ADVANCED OPPORTUNITIES

Web-based Portal 2.1
Submission Guide for District Managers
Version 2.1 Published 8/2/17

IDAHO
STATE DEPARTMENT OF EDUCATION

Program Support

Tina Polishchuk
Statewide Coordinator of Advanced Opportunities
tpolishchuk@sde.idaho.gov
(208) 332-6944

Stephanie Childress
Regional Coordinator, Northern Idaho
stephanieaschildress@gmail.com
(208) 502-0298

Kasi Beorchia
Regional Coordinator, Eastern Idaho
beorkasi@isu.edu
(435) 414-9810

Additional resources are available on the Advanced Opportunities website:
http://www.sde.idaho.gov/sectr/adv-opp/index.html

Congratulations! You have successfully entered your students into the Advanced Opportunities Portal! You are now ready to review your data before submitting the information to the State Department of Education for payment. Please review the following information carefully to ensure that your data is processed correctly.

1. Review the Data

All courses and exams that have been approved by district users will now appear in a final list to submit to the SDE. Courses and exams must to be submitted separately. This feature is only available for the District Manager.
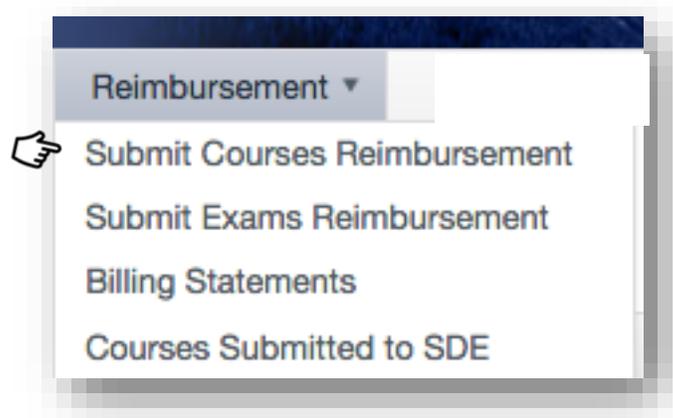
The district manager must double check records before submitting the final request. To review at the details of each submission, select the course name.

District Managers can still make crucial edits to the courses by clicking on the course name. Please make sure to double check the APPROVED AMOUNT and the COUNTY OF RESIDENCE.

2. Communicate with Course Providers

District Managers will need to verify that the course provider has confirmed that the student is taking the course before the "Submit Courses to SDE" will turn red, indicating that the school district has a 100% match with the course providers. To quickly identify discrepancies, the District Manager can use the **"College Enrollment Status Match,"** found under **"Reports."**

Contact information for each provider is available on the home page.
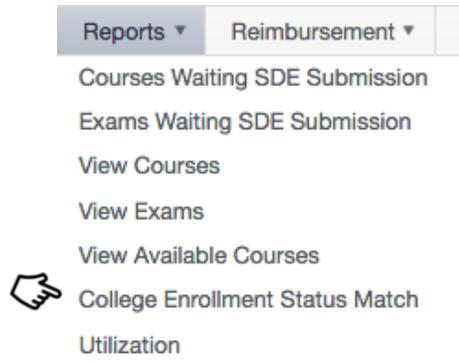
This report will be generated; users can see at a quick glance where their data is not yet at a 100% match with the course providers.

To identify specific student issues, the District Manager can download the CSV File from the **"Submit Courses Reimbursement"** report under **"Reimbursements."** The "Student Enrolled" column in the spreadsheet will indicate whether or not the student's enrollment has been verified the by college ("true"=verified, "false"=not verified.)

Please contact the course provider to clear up any discrepancies. The submission link will not be live until 100% of the records have been verified by the provider. A contact list of course providers is available on the Advanced Opportunities website.

3. Export Data to CSV
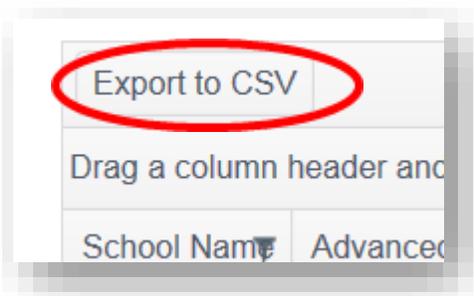
This function will generate a report to an excel spread sheet, please save a final report for district records. As soon as data is submitted to the SDE, it will no longer be editable.

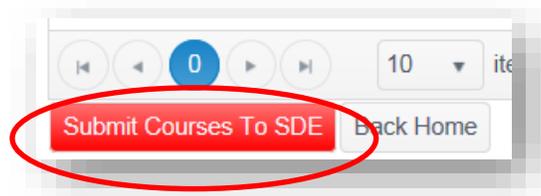### 4. Note the Submission Deadlines

Submission deadlines for 2017-2018 are:

Submissions are due to the SDE on or before the following dates:

Term	Student Access/ Data Entry Window	Verification Window (Get to 100% Match)	District Submission Deadline
Summer 2017	May 1 – June 30	July 1 – Aug17	Aug18, 2017
Fall 2017	Aug 21 – Sept 29	Oct 2 – Nov 3	Nov 10, 2017
Spring 2018	Jan 8 – Feb 23	Feb 26 – Apr 27	May 4, 2018
Trimester 1	Aug 21 – Sept 29	Oct 2 – Nov 3	Nov 10, 2017
Trimester 2	Nov 20 – Jan 19	Jan 22 – Feb 2	Feb 9, 2018
Trimester 3	Feb 12 – Mar 30	Apr 2 – Apr 27	May 4, 2018

Please contact the SDE to make any changes or modification made after the data has been submitted.

5. Submit data to the State Department of Education

When 100% of the data has been matched by the providers, the button in the lower left hand corner of the "Submit Courses Reimbursement" report will turn red. Click to submit to the SDE.

Plan to submit this information earlier than the deadline. If submissions are late, the SDE will not be able to pay the post-secondary institutions in a timely manner. This may result in late fees for your students.

If you have questions, please contact the State Department of Education, Advanced Opportunities Department (http://www.sde.idaho.gov/student-engagement/advanced-ops); or

technical support at the State Department of Education (http://www.sde.idaho.gov/tech-services).