On-Line Probe Instructions

October 1, 2023

October 6, 2023 (Revised)

For those superintendents who have used the on-line compliance system previously, you will notice that there have been some changes made to the system. The biggest change is explained in item #1 listed below.

1. You will receive an email from IARSS Compliance. In order to complete the process of preparing your district’s on-line probe you need to do the following:

 A. Click on the link in the email. This will take you to the on-line system.

 B. Sign in using either a Google or Microsoft account.

 C. Once signed in click on your district’s name.

 D. Click on the “Accept” button.

The system will then prepare your district’s on-line probe and when it is ready for you to use, you will receive an email. Here is a link to a video showing this process [District Accepting Assurance - YouTube](https://www.youtube.com/watch?v=NQfYbiJxAgA&list=PLPv3hpW5Oi7JJLQ34puW1MbmCI49khRL7&index=6&t=66s)

2. You will begin the on-line probe by entering the information requested in the demographics section. You will fill in all of the information except the recommended recognition status which will be filled in by the Regional Office.

3. The on-line probe questions are divided into five sections. As you answer each question please upload the documentation that is requested to verify your answer. The probe calls this “potential evidence”. **Any item listed under potential evidence that has an asterisk is required to be uploaded.** The answers and documentation from the last probe completed by the district have been forwarded to this year’s probe. If your answer or documentation to a question has changed, please update the information. If a policy has been updated, be sure and upload the updated version. There are some new questions to this year’s probe. Please be sure and answer these questions and upload the requested documentation.

4. Once you have answered all the questions and uploaded the verification documents, you will hit the “submit to reviewer” button in the upper right-hand corner. **PLEASE NOTE THAT THE ON-LINE PROBE SHOULD BE SUBMITTED TO THE REVIEWER BY DECEMBER 1, 2023.**

5. There are some questions in the on-line probe that have a small schoolhouse next to the answers (see 207A). These questions have to be answered during the Regional Office’s on-site compliance visit. You will not be able to answer these questions prior to our visit.

6. Once you have submitted the on-line probe the Regional Office reviewer will check each answer and the verification documentation that has been submitted. If the answer and documentation are satisfactory, then the reviewer will “lock” that question and no further changes can be made to it. However, if the reviewer has a question about what has been submitted, he/she will flag that item and type a comment in the comment box following the question. After the reviewer has finished examining all of the questions, the on-line probe will be sent back to the district if there are questions.

7. The district will address any concerns if the on-line probe has been returned. Once the district has addressed all of the concerns, the district will resubmit the probe to the reviewer. This back and forth between the district and reviewer will continue until all the issues have been resolved. Please remember that only a district administrator can submit the probe to the reviewer.

8. The video on the ROE26 website will explain the use of the search function at the top of each page in the probe and the legal references for each question. Both the search function and the legal references can be very useful tools.

9. Explanation of Responses:

 YES – A “yes” response to a question indicates that the district is in compliance with this question and has uploaded the required verification documentation.

 NO – A “no” response to a question indicates that the district is not in compliance with this question and has no plan of action to correct this deficiency.

 IN PROGRESS – An “in progress” response to a question indicates that the district is not currently in compliance with this question but has developed a plan of action to correct this deficiency. In the comment section for this question the district should indicate what the plan of action is and provide the expected date when the district would be in compliance.