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Provisioning

Provisioning is granted at the LEA level by the SLDS Security Officer (often the technology director). Users may only be granted one role.

District Role
LEA staff working with ES4PS without submission must have the ‘District’ role.

District Administrator Role
LEA staff who need to submit ‘Form A’ and ‘Form B’ to the state must have the ‘District Administrator’ role.

District Contact Information

First Time Access
When a provisioned user first accesses the ES4PS Application, the user will be prompted to enter information into a popup box entitled ‘District Contact Info’. While many LEAs have multiple staff members supporting equitable services, ES4PS will ask for one primary point of contact; GaDOE recommends listing the staff member with the ‘District Administrator’ role. LEAs will need to coordinate the dissemination of forms and submission to the state.
District Contact
Contact information should be reviewed and updated annually.

- Click the ‘Admin’ tab. A dropdown selection box will appear.
- Click the ‘District Contact Info’ option.

- The last contact information entered will appear on this page. If the information is correct the user does not have to do anything. If the information is incorrect simply delete the information in the boxes and type in the correct contact information.
- Click the ‘Save’ button.
Annual District Program Selection

There are two ways that LEAs may indicate program selection – 1) ‘Form A’ popup and 2) Selection through ‘Admin Settings’. The Form A ‘Equitable Services Programs and Participation’ popup only occurs once, the first time Form A is accessed by the LEA. Subsequently all updates must be made through Admin Settings.

Program Selection through Form A ‘Equitable Services Programs and Participation’ Popup

Each year before Form A is sent to private schools, the LEA should update the programs available in which private schools can participate. The settings can be updated until Form A is sent to the private schools. Once Form A is sent, updates can no longer be made.

- Click the ‘Form A Manager’ tab.

- Complete the information requested in the ‘Equitable Services Programs and Participation’ popup.
- Click the ‘Save’ button.
Program Selection through Admin Settings

Each year before Form A is sent to private schools, the LEA should update the programs available in which private schools can participate. The settings can be updated until Form A is sent to the private schools. Once Form A is sent, updates can no longer be made.

- Click the ‘Admin’ tab. A dropdown selection box will appear.
- Click the ‘Settings’ option.

- The current year should be displayed in the dropdown box and should not be changed.
- Check either the ‘Yes’ or ‘No’ box to indicate if the LEA has any private schools that will participate in equitable services during the current year.
- Check the boxes for all the Federal Programs in which private schools can participate.
  - Please note that if an LEA knows in advance they plan to transfer 100% of Title II and/or Title IV funds in the upcoming year, the LEA should not check those boxes as programs offered by the LEA.
  - Please note that if an LEA does not know in advance if they plan to transfer 100% of Title II and/or Title IV funds in the upcoming year, the LEA should check those boxes as programs offered by the LEA and, in partnership with the State, request revision to Form A if necessary. Form A will need to be resent and
consultation will need to occur if a private school has selected to participate in a program that is being transferred.

- Click the ‘Save’ button.

**ES4PS Home Dashboard**

On the ES4PS Home Dashboard, district users can see a summary of the status of 1) invitations, 2) Form A, and 3) Form B. In addition, due dates for the various forms are located at the bottom of the Home Dashboard.
## Invitations Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Invitations Sent</td>
<td>0</td>
</tr>
<tr>
<td>Invitations Opened</td>
<td>0</td>
</tr>
<tr>
<td>Invitations Accepted</td>
<td>0</td>
</tr>
<tr>
<td>Percentage Invitations Accepted</td>
<td>0%</td>
</tr>
</tbody>
</table>

## Form A Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Form A</td>
<td>29</td>
</tr>
<tr>
<td>Total Form A Created</td>
<td>29</td>
</tr>
<tr>
<td>Total Form A Sent</td>
<td>0</td>
</tr>
<tr>
<td>Form A District Revision Requested</td>
<td>0</td>
</tr>
<tr>
<td>Form A School Saved</td>
<td>0</td>
</tr>
<tr>
<td>Form A School Signed Off</td>
<td>0</td>
</tr>
<tr>
<td>Form A School &amp; District Signed Off</td>
<td>14</td>
</tr>
<tr>
<td>Non Participation Sign Off</td>
<td>15</td>
</tr>
<tr>
<td>Percentage School &amp; District Signed Off</td>
<td>100%</td>
</tr>
</tbody>
</table>

## Form B Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Form B Sent</td>
<td>0</td>
</tr>
<tr>
<td>Form B School Signed Off</td>
<td>0</td>
</tr>
<tr>
<td>Form B School &amp; District Signed Off</td>
<td>0</td>
</tr>
<tr>
<td>Percentage School &amp; District Signed Off</td>
<td>0%</td>
</tr>
</tbody>
</table>
School List

The ‘School List’ tab shows all private schools that have submitted a DE1111 in the last three years and that are geographically located within an LEA as a default. This is determined using information found in the My GaDOE Portal>Data Collections>Private School application. The LEA should add an association with all private schools that submit a DE1111. The LEA should delete any association with a private school that has been linked incorrectly, or that is no longer associated with the LEA. Please notify the State Ombudsman if a private school is linked incorrectly on the GaDOE list of Private Schools. It is very important to ensure that schools are associated with the LEA correctly because these are the schools that will receive invitations, Form A, and Form B from the ES4PS system.

Adding Schools

- Click the ‘School List’ tab.

- Click the ‘Add New School Association’ button.
A popup box entitled ‘School Association’ will appear. In the column on the left, all private schools will be listed. In the column on the right, only private schools associated with the LEA will be listed.

Type a single unique word in the ‘Search By’ box to find the school that should be associated with the LEA. If the private school that should be associated with a LEA is not listed in the column on the left ‘All Private Schools’ contact the Ombudsman at ombudsman@doe.k12.ga.us. Avoid typing words that can be abbreviated like ‘Saint’ and ‘Mount’ because the search will only return exact matches.

Now in the column on the left only those private schools that have the searched word in their name will be listed.

Select the private school(s) in the left column that should be associated with the LEA.

Click the symbol to move the school from the column on the left to the column on the right.
After clicking the symbol the highlighted school is listed in the column on the right and in the correct column to be associated with the LEA.

Repeat this step if additional school should be associated with the LEA.

Click the ‘Add/Delete School Association’ button.

A popup box will appear stating “Schools Associated with District Successfully!” The selected school(s) will now appear on the ‘School List’ page.
Deleting Schools
There are two different ways that a private school associate to an LEA can be deleted.

Option 1
- Click the ‘School List’ tab.

- Highlight the private school that should be deleted from the school list.
- Click the ‘Delete Associate’ button

- A popup box will appear asking “Are you sure you want to delete the schools associated with the district?”
- Click the ‘Yes’ button.
A popup box will appear stating “school associated deleted successfully!”
The school is now removed from the school list.

Option 2
- Click the ‘School List’ tab.

- Click ‘Add New School Association’ button.
A popup box entitled ‘School Association’ will appear. In the column on the right, only private schools associated with the LEA will be listed.

Select the private school(s) in the column on the right that should be removed.

Click the symbol to move the school from the column on the right to the column on the left.

After clicking the symbol the selected school is no longer listed in the column on the right.

Click the ‘Add/Delete School Association’ button.
A popup box will appear stating “school associated deleted successfully!”

The selected school(s) will no longer appear on the ‘School List’ page.

Which Private Schools should be Associated with an LEA

Only private schools that submitted a DE1111 in the last year are required to be associated with an LEA in ES4PS. The minimum requirement is to check the LEA’s DE1111 and add those schools to the LEAs ES4PS association. The LEA can view a list of private schools that have submitted a DE1111 in the last three years by referencing the following link Private School Data Entry.

Nonprofit Status and Private Schools

While LEAs may only provide equitable services to nonprofit private schools. 34 CFR Part 75 lists 4 ways a private school may demonstrate nonprofit status. Legal counsel recommends that LEAs invite all private schools to participate and verify nonprofit status during consultation. Therefore, all private schools in the geographic boundaries and from whom the LEA received DE1111 forms should be associated with the LEA in ES4PS. For instructions on how to verify nonprofit status please reference the Every Student Succeeds Act Equitable Services Consultation Guide and Handbook.

Updating School Information

- Click the ‘School List’ tab.
Click the ‘Edit’ button to update school information, school contact information and other required information. This will only update the contact information in ES4PS.

A popup box entitled ‘Edit School’ will appear. The private school contact information is brought over into ES4PS from the DE1111. These boxes are grayed out and cannot be edited through ES4PS. They must be edited in the Data Collections tab in the GaDOE portal. Go to the Data Collections/Private School/Private School Instructions on the GaDOE website for information on how to edit information on the DE1111.

Be sure to verify the nonprofit status of a school. Check the ‘Yes’ box if the school in nonprofit.

Click the ‘Update’ button.
A popup box will appear stating “School updated successfully!”

**Invitation Manager**

This tab is used to create invitations and manage templates. The LEA can edit or delete templates, view invitation responses, see the history of an invitation, and resend invitations to private schools. LEAs may choose to issue invitations that are customized for previous participation, pooling, geographic meeting area, or programs available to schools.
- Click the ‘Invitation Manager’ tab.

![Image of the ES4PS Application interface with the Invitation Manager tab highlighted.]

**Create New Invitation Template**

- Click either ‘Manage Invitation Template’ or hover over the ‘Admin’ tab and choose the ‘Template Maintenance’ from the dropdown menu. Both options direct the user to the same page.

![Image of the ES4PS Application interface with the Template Maintenance tab highlighted.]

- Click ‘Add Invitation Template’ button.
A popup box entitled ‘Create Invitation Templates’ will appear.

- Enter required text. Make sure to include the date, time, and location of the meeting. Also include contact information (name, email, and phone number) of a person the private school can reach out to if they have any questions. **Do not add any logos or pictures to the invitation.**

- Click the ‘Save’ button.

A popup box will appear stating ‘Invitation Template created successfully.’

- The invitation that was just created is now listed.
Send Invitation to Private School(s)

- Click the ‘Create Invitation’ button.
- Check either the box for Geographic Location or the boxes next to the individual private school(s) for which an invitation should be sent.

- A popup box entitled ‘Preview Invitations’ with the choice to preview or send invitation will appear.
- Click the ‘Preview’ button. Always preview an invitation before sending it to the private school(s) to ensure that it is correct and contains the required meeting information.
If the LEA has created multiple invitation templates, verify that the correct template has been selected.

In addition, verify that all required content is present prior to distribution. The date, time, location, and contact person should be listed on the invitation. If the information is not included, update the invitation to include this information before sending.

Click the ‘Send Invitation’ button to confirm and send invitation to all selected recipients.
A popup box will appear stating ‘Are you sure you want to send invitation email to x number of schools(s)?’ If the user clicks ‘No’ the popup box disappears, and the user is returned to the ‘Invitation Manager’ page. If the user clicks the ‘Send Invitation’ button a popup box appears stating ‘Invitation emails sent to respective schools!’.

Private School Access to Invitation

- Private school officials will receive an email from the district addressed from ombudsman@doe.k12.ga.us granting access to the Invitation through a temporary ‘token’ or ‘link’. The email will be the invitation that was created in ES4PS.
- The private school should click on the link that says ‘Click Here’.
  - If the private school receives the email without a hyperlink that says ‘Click Here’ the LEA should review the template for special formatting, pictures, or logos that need to be removed prior to resending the email.

- After the private school clicks on the ‘Click Here’ hyperlink in the invitation they will have to answer two questions.
- Check ‘Yes’ or ‘No’ to the question ‘Does the private school plan to attend the initial consultation with this district?’
- Check ‘Yes’ or ‘No’ to the question ‘If unavailable for the initial consultation, does this private school wish to participate in equitable services under ESSA?’.
  - If the answer is ‘No’, the private school **must** provide comments in the comment box. The official can simply state that the private school does not wish to participate in Equitable Services.
  - If the answer is ‘Yes’, the private school may enter a comment so that the LEA knows to reach out to set up a date and time for an initial consultation meeting.
  - Click the ‘Submit’ button.

- A popup box will appear that states ‘Invitation responses saved successfully’.
View Information about Invitations
After invitations have been created the LEA can view the invitation, view the responses, see the history, or resend the invitation.

View the Invitation
- Click the ‘Invitation Manager’ tab.

- Click the ‘View’ button.

- A popup box entitled ‘Invitation Details’ will appear. This is the exact invitation that the private schools received. The preview also includes the ‘Click Here’ hyperlink the private school will use to respond to the invitation.
View the Invitation Responses

- Once a private school has responded to the invitation the LEA can see the responses by clicking the ‘View Responses’ button.

- The response from the private school completed is shown. The LEA can only view this form; the form cannot be resent or edited from this screen.
View the History of the Invitation

- Click the ‘History’ button.

- A popup box entitled ‘Invitation history’ will appear.
- Click the ‘View’ button to see the invitation that was sent to the private school. If an invitation was resent using an updated template, it will be reflected.
Resend the Invitation

- If a private school has not responded to the invitation within two weeks, the LEA will need to resend the invitation because the link will expire.
- Click the 'Resend' button.

- A popup box entitled ‘Preview Invitations’ will appear.
- The LEA will use the dropdown box to choose the invitation that should be sent.
- After the LEA chooses the correct invitation to send, click the ‘Send Invitations’ button.
A popup box will appear stating ‘Are you sure you want to send invitation email to x number of schools(s)?’ If the LEA clicks 'No' the popup box disappears, and the user is returned to the ‘Invitation Manager’ page. If the user clicks the ‘Send Invitation’ button a popup box appears stating ‘Invitation emails sent to respective schools!’.

Timeline for Invitations
The ‘Dashboard’ contains a timeline when an LEA and private schools are able to access Invitations, Form A, and Form B. If an LEA or private school needs to access invitations outside of the timeline window the user will need to contact the Ombudsman at ombudsman@doe.k12.ga.us and request access. The Ombudsman will have to adjust the timeline and reopen the invitation.

Edit Existing Invitation Template
- Hover over the ‘Admin’ tab and choose ‘Template Maintenance’ option from the dropdown menu.
- Click the ‘Edit’ button for the template that needs to be edited.

- A popup box will appear entitled ‘Update Invitations Template’.
  - Update the invitation template with the new information.
  - Click the ‘Update’ button.
Delete Existing Invitation Template

- Hover over the ‘Admin’ tab and choose ‘Template Maintenance’ option from the dropdown menu.

- Click the ‘Delete’ button for the template that needs to be deleted.

- Click the ‘Delete’ button.
- A popup box entitled ‘Delete Invitation Template’ will appear.
- Click the ‘Yes’ or ‘No’ button.

- If the user clicks ‘No’ the popup box disappears.
- If the user clicks ‘Yes’ a popup box appears that states ‘Deleted Invitation successfully!’
- The invitation template is no longer visible.