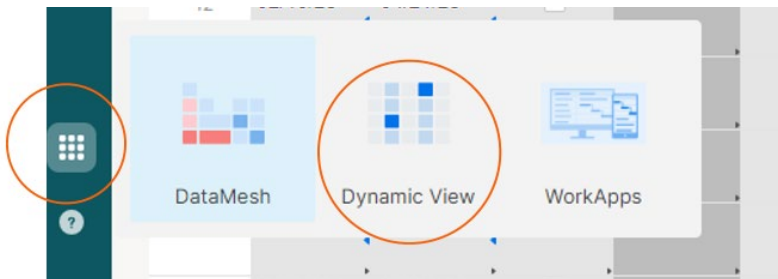


2024–25 Statewide Review: Quick Reference Document

This Quick Reference Document will walk you through how to access and submit your LEA's additional information using the Review Tool. Please contact equity@k12.wa.us if you have questions.

Submitting Any Required Follow-Up Information

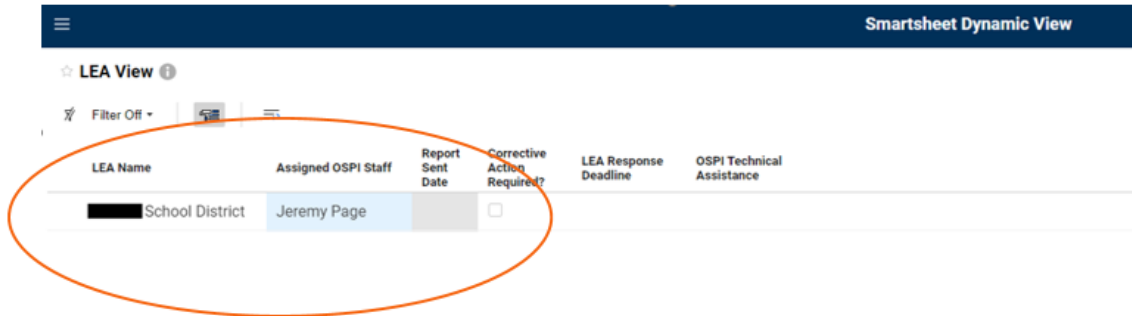
- If an LEA's determination letter states that additional follow-up information needs to be submitted, a link to access a new Dynamic View form in Smartsheet will be included. The new Dynamic View form will allow each LEA to keep track of its data, upload any requested follow-up information, and communicate back and forth with OSPI.
- Each LEA can access its Dynamic View form either by using the link or through LEA main contact's existing Smartsheet account.
- If an LEA chooses to access Dynamic View through its existing Smartsheet account, click this icon  in the left-hand column and select the "Dynamic View" option, as pictured on the next page.



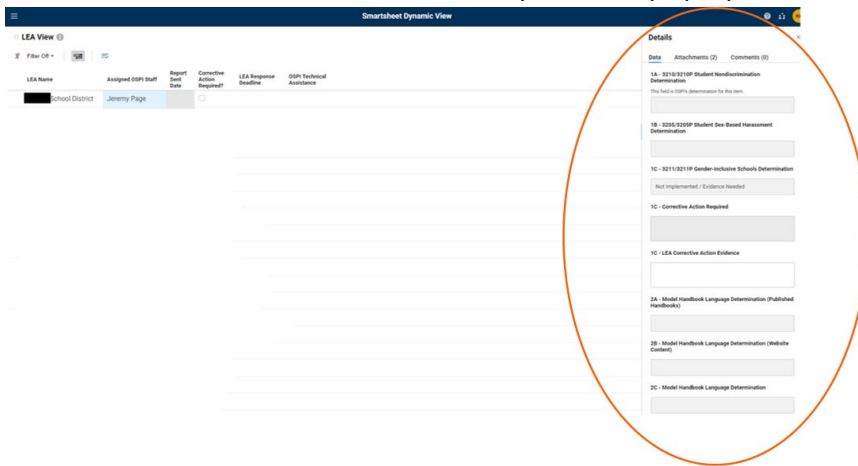
- Once in Dynamic View, click on the "Shared with Me" option, as shown below.



- e. Once in “Shared with Me,” you should be able to see the screen below with your LEA’s name and the assigned OSPI staff.



- f. Click on the LEA’s name and the details panel will pop on the right.



- g. Under the “Details” heading, there are three tabs.
- The **Data** tab allows the LEA to review OSPI’s determinations and what additional information is needed to fully implement the items in the Review.
 - The **Attachments** tab is where an LEA will upload additional files.
 - The **Comments** tab is where an LEA will let OSPI know it has submitted its additional information and is ready for further review.



- h. When a response is required from an LEA, the subitem box will appear in white, see below.

The screenshot shows a 'Details' window with a 'Data' tab. It lists several subitems with corresponding input fields:

- 1A - 3210/3210P Student Nondiscrimination Determination: This field is OSPI's determination for this item. (Greyed out)
- 1B - 3205/3205P Student Sex-Based Harassment Determination: (Greyed out)
- 1C - 3211/3211P Gender-Inclusive Schools Determination: Not Implemented / Evidence Needed (Greyed out)
- 1C - Corrective Action Required: (Greyed out)
- 1C - LEA Corrective Action Evidence: (White field, circled in orange)
- 2A - Model Handbook Language Determination (Published Handbooks): (Greyed out)
- 2B - Model Handbook Language Determination (Website Content): (Greyed out)

- i. A written response in each white field is required before an LEA can save its responses and submit all of its information to OSPI for Review.
- i. The written responses can be:
 - i. A link to a publicly accessible file;
 - ii. A name of a file that was attached as part of this follow up process;
 - iii. Additional information to be included in the narrative for a subitem; or
 - iv. A request for an extension to submit the additional information that includes why an extension is needed.
 - j. Click **Save** button for the response to be saved.
 - k. Use the **Attachment** tab to submit any additional files that are referenced.

The screenshot shows the 'Attachments' tab in the 'Details' window. It displays one attached file:

- Staff Training on Nondiscrimination.pdf (20 kb)
Dec 06, 2024, 12:26 PM by Shannon Harvey

The file entry is circled in orange. At the bottom of the window, there is a blue button labeled 'Attach a File'.

- I. Use the **Comment** tab to notify OSPI that you have completed any additional submission.



If you have any questions, please contact your LEA assigned reviewer or equity@k12.wa.us.