PROGRAM SUPPORT

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Additional resources are available on the Advanced Opportunities website:
www.sde.idaho.gov/student-engagement/advanced-ops/

See the Training tab for further resources.
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PROGRAM OVERVIEW

Advanced Opportunities

The Advanced Opportunities program provides every student attending an Idaho public school an allocation of $4,125 to use in grades 7-12 for certain courses and exams, in which a student may incur a cost.

- **Overload Courses**: An overload course is a high school level course that is taken in excess of 12 credits and outside of the student’s regular school day. These courses are offered online, during the summer, and/or before/after school. In the event that a student incurs a cost for such courses, the Advanced Opportunities program can pay up to $225.00 for the cost of the course.

- **Dual Credit Tuition**: Students earn dual credit by taking courses that are recorded on both a high school and a college transcript. The Advanced Opportunities program can pay up to $75.00 per credit. Dual Credit courses can be taken in a student’s high school, online, by virtual conferencing, or in some cases directly on the college/university campus. More information on specific Idaho colleges and universities can be found in the Links Tab on the Advanced Opportunities website.

- **Exams**: A student can utilize funds to pay for a variety of exams and proctoring fees. Exams include: Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), college entrance exams and Career & Technical Education (CTE) exams. A full list of qualifying exams and the maximum reimbursement possible is available in the Resource Files on the State Advanced Opportunities website.

- **Workforce Training Courses**: Students may use up to $500.00 per course ($1000.00/year) to cover the cost of approved, regionally in-demand workforce training courses or apprenticeships that are not available at their high school. These opportunities must be provided by an Idaho public technical college; lead to an industry-recognized certificate, license or degree; and allow high school students to participate.

Remedial or repeated content is ineligible for funding through the Advanced Opportunities program.

Challenging Courses

Many school districts provide options for students to challenge courses for credit. In most cases, this means that a student would request to challenge a course by taking an exam. If the student meets the level of mastery set by the local school board for a given set of standards,
the school can grant the student high school credit without requiring that the student take the course.

**Early Graduation Scholarship**

Early Graduation Scholarships are available for students who graduate at least one full year early from a public high school. These scholarships are equal to 35% of the Average Daily Attendance (ADA) for a given school year. This equates to roughly $1,850.00.

Scholarships can be used at Idaho public post-secondary institutions. This has been determined to include workforce training programs. The school district will receive the same amount as the early graduate’s scholarship, regardless of whether or not the student utilizes the scholarship.

Students must apply for the scholarship through the Advanced Opportunities portal using the student login. Schools must code the students as an early graduate, using the appropriate ISEE exit codes of 4G, 4H, or 4I, and the postsecondary institution must confirm enrollment before funds will be sent directly to the institutions in the term during which the student begins the postsecondary program.

**Funding Information**

If a student is taking a workforce training course from an Idaho public technical college (NIC, LCSC, CWI, CSI, ISU, CEI), the institutions have agreed to wait for a tuition payment, if the student has an approved request submitted in the Advanced Opportunities portal, knowing payment will be arriving at the end of the semester. The state will pay these institutions directly. Depending on the college organizational structure, payment may need to be routed to the workforce training center once received to the college.

**End of Fiscal Year**

It is critical that all deadlines are met. Idaho Statute 33-4602 requires that all requests are made prior to the end of the fiscal year (June 30th). The system does allow for make-up payments between terms within the school year, however, these requests may only be entered if allowed by course providers.
### Advanced Opportunities Portal Timeline 2022-2023

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>31st June</td>
<td>Student funding request opportunity/Data entry window</td>
</tr>
<tr>
<td>11th July</td>
<td>Student funding request for Fall/Summer Verification Window</td>
</tr>
<tr>
<td>1st August</td>
<td>Verification window for colleges/universities and other course providers; correction of errors per communication between school districts and course</td>
</tr>
<tr>
<td>10th August</td>
<td>Student funding request for Trimester 3/Spring Verification Window</td>
</tr>
<tr>
<td>20th August</td>
<td>Final review period, no new submissions</td>
</tr>
<tr>
<td>30th August</td>
<td>Submission of funding request to SDE</td>
</tr>
<tr>
<td>10th September</td>
<td>SDE approves Data/Estimated Payment Date</td>
</tr>
<tr>
<td>20th September</td>
<td>Spring Exam submission deadline</td>
</tr>
</tbody>
</table>
PORTAL ACCESS

To gain Advanced Opportunities portal access, a new user will need to create an ISEE account. [https://auth.sde.idaho.gov/Other/Registration/Register](https://auth.sde.idaho.gov/Other/Registration/Register) After creating an account, please contact the Advanced Opportunities Support Team to have the correct user permissions assigned to the account for Advanced Opportunities.

Upon entering the portal, the following options will appear as the header to your account.

![Portal Header](image)

If these options are not visible, please contact the Help Desk to ensure that the correct role has been assigned.

WORKFORCE TRAINING STAFF ROLE

The primary role of workforce training staff as it relates to Advanced Opportunities, is to ensure an accurate catalog of course offerings, verifying enrollment of students, and reviewing statements and payments.

COURSE OFFERINGS

It is up to the course provider to maintain a current list of approved workforce training courses to ensure that school districts can make them available to school staff and students. Updating course offerings can be conducted by filling out the details on the Advanced Opportunities website under the “Administrative User Information” tab. Workforce training staff do not have the ability to upload their own courses.

ADDING A COURSE:

To request a new course offering through Advanced Opportunities, click on “Workforce Training Course Submission” on the Advanced Opportunities website under the Administrative
User Tab. The form will need to be filled out for each course request. Once a course is submitted it will be reviewed for approval in meeting Idaho Statute § 33-4602.

**DEADLINES:**

For students to be able to access funding for new workforce training courses please submit by the following deadlines:

- For August to September student availability submit new course request by **July 1st**.
- For November to March student availability submit new course request by **October 1st**.
- For May to June student availability submit new course request by **April 1st**.

**REQUESTING NEW COURSES:**

To ensure workforce training courses are meeting the needs of students and are available for funding requests through the Advanced Opportunities (AO) program the following steps are required.

Step 1. Provide course details.
Step 2. Include any supporting documents for the course (i.e. cost justification or letter of support).
Step 3. Provide a signed approval from the Academic Officer of your institution for courses to be considered.

Upon review of the information, the Idaho State Department of Education, in collaboration with Idaho Career Technical Education and Workforce Development, additional information may be requested. Courses will be reviewed for AO approval three times a year. **Requests for Advanced Opportunities must be submitted by the deadlines to have a timely review.**

For courses the following information is required: course name, course ID, CIP code, SOC code, delivery method, course availability, costs, and in-demand details.

For consistent naming conventions, the SDE requires that providers enter the course code followed by the course name. This will allow district personnel, students, and parents to register with ease.

**Example:** Electrical Apprenticeship 1A

Additionally, the course providers must indicate the terms during which the courses will be made available to students, which may not exactly correspond to workforce training schedules.

**REMOVING A COURSE:**
If a course becomes no longer available, please contact one of the Advanced Opportunities support team to have the course removed from student access.

**VERIFY STUDENT ENROLLMENT**

A list of all courses for which a funding request has been entered will be viewable on the “Verify Student Enrollment” screen. As each course moves through the verification process in the portal, the course status will change. This view may be filtered by school year, term, course status, and school district.

As courses are added to the queue, course providers will verify whether or not students are enrolled in the course. The workforce training user will need to populate the grid with course information. Select the school year, term, status or school district and then select “Populate Grid”. The column titled “Enrolled” has a check box available to verify enrollments. If a student is enrolled in the course, please verify their enrollment by checking the box. If student is not enrolled in the course, leave the box blank indicating the student is not enrolled. **Click “save changes” before moving to the next screen.**

When looking at this information, it is important that course details are carefully reviewed to ensure accurate payment.

**Funding Request Status**

Courses, which are entered by students and district personnel, will go through the following status sequence:
### Status:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Initial Approval</td>
<td>The student has submitted a reimbursement and the district has neither approved nor denied it.</td>
</tr>
<tr>
<td>School Level Approval Received</td>
<td>The school has approved the reimbursement, and the entry is still editable by district users.</td>
</tr>
<tr>
<td>Pending SDE Approval</td>
<td>The reimbursement has been submitted to SDE.</td>
</tr>
<tr>
<td>Clarification Requested</td>
<td>This course has an issue needing to be resolved. The issue is outlined in the notes section. School district personnel can re-approve this course.</td>
</tr>
<tr>
<td>Additional Reimbursement</td>
<td>Application was revised to pay out more. Revision requires additional funds from SDE. Revised after being paid; means Requested was raised.</td>
</tr>
<tr>
<td>Approved</td>
<td>The reimbursement has been approved by SDE and is being prepared for payment.</td>
</tr>
<tr>
<td>Denied</td>
<td>The school/district denied the reimbursement.</td>
</tr>
<tr>
<td>Denied upon Revision</td>
<td>Application was denied upon revision. Initial payment made in error, all funds returned to SDE. Revised after being paid; means Requested was set to 0.</td>
</tr>
<tr>
<td>Paid</td>
<td>Course has been paid.</td>
</tr>
<tr>
<td>Refund to SDE</td>
<td>Application was revised to pay out less. Revision requires return of funds to SDE for overpayment. Refund to SDE. Revised after being paid; means Requested amount was lowered.</td>
</tr>
<tr>
<td>Reimbursement in Error</td>
<td>Error state from system itself; unused. Reimbursement in Error. System error - shouldn't ever happen.</td>
</tr>
<tr>
<td>Rejected</td>
<td>The SDE has revised and denied the reimbursement.</td>
</tr>
</tbody>
</table>

Schools are not able to submit their funding requests to the state until they have reached a 100% match, meaning 100% of the courses funding requests are matched 100% with those that have been checked as enrolled. It is critical for college and workforce training users to work with schools to identify and correct any discrepancies in data. Certain situations may require additional communication and proactive communication. Course funding requests in which a student is not enrolled in the workforce training course or a student that is enrolled, but has not requested A.O. funding may need additional communication to ensure accurate data is not missed.

To filter students by enrollment status, **click on filter symbol next to Enrolled** and select either “is true” (i.e. enrollment is checked) or “is false” (i.e. enrollment box has not been checked). Any course funding requests that a student is not enrolled should eventually be moved to the status “Clarification Requested”, for further review and the possible denial of the request from the district.
Clarification Requested

Course Providers can move courses into a “Clarification Requested” status. To do this, click on the title of the course, enter the reason in the Notes box, and select “Send for Review.” This will push the funding request into a separate report for district personnel to resolve and re-approve. You will likely want to communicate with the district in which you are sending courses for clarification so that the district will know to review.

REPORTS

Under Reports, the User will find options for View Courses, EGS Applications and View Statements.

View Courses

View all Workforce Training course funding requests that have been entered. You can search for specific course funding requests by using the filters at the top of each column. You may also sort by school year, term and course status.

Early Graduation Scholarship Applications

View the students who are eligible for the Early Graduation Scholarship and have identified your institution as the institution they plan to attend for workforce training. Check the box if the student is enrolled in your institution. Save changes

Select “All Years”. Once a student is verified for enrollment by the college and Approved by the SDE, the student will disappear from the EGS Application list.
View Statements

View statements for all Workforce Training transactions related to students from your institution. Click on the Statement Id number to view an itemized report of each statement. You can also view Advanced Opportunities billing statements and their detailed information.

The Advanced Opp Name will provide details whether the scholarship is for the Early Graduation Scholarship or high school student enrollment.

To see the details of any statement, the User may click on the statement ID number, with the arrow next to it. This will open up a Billing Details screen, which will identify the statement number, Advanced Opportunity program name, provider, billing item type, student name, course/exam name, and billing item amount. The viewer can export the information using the “Export Transactions” button, this will provide an excel document that will show further billing details, such as school the student attends, the students EDU ID, and term. The “Export Overview” will provide an excel document of all statements.

DEADLINES

Deadlines for student application data entry and data submission in the portal are set by the SDE for all school districts. Districts with special circumstances may be able to adjust deadlines to meet local needs, but this only must be done after consultation with providers and with final approval from the SDE. Only the SDE can adjust these windows in the portal.

Application/submission windows have been set by the state, with input from school districts and the post-secondary dual credit offices. To view deadlines please visit the Advanced
Opportunities website or the Administrative portal for specific dates. Below are the various definitions of the deadlines.

<table>
<thead>
<tr>
<th>Term</th>
<th>Request Funding Window</th>
<th>Verification Deadline</th>
<th>Submission Deadline</th>
</tr>
</thead>
</table>

- **Request Funding Window**: This is the window during which a funding request can be made by students and Advanced Opportunities staff. It is critical that all courses that are expecting funding are entered by the end of this window.
- **Verification Deadline**: During this time, all course providers log into the portal to verify enrollment for all requests made by students. Course providers and schools district will communicate with one another to work through any errors or missing information. District personnel adding or editing requests during this time, should only do so in collaboration with course providers. After course providers have completed this step, they will send out bills to students who are paying for courses out of pocket.
- **Submission Deadline**: After submission, SDE staff will process all funding requests and send back any errors. SDE staff will scan the data for the following: student flags, odd dollar amounts, incorrect course titles, duplicate requests, ineligible course providers, ineligible courses, and make-up payments. If courses are found in these categories, SDE staff will reach out to the school district for clarification or send the request back for further review.

If course funding requests are entered into the portal past the recommended deadline, it is up to the course provider to determine whether or not to accept such registrations. The SDE recommends that any entries made after these deadlines be done with the consent of both the school district and the course provider.

Once course entries are approved by school users, course providers can begin to provide verification of course enrollment. Course providers will have approximately a 6-week window to complete the verification process. Upon verification of course enrollments, the school districts must submit data to the SDE by the dates noted above.

Upon the districts’ submissions to the SDE, the course providers will have a one-week window (5 business days) during which they may access the data and use it to finalize internal records. If errors are found during this process, please contact the SDE to correct these errors.
The SDE will process all submitted data and may reach out to districts or course providers at this time if any red flags arise. Upon SDE approval, payments will be made to course providers and school districts.

**STUDENT FLAGS**

- **Green flags** indicate a normal status of a student’s A.O. account.

- **Unsuccessful Attempt Flag**

  When a student fails to earn credit for a class, either due to withdrawal, failing grade, or non-completion paid by Advanced Opportunities, a flag must be entered on the student account. This allows all participants to know that the student needs to pay for and successfully earn credit or complete one like course before any further course funding reimbursements can be made from Advanced Opportunities.

  *Note: Exam policies for Advanced Opportunities are set by the school district. Flags are only required for unsuccessful course attempts, but can be applied should a district make such policy for exams.*

Any unsuccessful course type will require a student to pay for and successfully earn credit or complete one like course before any further course funding reimbursements can be made from Advanced Opportunities. Statute provides two options for students to consider, who unsuccessfully complete a course paid by Advanced Opportunities.

Option 1: A student must pay for and successfully earn credit. A student can pay for and earn credit to be reinstated for Advanced Opportunities funding. A course could include a dual credit
course (academic or CTE), an overload course, or a workforce training course (assuming the student earns credit).

Option 2: A student must complete one like course. If a student is not charged for a course, option 2 allows for the opportunity of a student to complete a like course without a charge being incurred. This option means that the course type (i.e. overload, dual credit, workforce training) would be considered in reference to the course(s) that the student was unsuccessful.

Below are examples.

<table>
<thead>
<tr>
<th>If.....</th>
<th>Then....</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student fails to earn credit for overload course.</td>
<td>Student must either pay for a dual credit, overload, or work force training course (assuming credit is granted) and earn credit or complete one overload course.</td>
</tr>
<tr>
<td>Student fails to earn a dual credit course.</td>
<td>Student must either pay for a dual credit, overload, or work force training (assuming credit is granted) course and earn credit or complete a dual credit course.</td>
</tr>
<tr>
<td>Student unsuccessfully completes a workforce training course.</td>
<td>Student must pay for a dual credit, overload, or workforce training (assuming credit is granted) or complete a workforce training course.</td>
</tr>
<tr>
<td>Student fails an exam</td>
<td>A school district can determine whether or not a student is required to successfully complete and pay for an exam. If a district requires successful completion, a flag is added to the Advanced Opportunities portal. If a flag is added for an exam this will prevent a student from further exam payments until the obligation is met and the flag cleared.</td>
</tr>
</tbody>
</table>

Should the cost of a course or credit numbers be considered in fulfilling the requirements to be reinstated for course funding through Advanced Opportunities?

A student can pay for and earn credit to be reinstated for further Advanced Opportunities funding. Course cost and number of credits are not needed for consideration to fulfill a student’s obligation of paying for and earning credit. Students should be referring to their learning plans and career and educational objectives to determine the courses that they will take to fulfill requirements after having an unsuccessful course attempt. These plans are to be
reviewed annually. In situations where a student does not pay for credit to be reinstated for Advanced Opportunities funding, the course type (e.g. dual credit, workforce training, overload) would be considered.

**When is a course considered an unsuccessful attempt?**

Grading policies and practices are determined by the provider of the course. Please refer to the provider regarding what is deemed an unsuccessful attempt. Generally, unsuccessful course attempts are considered when a student fails to earn credit in which a grade is earned and paid by Advanced Opportunities. Most commonly these are courses in which students withdraw or fail. To assist students, most Idaho colleges have provided a drop course deadline in which students can unenroll from the course, would not receive a grade and will not be charged. Dropped courses generally are not considered unsuccessful attempts. Incomplete grades are generally not determined as unsuccessful course attempts.

**Terminology:**

Dropped course- Student is not charged by Idaho college and does not receive a grade.

Withdrawn course- Student does not complete course and earns a withdraw grade (e.g. W).

Failed course- Student does not earn credit or certification and receives a failing grade as determined by the provider. (e.g. U, F)

Incomplete course- Incomplete grades are generally considered extensions to complete a course and are not considered a final grade. The final grade will determine whether or not the student was successful/unsuccesful (e.g. I).

**What if the grade received for the course was beyond the student’s control?**

Each provider has a grade appeals process, the student would be required to follow the providers process. Advanced Opportunities will honor such outcomes.

**What happens when a student is unsuccessful in a course paid by Advanced Opportunities?**

Beyond the grade being reported on transcripts. A flag should be placed on the students account in the Advanced Opportunities portal, when it is realized the student is unsuccessful.

**How do we know when a student has unsuccessfully completed a course?**

Unsuccessful attempts are denoted with flags in the Advanced Opportunities portal. These flags can be placed by any individual with access to the portal. These flags are red when viewed in different screens.
**Who can remove the red flag?**

A flag can be removed by anyone who has access to that student’s profile and has deemed the student has fulfilled the obligations of Advanced Opportunities rules.

**When should I remove the student’s flag?**

Any red flags placed on a student’s account will need to be cleared before any further funding and payment can be made by the SDE for courses. When the flag is removed will depend on when the course is completed or when it is determined that student will successfully complete or earn credit and meet their obligation for Advanced Opportunities funding. Removing flags are generally at the end of each term.

**My student was unsuccessful last semester/trimester in one course and the next semester they plan to take multiple courses.**

While there are various reasons for students’ unsuccessful attempts, a student must pay for and successfully earn credit or complete one (1) like course before the State Department of Education may pay any further reimbursements for courses. If there are concerns regarding the student’s grade, the recommendation would be to follow the policies and guidelines of the provider of the course for grading corrections and questions. No payments for courses can be made until red flag(s) have been cleared.

**My student was unsuccessful in taking an exam, what is the policy?**

Exams will not have any bearing on course funding requests. Each school district has the ability to determine policy in regards to exams. If a student has scored inadequately on an exam, the local school district policy can determine whether or not a student is required to pay for and successfully complete an exam before funding can be utilized for further exams.

**Can Advanced Opportunities funds be used retroactively?**

Retroactive payments are not a practice that is in the spirit of Advanced Opportunities. The statute that allows for corrections of prior year funding requests is specifically in relation to those course funding requests done error, which refers to Idaho Statute 33-1009. Since retroactive payments are not a course funding request done in error, Idaho Statute 33-4602 would be followed. Idaho Statute 33-4602 states “payment will be made only for activity occurring and reported within each fiscal year.” Since the retroactive payment is not an error, rather a deliberate choice, the course funding would have to occur within each fiscal year. For example, a student who took a course in fall or spring, could not seek a correction in the
following summer or fall. This would require deliberate and specific tracking by institutions should they want to use this practice.

What happens when a student is unsuccessful in multiple courses?

Regardless of the number of courses a student was unsuccessful when Advanced Opportunities funding was used, the student will need to pay for and earn credit of only one course or complete one like course before being allowed to use Advanced Opportunities funding for additional courses.

Entering Red Flag

To enter a flag, go to the individual student account. This can be accessed through the “Student Lookup Tool” or by going to “View Courses” and searching through entered courses; clicking on the blue EDUID link of the student who requires a flag. Clicking on the hyperlink will take the user to the individual student record.

Once in the student profile, “Student Flags” will appear at the top of the record. To add a flag, click on “Add a new record.” Enter specific details, as a student may have more than one flag in place at a time. Select the following: reason, type, course name failed, and notes.

- Reason: specify the reason the flag is being entered (Failed, Withdrew or Other)
- Type: specify the course type (overload, workforce training, dual credit or exam type)
• Course/Exam Name: enter the course name (e.g. Math 123 Math in the Modern Society or Electrical Apprenticeship 1A)

• Notes: Please add any additional notes that would help others reviewing the flag to understand details (e.g. cost of the course, term, number of credits)

Example: “Failed, Workforce Training, Nursing Assistant, $500 used in FA 2020”

Select “Update” to add the flag. The flag is editable.

To clear a flag, an Advanced Opportunities Designee must go to the student profile and select “Clear Flag.” The flag will show the user who cleared it and the date it was cleared. The flag should only be cleared once the student has fulfilled the terms of the flag (e.g. paying for the next like course). It will remain as part of the student’s record.

Advising Flag

Students who access A.O. funds for more than 15 credits must receive postsecondary advising. When students reach this threshold, the circle at the end of their record will automatically turn yellow. A student will not be eligible to receive any additional funding until the student has been advised. Once the student has received advising, the yellow flag can be cleared by a college or school district User. If a flag is both yellow and red, this indicates that the student needs advising and also has an unsuccessful attempt flag on their account.

Warning Flag

When a student has $500 or less of available funds in their account, a purple flag will automatically alert students and Advanced Opportunities Designees. This will post to the student account so eligibility status can be seen by both student and Advanced Opportunities
designee in the funding request report page when choosing courses/exams. Once a student has an approved expenditure “School Level Approval Received” the funding will be accounted for in the student's total available funding.

HELP

The Help feature in the A.O. portal provides a means to communicate information with the Idaho State Department of Education in a secure manner through the Online Tool for IT support (OTIS). Please do not send any personally identifiable information (PII) via email, the SDE will be unable to respond. From the help page follow the on-screen directions:

Click: “Go to OTIS”.

Submit a ticket by selecting “Create A Ticket”.

Select “Web App (apps.idaho.sde.gov)” as the primary ticket type.

Select the Issue (most common are Data Fix or Use Inquiry).

Select “Advanced Opportunities in the category.

Input information in the description and add any attachments. Please avoid using PII in the summary.

Portal HELP Page:

OTIS:

OTIS is a secure incident tracking application that can be used to deliver data. Personal identifiable information (PII) like students, teachers, users or any individual's identified or identifiable information should be communicated through OTIS only. Users can create tickets, add notes or attachments to their existing tickets and view or search any tickets created by them using OTIS.

Do not put any PII data in summary of the ticket. PII data should be in notes or attachments of the ticket.

Need to send secure information to the Idaho State Department of Education? Follow these steps:
- Step 1: Click, “Go to OTIS”.
- Step 2: Submit a ticket. Select “Create A Ticket” from OTIS screen.
- Step 3: Select Ticket Type. For Advanced Opportunities select “Web App (apps.idaho.sde.gov)”, select the issue, and select category as “Advanced Opportunities”.
- Step 4: Avoid typing personal information in the Summary. Add any attachments. Select “Create Ticket”.

Go to OTIS

OTIS User Guide
Thank you for your dedication to Idaho students!

The State Department of Education is appreciative of all the efforts put in by course provider personnel to ensure that benefits of Advanced Opportunities are paid out to Idaho students. Additionally, we are committed to ensuring effective implementation of these programs. If you have any questions, suggestions, or comments, please feel free to contact the Advanced Opportunities Support team.