

District Strategic and School Renewal Submission FAQs

Welcome to our Frequently Asked Questions (FAQ) page for submitting a District Strategic and School Renewal Plan. Here you will find detailed answers to the most common queries, ensuring you have access to accurate and timely information. If your question is not addressed here, please contact your Education Associate, who will be pleased to assist you further.

1. Can I use my own template?

- a. Yes. You may use your own template if it includes all required components. All required components are included in the District and School One Upload Replacement Files: [One Upload Replacement File – District Strategic Plan](#), [One Upload Replacement File – School Renewal Plan](#)
- b. For Google users wanting to use the template in Google Docs – Dropdown menus will become inoperable. These fields must be typed.

2. What naming conventions should I use when I save the file?

- a. Format: DSSR_School SIDN_Year (upcoming school year)
- b. Example: DSSR_2306520_2627

3. How do I access and upload documents in the Advanced Data Transfer System (ADT)?

- a. Use your SCDE Member Center login located on the SCDE website. Click the tile for Advanced Data Transfer System. Additional directions are included in Appendix A.

4. How do I give others in the District access to ADT?

- a. Contact the District Web Access Coordinator to give access to additional district staff as needed.

5. Are exemplars available for reference?

- a. Yes. Exemplars can be found here:
 - i. [District Strategic Exemplar](#)
 - ii. [Elementary School Renewal Exemplar](#)
 - iii. [Middle School Renewal Exemplar](#)
 - iv. [High School Renewal Exemplar](#)
 - v. [Career Center School Renewal Exemplar](#)

6. How do I add signatures to the One Upload Replacement File?

- a. Use the following tutorial: [How to Insert a Image in the One Upload Replacement File](#)

7. What if I submit my DSSR in GEMS?

- a. No additional action is needed. Stay in GEMS and continue your process as usual.

8. Do I need to convert the document into a PDF before uploading it to the folder?

- a. No. Upload the original file format.

9. How do I submit our Proficiency-Based Systems (PBS) Plan or Evaluation?

- a. All PBS materials must be submitted via [FormStack](#).

10. How do I submit a waiver request?

- a. Waivers must be renewed every five years along with a new District Strategic Plan. If the district needs to submit a new waiver, it must be submitted via [FormStack](#).

11. How do I submit our Gifted and Talented Plan?

- a. Gifted and Talented documentation is submitted as part of the District Strategic Plan. The Gifted and Talented tables and supporting documentation must be uploaded within the District Strategic Plan. All required tables are at the end of the [One Upload Replacement File – District Strategic Plan](#). If you are using your own template and need the Gifted and Talented tables and supporting documentation, you can access it using this [link](#).
- b. If uploading separately in ADT, use the following naming convention when saving the file:
 - i. Format: GTTables_District SIDN_Year (upcoming school year)
 - ii. Example: GTTables_2306_2627

12. How do I submit our District Summer School Identification form?

- a. The Summer School Identification form is submitted as part of the District Strategic Plan. All required tables are at the end of the [One Upload Replacement File – District Strategic Plan](#). If you are using your own template and need the Summer School Identification Form, you can access it using this [link](#).
- b. If uploading separately in ADT, use the following naming convention when saving the file:
 - i. Format: SummerSchoolID_District SIDN_Year (upcoming school year)
 - ii. Example: SummerSchoolID _2306_2627

13. Who do I reach out to if I have a problem?

- a. Please refer to the [DSSR Education Associate contact list](#).

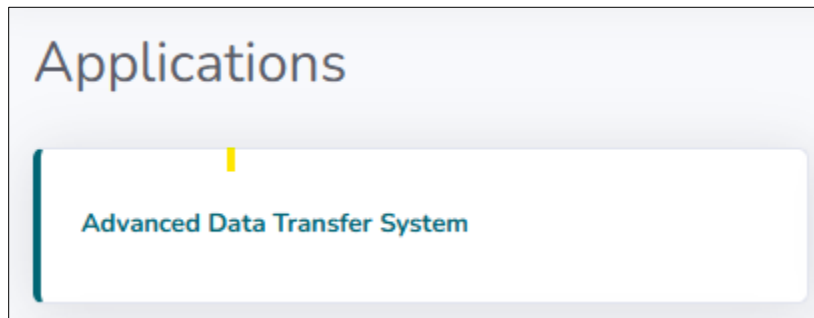
14. How do I notify my DSSR Education Associate that the District and all Schools are complete?

- a. Once you have completed the review of the District Strategic Plan and all School Renewal plans (using the checklist in Appendix B if using ADT or Appendix C if using GEMS). Email your assigned Education Associate, indicating that your District is ready for Review.

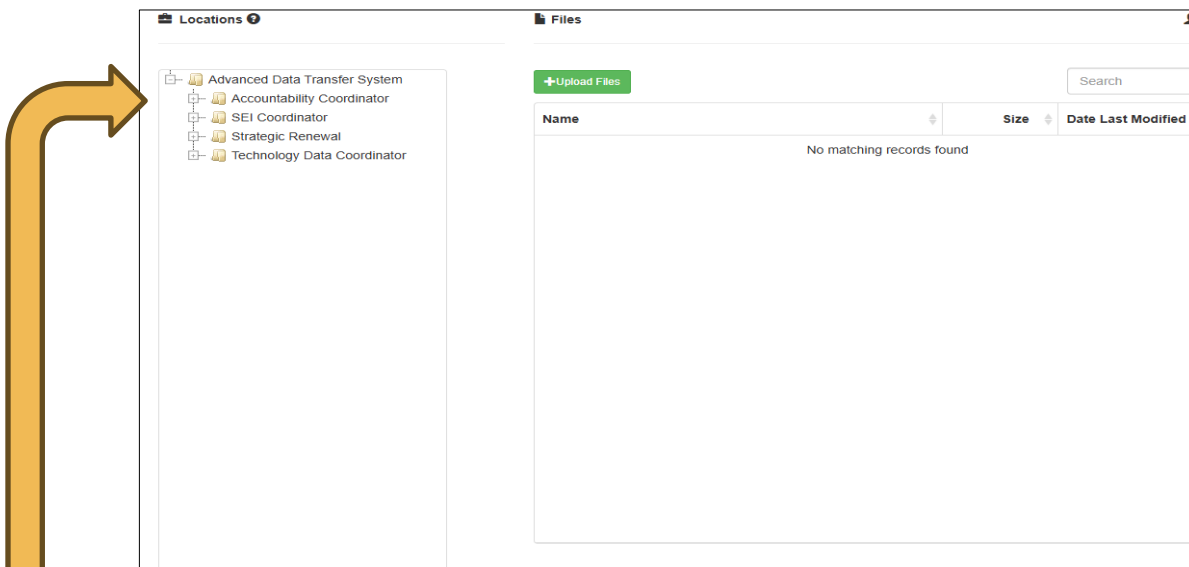
Appendix A

Directions for Submitting District Strategic and School Renewal Plans into ADT

1. Go to the [SCDE website](#), and click *Login* on the far right-hand side.
2. On the left-hand side of the screen, enter your username and password then click *Login*.
3. Under Applications, select Advanced Data Transfer System (ADT).
4. Depending on the individual's role and credentials, the accessible folders (District and all Schools) will appear on the page to the left under the folder Advanced Data Transfer System.



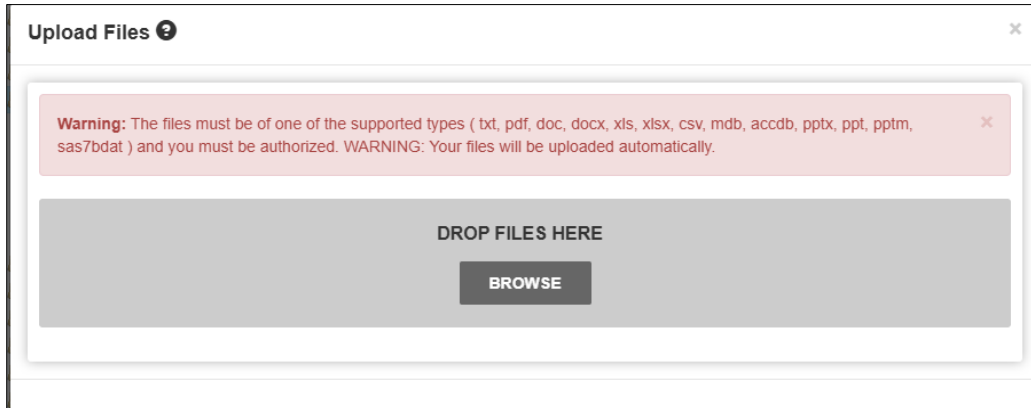
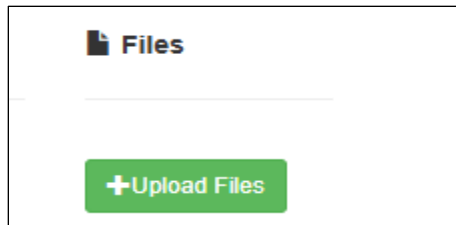
5. ADT Screenshot Example:



6. Click on the + next to the applicable folder (program) name to open your school folder.
7. As District-Level is the default for district users, uploaded file names should appear to the right of the page in the Files box. (Only the District Strategic plan should be loaded to the district-level folder.)
8. For all School Renewal Plan files, find the specific school-level folder by clicking on the + to the left of the district name in the Locations box. Current files loaded for the district /school will be visible to the left of the page in the Files box.

To upload a file:

1. Click on the green + Upload Files button at the top of the page. The Browse dialog box will appear.



2. Click on the Browse button to locate the applicable file on the local network/computer.

Note: Be sure you have used the correct naming convention prior to uploading your file.

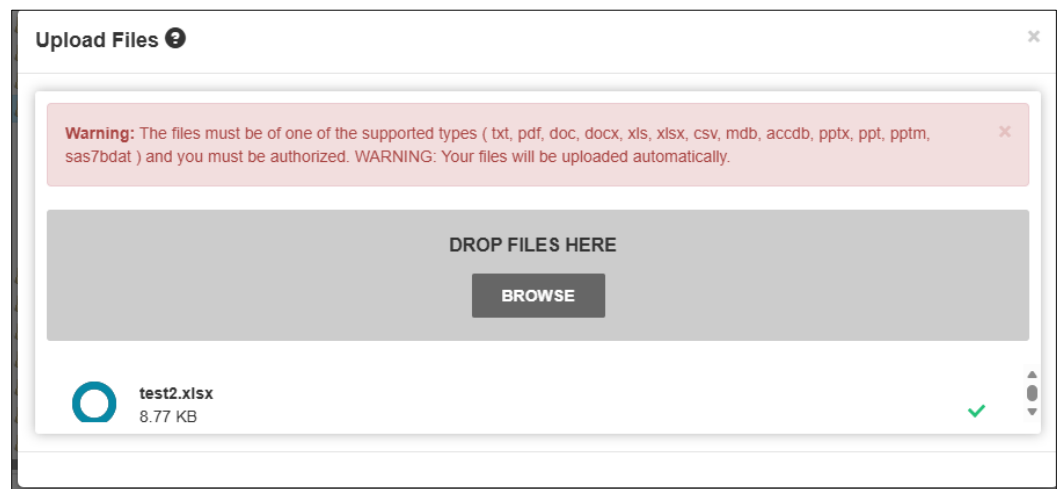
It is extremely important to name the files as instructed. Most SCDE staff use an automated process/program for downloading files from the ADT. Mis-naming files could result in files not being identified for download by SCDE and cause for return to the district.

Please use the following naming convention:

Format: DSSR_School SIDN_Year (upcoming school year)

Example: DSSR_2306520_2627

3. Click on the file name in the file browser and click on the Open button located in the browser dialog box. The file will upload to the ADT and a green check mark will appear to the left of the file name at the bottom of the Browse box.



4. X out of the Browse box and confirm that your file is uploaded. If you see the file name listed in the Files box, you may need to log out and log back in to the ADT.
5. Note: Deleting files is not possible within the ADT Web application. If you need a document deleted, please contact your assigned Education Associate.

Appendix B

Checklist using ADT

Comprehensive Strategic Plan Checklist

Are the following complete for each school within your district?

☐	All schools have completed signature pages with correct dates
☐	All schools have completed and correct assurances
☐	All schools have identified stakeholders involved in plans
☐	All schools have correct and timely comprehensive needs assessment(s) and data
☐	All schools have completed executive summary of needs assessment data findings
☐	All schools have performance goals and action plans: Area– Student Achievement *With yearly updates to data*
☐	All schools have performance goals and action plans: Area – School Climate *With yearly updates to data*
☐	All schools have performance goals and action plans: Area – Teacher/Administrator Quality *With yearly updates to data*
☐	All school plans have been placed in the correct school folder within the Advanced Data Transfer system using the correct naming convention: -- Format: DSSR_School SIDN_Year (upcoming school year)

Once all boxes are checked, the plans can be submitted.

Reminder:

-Waivers for districts can only be submitted after the district plans are approved. Waivers are submitted via FormStack. Please reach out to your assigned Education Associate for any questions.

Appendix C

Checklist using GEMS

Comprehensive Strategic Plan Checklist- GEMS

Are the following complete for each school within your district?

☐	All schools completed plan information and stakeholders
☐	All schools completed and timely comprehensive needs assessment(s) with data and executive summary of needs assessment data findings
☐	All schools completed performance goals and action plans: Area– Student Achievement *With yearly updates to data*
☐	All schools completed performance goals and action plans: Area – School Climate *With yearly updates to data*
☐	All schools completed performance goals and action plans: Area – Teacher/Administrator Quality *With yearly updates to data*
☐	All schools completed and correct assurances
☐	All schools have uploaded any related documents if necessary
☐	All schools have changed status to “School Renewal Plan Completed”
☐	All schools have been reviewed by the strategic plan district contact and changed status to “School Renewal Plan Reviewed/Approved by LEA Strategic Plan District Contact”
☐	All schools have been reviewed by the superintendent and changed status to “School Renewal Plan Superintendent Approved”

Once all boxes are checked, the plans can be submitted.

Reminder:

-Waivers for districts can only be submitted after the district plans are approved. Waivers are submitted via FormStack. Please reach out to your assigned Education Associate for any questions.