

## SSWS Special Education Indicators Application Directions

The local SSWS administrator will need to assign access to:

- The **Special Education Indicators Application**

APPLICATIONS
<a href="#">Educational Registry Application (ERA)</a> - Educational Registry Application maintains information on DOE divisions, offices and staff. This application also maintains division and school administration, superintendent, superintendent's designee, principal, central office staff, school calendar, school programs, paired schools, division contacts, and triennial census counts.
<a href="#">Federal Program Monitoring Special Education (FPM SPECED)</a> - Used by DOE and divisions to enter federal program monitoring results for special education students.
<a href="#">Single Sign-on for WEB Systems (SSWS) Admin</a> - Single Sign-on for Web Applications includes maintenance of user information and access privileges for DOE web applications.
<a href="#">Special Education Indicators</a> - Special Education Indicators 4, 7, 9, 10, 11, 12 and 13. Additional SPECED Indicators shall be added later.
<a href="#">Start of Page</a>

The local SSWS administrator will need to assign permission with the application:

- **Data Entry Permission for Special Education Indicators 4, 7, 9, 10, 11, 12, and 13**
- **Director Approval** – Approves Special Education indicators and submits data to the users with Division Approval (*Superintendents and Superintendent Designee*)
- **Division Approval** – Approves Special Education Indicators for the division and submits data to the VDOE
- **Generate Reports**

**Roles are assigned by the local SSWS administrator**

(-) [Special Education Indicators](#) - Special Education [Indicators](#) 4, 7, 9, 10, 11, 12 and 13. Additional SPECED [Indicators](#) shall be added later.

Allow	Permission
<input checked="" type="checkbox"/>	Indicator 10 Data Entry - Data Entry Permission for Special Education Indicator 10.
<input checked="" type="checkbox"/>	Indicator 9 Data Entry - Data Entry permission for Special Education Indicator 9.
<input checked="" type="checkbox"/>	Indicator 4 Data Entry - Data Entry Permission for Special Education Indicator 4.
<input checked="" type="checkbox"/>	Indicator 13 Data Entry - Data Entry Permission for Special Education Indicator 13.
<input checked="" type="checkbox"/>	Indicator 12 Data Entry - Data Entry Permission for Special Education Indicator 12.
<input checked="" type="checkbox"/>	Indicator 11 Data Entry - Data Entry Permission for Special Education Indicator 11.
<input checked="" type="checkbox"/>	Indicator 7 Data Entry - Data Entry Permission for Special Education Indicator 7.
<input checked="" type="checkbox"/>	Director Approval - Approves Special Education Indicators and submits data to Division Approver (Director Approval access users in the division).
<input checked="" type="checkbox"/>	Division Approval - Approves Special Education Indicators for the division and submits data to the DOE and submitter (Superintendent and Supts. Designee in the division).
<input checked="" type="checkbox"/>	Generate Reports - Provides access to an application's reporting modules.

# SSWS Special Education Indicators Application Directions

## Special Education Indicators Home Screen

- The menu to the right under Maintain Indicators lists the level of access assigned by your local SSWS administrator.
- An individual may be assigned one or more levels depending on the size and structure of the school division. In the example listed below one individual is assigned ALL ACCESS. This is not an ideal situation.

Click here to open the appropriate section of the application; Menu items with plus sign (+) have sub-menus that become visible when clicked

## Data entry

- Each staff assigned to enter data can do so via the SSWS Special Education Indicator application.
- Data is keyed directly into the application for each indicator.
- Once data is entered for an indicator, it must be finalized. This is done by clicking on the “Finalize” button on the data entry screen (see example below). After the “Finalize” button is clicked, data entry staff cannot edit the data without the director unlocking the data by logging in and “disapproving” the submission. Communication between staff is vital if multiple people are entering data for the same indicator.

Example

Data is only entered into this section to search for a student previously entered into the system

Click here once all data is entered for the Indicator

Click here to enter data for Indicator 9

## SSWS Special Education Indicators Application Directions

### Director Approval

- Once an indicator is finalized, the data is marked “Completed” and is available for the director to review in the Directors Dash Board. In this example, Indicator 9 has been finalized and is ready for the director to review. Click on indicator 9 in the Directors Dash Board to review a summary report. Click “Disapprove” if data needs to be added or edited. That will unlock the data entry screen and allow data staff to revise the submission.
- All required indicators must be “Completed” (Finalized) before it can be submitted to the division Superintendent for final approval and submission to the VDOE.

*Example*

The screenshot shows the 'Directors Dash Board' interface. It features a table with two columns: 'Special Education Indicators' and 'Status'. The table lists indicators 4 through 13. Indicator 9 is marked as 'Completed' and has a 'Disapprove' button next to it. A 'Submit to Superintendent' button is located at the bottom of the table.

Special Education Indicators	Status
Indicator 4	Not Required
<a href="#">Indicator 7</a>	In Process
<a href="#">Indicator 9</a>	Completed <input type="button" value="Disapprove"/>
Indicator 10	Not Required
<a href="#">Indicator 11</a>	Not Started
<a href="#">Indicator 12</a>	Not Started
<a href="#">Indicator 13</a>	In Process

- After all five required indicators are finalized, marked complete, and reviewed for accuracy; the data is ready to be submitted to the division Superintendent (or designee). Once the “Submit to Superintendent” button is clicked, the data is locked and cannot be edited without the division Superintendent (or designee) unlocking the data by logging in and “disapproving” the submission.

[Logout](#)

The screenshot shows the 'Directors Dash Board' interface with all five required indicators (7, 9, 11, 12, 13) marked as 'Completed'. Each 'Completed' status has a 'Disapprove' button next to it. A 'Submit to Superintendent' button is located at the bottom of the table. A yellow callout box with an arrow points to the 'Submit to Superintendent' button, containing the text: 'Click here after all 5 Indicators are finalized and ready for the division Superintendent's approval'.

Special Education Indicators	Status
Indicator 4	Not Required
<a href="#">Indicator 7</a>	Completed <input type="button" value="Disapprove"/>
<a href="#">Indicator 9</a>	Completed <input type="button" value="Disapprove"/>
Indicator 10	Not Required
<a href="#">Indicator 11</a>	Completed <input type="button" value="Disapprove"/>
<a href="#">Indicator 12</a>	Completed <input type="button" value="Disapprove"/>
<a href="#">Indicator 13</a>	Completed <input type="button" value="Disapprove"/>

Click here after all 5 Indicators are finalized and ready for the division Superintendent's approval

