# *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.
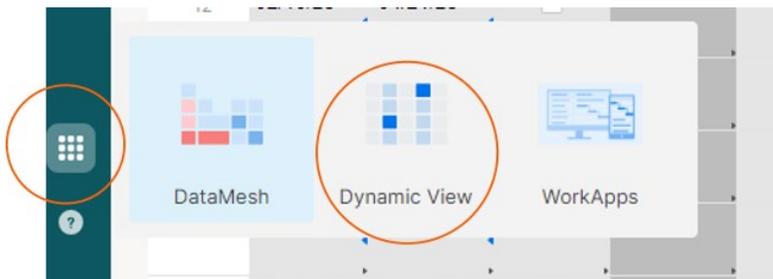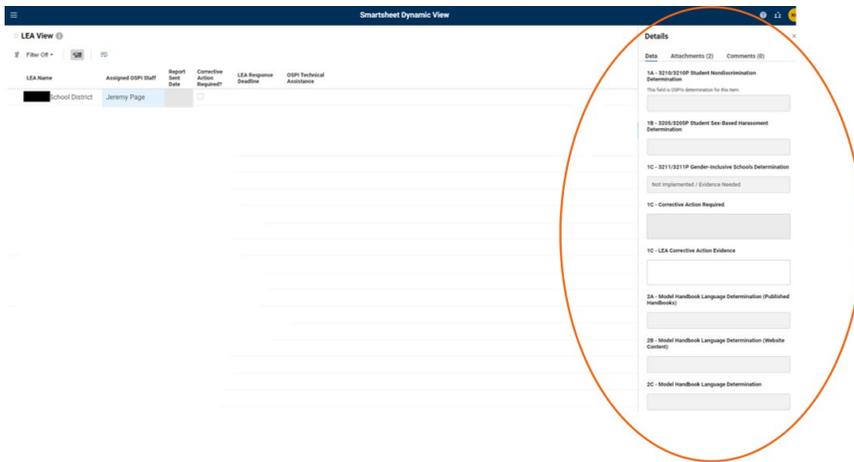

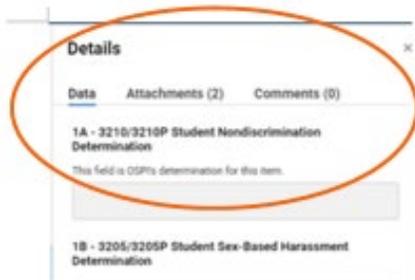d. Once in Dynamic View, click on the "Shared with Group" option, as shown below.

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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.
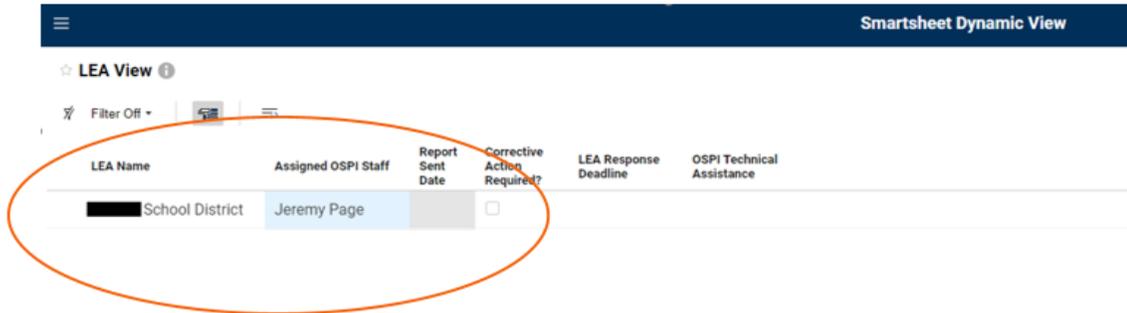
f. Click on the LEA's name and the details panel will pop up on the right.

g. Under the "Details" heading, there are three tabs.

    i. 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.

    ii. The **Attachments** tab is where an LEA will upload additional files.

    iii. 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.

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.

l. 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.