

Insights: LEA Assignment Module

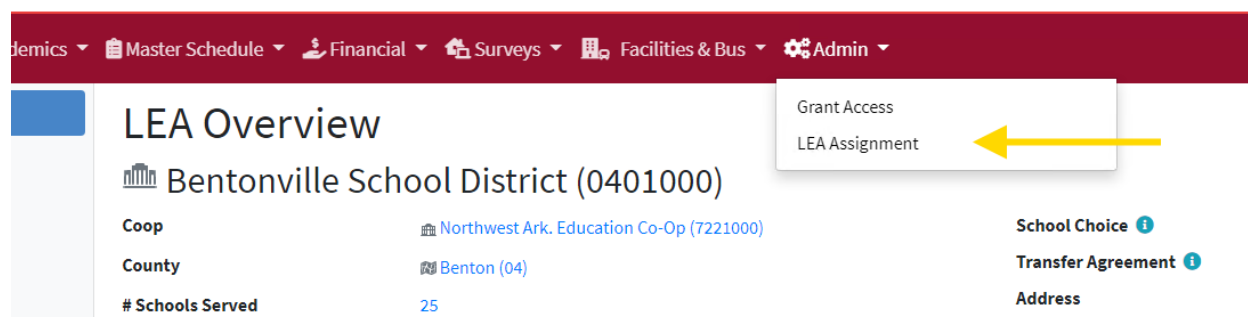
District User Guide

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Module Screens

The LEA Assignment module can be accessed by the District Superintendent or any APSCN user(s) in the district to whom the Superintendent grants access via the Admin → Modules menu.

To access the LEA Assignment module, login to Insights and navigate to the Admin → LEA Assignment menu item.



This module can only be accessed by the district superintendent, or district APSCN users to whom the superintendent has delegated access. The workflow for completing requests is slightly different depending on the role of the user using the module.

Schools

The Schools sidebar menu displays a list of the Schools in the district for the currently active fiscal year. The information on this list is drawn from three sources:

- 1.) The LEA number, name, grade span, type, and address are sourced from the LEA Management System (LEAMS). LEAMS is the school listing used by many of ADE's data systems.

- 2.) The Principal name and contact information is sourced from SIS LEA Profile.
- 3.) Approved Requests links to approved LEA Assignment requests that have altered the LEA since the beginning of the Fiscal Year. This field will generally be blank.

2020/21 LEA Management System School Listing

The school information below is from the LEA Management System (LEAMS)

District Users: To request changes for building(s), you must [Create a New Request](#) on the Requests screen and add the building(s) needing changes to the request. You may request to add a new LEA, to change the name or grade span of an existing LEA, or to inactivate an LEA entirely.

LEA #	Name	Grade Span	Type	Address	Principal	Approved Requests
0401007	Apple Glen Elementary School	K - 04	School	1801 Orchard Lane Bentonville, AR 72712	Name: Tracey Wood Email: trwood@bentonvillek12.org Phone: (479) 254-5580 Fax: (479) 271-1137	
0401008	Ardis Ann Middle School	05 - 06	School	3400 Highway 72w Bentonville, AR 72712	Name: Marilyn Gilchrist Email: mgilchrist@bentonvillek12.org Phone: (479) 254-5510 Fax: (479) 271-1185	
0401003	Bentonville High School	09 - 12	School	1901 Se J Street Bentonville, AR 72712	Name: Jack Loyd Email: jloyd@bentonvillek12.org Phone: (479) 254-5100 Fax: (479) 271-1184	
0401019	Bentonville West High School	09 - 12	School	1351 Gamble Rd Centerton, AR 72719	Name: Jonathon Guthrie Email: jguthrie@bentonvillek12.org Phone: (479) 286-9800 Fax: (479) 286-9812	
0401017	Bright Field Middle School	05 - 06	School	5101 Sw Bright Rd Bentonville, AR 72716	Name: Aaron Gaffigan Email: agaffigan@bentonvillek12.org Phone: (479) 254-5580 Fax: (479) 271-1137	

District LEA Requests

The District LEA Requests screen is the primary location used to request changes to your district's LEA information and to monitor the status of those requests. Requests submitted by districts will be reviewed by ADE staff, and upon approval will be integrated into the LEA Management System for the appropriate school year.

The screen consists of a dashboard that summarizes your districts request by Status, Operation Type, and Disposition.

A list is also present that shows detailed information about requests that have been created.

To begin a new request, click on 'Create New Request'

Bentonville School District (0401000)

District LEA Requests

Requests By Status

- Draft
- Pending
- In Review
- Completed

Requests By Operation Type

- Building Annexation
- Building Consolidation
- Building LEA # Change
- Other General Changes
- New District LEA Request
- District Information Change

Requests By Disposition

- Approved
- Rejected

[Create New Request](#)

Request Status: ☐ Include Canceled Requests

10

District LEA	Operation	Created By	Created Date	Update Date	Apply to School Year	Request Status	Request Action(s)
No records found to display							

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Creating a new request requires that you specify the type of request you need to make. On-screen descriptions help you determine which request type is appropriate for your needs.

Schools
District LEA Requests
LEA Assignments

What type of change would you like to request?

District Level Changes

Change District Name or Address Choose this option to request changes to your district's address or name. No building-level changes are included here.

Building Level Changes

Annexation Choose this option when one existing building is absorbing another building and the building being absorbed is slated to close. You will be required to select the LEA to close and you will have the opportunity to specify any necessary changes to the LEA taking over the closed LEA's enrollment. (e.g. Grade Span Changes, etc.)

Consolidation Choose this option when two existing building are being combined into a new LEA. The original LEAs will be closed and a new building will be created to take over the enrollment for the closed LEAs.

District Reconfiguration Choose this option when you need to reconfigure buildings in your district. You will have the opportunity to open new LEAs, close existing LEAs, or request changes to LEAs. You can request changes to multiple LEAs on one request, but you are limited to opening one LEA and/or closing one LEA per request.

Change Building LEA Choose this option when you need to change the LEA number of an existing LEA. This will require you to specify the LEA being closed as well as enter updated information for the LEA being opened.

Other Changes Choose this option when the options above do not apply to your needs, and you need to add, change, or close LEAs for any reason NOT related to reconfiguring your district.

When you select the type of request, you will be transferred to a screen allowing you to fill in the details of your request. Most request types will result in a screen that is configured for the type of request. For example, an Annexation request will have a section to specify the LEA to be inactivated as well as a section to specify the LEA annexing the inactivated LEA. The annexing LEA will be selected under the 'Change School LEA Request' area because it is where you have the opportunity to change the existing LEA information (e.g. grade span, etc.) to account for the annexation of the inactivated LEA.

Schools
District LEA Requests
LEA Assignments

Building Annexation

Inactivate LEA Request

Select LEA to Inactivate:

Grade Span:

ALE:

Additional Comments:

Change School LEA Request

Select LEA to Change:

Current Values:

- Name: Bentonville West High School
- Grade Span: 09 - 12
- Address: 12001 Bentonville Rd, Bentonville, AR 72716

Changes Requested

Name:

Mailing Address:

City:

PDF Save

Approval Workflow

Current Status: **Draft** [Change Status...](#)

Comment / Activity History

Your new request will begin in **Draft** status. Save your request when you have made the necessary changes. The request remains in **Draft** status until you are ready to submit the changes

Submitting Requests

Although the superintendent may authorize other users to create LEA Assignment requests for the district, all requests not created by the superintendent must be approved by the superintendent.

To route the completed request for approval, click the **Change Status** dropdown.

The screenshot shows the LEA Insights interface. The top navigation bar includes 'LEA Insights', 'Surveys', and 'Admin'. The left sidebar has 'Schools', 'District LEA Requests', and 'LEA Assignments'. The main content area is titled 'School District (000)' and 'Superintendent'. Below this is a 'Building Annexation' section with a yellow header 'Inactivate LEA Request'. The form includes fields for 'Select LEA to Inactivate:', 'Grade Span: 09 - 12', 'ALE:', and 'Additional Comments:'. On the right, there is an 'Approval Workflow' section with a 'Current Status: Draft' and a 'Change Status...' dropdown button. A blue arrow points to the 'Change Status...' button. Above the dropdown are 'PDF' and 'Save' buttons. Below the dropdown is a 'Comment / Activity History' section.

If you are not the district superintendent, you will be required to send the request to the superintendent for review and approval.

Click **Send to Superintendent** in the dropdown menu.

This screenshot shows the 'Change Status...' dropdown menu. The menu is open, displaying two options: 'Send to Superintendent' and 'Cancel'. A blue arrow points to the 'Send to Superintendent' option. The background shows the 'Approval Workflow' section with 'Current Status: Draft' and the 'Change Status...' button. Above the dropdown are 'PDF' and 'Save' buttons. Below the dropdown is the 'Comment / Activity History' section.

Then confirm the action by clicking the **Send to Superintendent** button

This screenshot shows the 'Send to Superintendent' button. A blue arrow points to the button. The background shows the 'Approval Workflow' section with 'Current Status: Draft' and the 'Change Status...' button. Above the button are 'PDF' and 'Save' buttons. Below the button is the 'Comment / Activity History' section.

You will be returned to the list of Requests, which will show the request you just created in **Pending Superintendent Approval** status.

District LEA Requests

Requests By Status

Draft

Pending

In Review

Completed

Requests By Operation Type

Building Annexation

Building Consolidation

Building LEA # Change

Other General Changes

New District LEA Request

District Information Change

Requests By Disposition

Approved

Rejected

Create New Request

Request Status: Show All

☐ Include Canceled Requests

10

Filter...

Clear

District LEA	Operation	Created By	Created Date	Update Date	Apply to School Year	Request Status	Request Action(s)
APSCN	Building Annexation	APSCN	12/16/2020 12:11 PM	12/16/2020 02:39 PM		Pending Superintendent Approval	<div> <div></div> <div></div> <div></div> </div>

Showing 1-1 of 1 records

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Usage Note:

If you *are* the superintendent, you will be able to submit the request directly, thereby forwarding it to ADE for review.

Superintendent Approval

If another user has created a request and sent to the superintendent for approval, the superintendent will see these requests when they access the module. The superintendent can open the request by clicking the edit button.

District LEA Requests

Requests By Status

Draft

Pending

In Review

Completed

Requests By Operation Type

Building Annexation

Building Consolidation

Building LEA # Change

Other General Changes

New District LEA Request

District Information Change

Requests By Disposition

Approved

Rejected

Create New Request

Request Status: Show All

☐ Include Canceled Requests

10

Filter...

Clear

District LEA	Operation	Created By	Created Date	Update Date	Apply to School Year	Request Status	Request Action(s)
APSCN	Building Annexation	APSCN	12/16/2020 12:11 PM	12/16/2020 02:39 PM		Pending Superintendent Approval	<div> <div></div> <div></div> <div></div> </div>

Showing 1-1 of 1 records

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From here they can review it and route it on to ADE. They also have the ability to Return to Draft (for editing) or Cancel the request.

Schools

District LEA Requests

LEA Assignments

District (000)

Superintendent

Building Annexation

Inactivate LEA Request

Inactivating LEA:

Grade Span:

Additional Comments:

Change School LEA Request

PDF

Save

Approval Workflow

Current Status:

Pending Superintendent Approval

Change Status...

Comment / Activity History

From:

Send to Superintendent

Submit

Return to Draft

Cancel

Recalling Requests

In the event a change needs to be made after the request is submitted, a district user can recall the request *provided that* it has not already been processed by ADE. Once a request is submitted, a red **Recall Request** button is available. Clicking this button reveals a comment box in which the user must describe why they are recalling the request.

Approval Workflow

Recall Request

Current Status: Submitted

Approval Workflow

You must provide a reason for this recall request:

I need to correct the address of the LEA

Confirm Cancel

Current Status: Submitted

Confirming this sends a notification to ADE that the request has been recalled. At that point they must either grant or deny the recall request. A notification corresponding to their decision will be sent to the user requesting the recall.

Recalled requests are denoted with an alert icon in the request list:

Request Status:

Show All

☐ Include Canceled Requests

10

Filter... Clear

District LEA	Operation	Created By	Created Date	Update Date	Apply to School Year	Request Status	Request Action(s)
	Building Annexation		12/16/2020 12:11 PM	12/16/2020 03:33 PM		<div><div>1</div>Submitted</div>	<div><div></div><div></div><div></div><div></div></div>

Showing 1-1 of 1 records

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Granted recalls are denoted with a white checkbox in a green circle. If a recall request is granted by ADE, the LEA Assignment request is returned to draft status.

Create New Request

Request Status:

Show All

10

☐ Include Canceled Requests

Filter...

Clear

District LEA	Operation	Created By	Created Date	Update Date	Apply to School Year	Request Status	Request Action(s)
0401000	Building Annexation	APSCN\0401	12/16/2020 12:11 PM	12/16/2020 03:50 PM		<div><div></div><div>Draft</div></div>	<div><div></div><div></div><div></div></div>

Showing 1-1 of 1 records

Opening a recalled request also includes a status badge highlighting the successful recall. Note also each time the request status changes, a history record is saved:

PDF

Save

Approval Workflow

This request has been successfully recalled by the district.

Current Status: **Draft**

Change Status... ▾

Comment / Activity History

From: APSCN\ [redacted] 12/16/2020 2:39 pm

Send to Superintendent

From: APSCN\ [redacted] 12/16/2020 3:33 pm

Return to Draft

From: APSCN\ [redacted] 12/16/2020 3:33 pm

Submit

From: APSCN\ [redacted] 12/16/2020 3:38 pm

I need to correct the address of the LEA

From: ade\ [redacted] 12/16/2020 3:50 pm

Recall granted for corrections