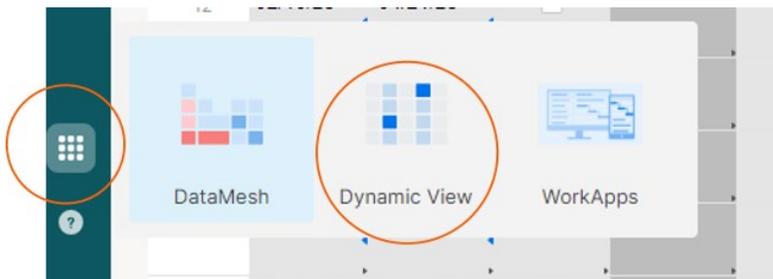


2024–25 Statewide Review: Quick Reference Document

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

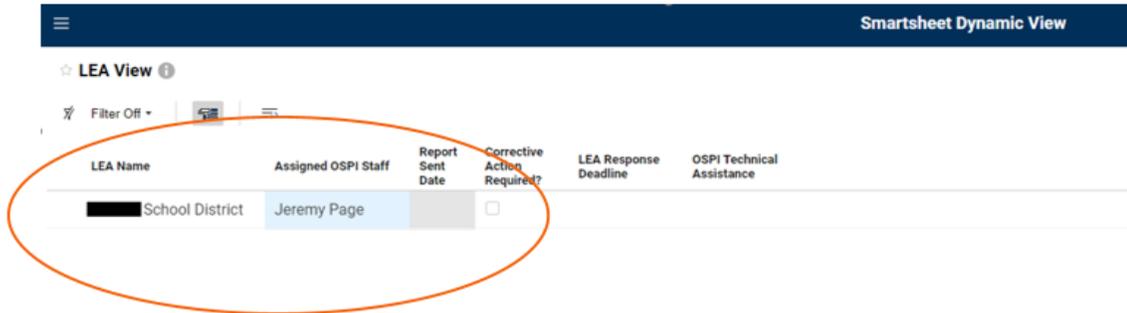
- a. If an LEA's determination letter states that additional follow-up information needs to be submitted, a link to access a new Dynamic View form in Smartsheet will be included. The new Dynamic View form will allow each LEA to keep track of its data, upload any requested follow-up information, and communicate back and forth with OSPI.
- b. Each LEA can access its Dynamic View form either by using the link, <https://app.smartsheet.com/dynamicview/?home=my>, or through LEA main contact's existing Smartsheet account. Always log in with an email address and a password.
- c. 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.



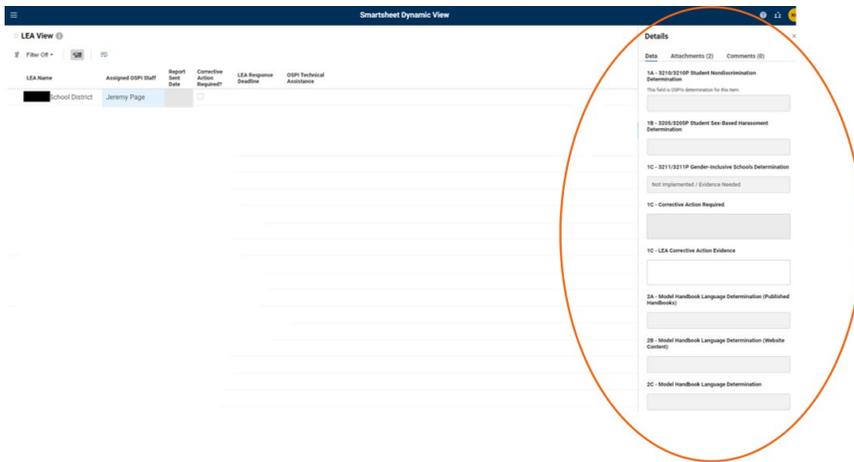
- d. Once in Dynamic View, click on the "Shared with Group" option, as shown below.



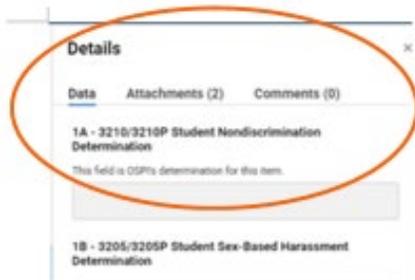
- e. Once in “Shared with group,” , select “LEA View”, you should be able to see the screen below with your LEA’s name and the assigned OSPI staff.



- 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 tabs for 'Data', 'Attachments (2)', and 'Comments (0)'. Under the 'Data' tab, there are several subitem boxes, each with a title and a description. The boxes are: '1A - 3210/3210P Student Nondiscrimination Determination', '1B - 3205/3205P Student Sex-Based Harassment Determination', '1C - 3211/3211P Gender-Inclusive Schools Determination', '1C - Corrective Action Required', '1C - LEA Corrective Action Evidence' (circled in orange), '2A - Model Handbook Language Determination (Published Handbooks)', and '2B - Model Handbook Language Determination (Website Content)'. Each box has a white input field below its title and description.

- 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 selected in the 'Details' window. The 'Attachments (1)' tab is active, and a single file is listed: 'Staff Training on Nondiscrimination.pdf'. The file icon is a red PDF symbol, and the text below it reads 'Dec 06, 2024, 12:26 PM by Shannon Harvey (201k)'. The entire attachment list area 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.