



Plan of Intent Directions School Year 2010-2011

As per Administrative Rule 24:43:02:08, any district employing teachers or administrators who are non certified or are serving outside of their current certification shall have on file with the Department of Education a Plan of Intent stating how the district intends to ensure that all teachers and administrators are serving on a valid certificate in their certified areas. The Plan of Intent must be fulfilled in one calendar year. The district may request a one-time, one-year extension to the duration of the plan of intent to be granted at the culmination of the first year of the plan of intent cycle.

When completing a Plan of Intent (POI), it is important the person who is requiring a POI be involved in the decision making process.

STEP 1: The Staffing – Teachers / Administration / School Service Specialist screen must be updated before you complete the Plan of Intent.

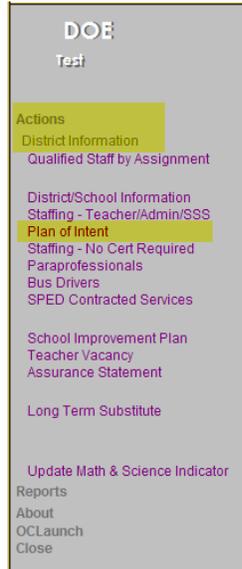
The information you enter in the PRF screen determines who will need to complete a Plan of Intent. The system is able to determine the following:

- Check for State certification (i.e. for private schools/tribal schools OR public schools in non-core content areas)
- Make highly qualified calculations for public schools in the core content areas
- Identify positions which should NOT prompt for a Plan of Intent
- Identify who needs to complete a Plan of Intent for Special Education

Core Content: Lanette Johnston at 773-8415 or lanette.johnston@state.sd.us
Non-Core Content: Steve Fiechtner at 773-4774 or steve.fiechtner@state.sd.us
Career & Technical: Becky Nelson at 773-4681 or Becky.nelson@state.sd.us
Special Education: Alicia Schoenhard at 773-3219 or Alicia.schoenhard@state.sd.us

STEP 2: Click on the following:

- Actions
- District Information
- Plan of Intent



- You will then see the list of individuals who will need to complete a Plan of Intent for your district. (It is hopefully blank!)

District Plan of Intent List Refresh

SSN	Teacher Name	Assignment	Attendance Center	Plan Status	Sped
504990099	Allred, Lynton	60301 Geographies	01 Jane Austen High School	Submitted	
504990099	Allred, Lynton	65101 Vocal Music	02 La Plata Middle School	Required	
504444444	Curtis, Denise	40401 Regular Ed School Psychologist	00 System Wide	Required	
504444444	Curtis, Denise	20201 1st Grade	03 Little Red School	Required	
503332211	Curtis, Nancy	20021 History	02 La Plata Middle School	Required	
503332211	Curtis, Nancy	20117 Literature	02 La Plata Middle School	Required	
223242345	Duck, Donald	57202 English/British Literature	01 Jane Austen High School	Required	
504221122	Gordon, Aaron	30101 Elementary Principal/Bldg. Mgr.	03 Little Red School	Required	
516889922	Gordon, Brad	12104 Accounting I	01 Jane Austen High School	Required	
516889922	Gordon, Brad	22210 Personal Finance	01 Jane Austen High School	Required	
516889922	Gordon, Brad	30201 High School Principal/Bldg. Mgr.	01 Jane Austen High School	Required	
516889922	Gordon, Brad	30001 Middle School/Junior High Principal/Bldg. Mgr.	02 La Plata Middle School	Required	
502337788	Roberts, Ann	40401 Regular Ed School Psychologist	00 System Wide	Required	
502337788	Roberts, Ann	40402 Special Ed School Psychologist	00 System Wide	Required	
504990099	Allred, Lynton	57207 Humanities	01 01-Jane Austen High School	Submitted	Yes
503886677	Roberts, Jack	20117 Literature	02 02-La Plata Middle School	Submitted	Yes

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- There are several important columns included on this POI Table.
 - **Icon** to open the Plan of Intent 
 - **SSN**
 - **Name**
 - **Assignment**
 - **Attendance Center**
 - **Plan Status**
 - Plan Required – Need to Complete the POI
 - Plan Submitted – Plan of Intent has been submitted
 - **Core Sped** – Identifies Plans of Intent for Special Education Assignments. If blank, it is Regular Education and if it has a Yes, this means Special Education POI.

District Plan of Intent List						Refresh
SSN	Teacher Name	Assignment	Attendance Center	Plan Status	Sped	
 504990099	Allred, Lynton	60301 Geographies	01 Jane Austen High School	Submitted		
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STEP 3: Click on the icon that looks like a clip board to access the Plan of Intent

STEP #4: Complete the Plan of Intent

Regular Education Plan of Intent

The names and social security numbers used in this document are fictional.

The screenshot shows a web form titled "Plan of Intent". The form fields are as follows:

- SSN: [Redacted]
- Name: [Redacted]
- School: [Redacted]
- Assignment: 04001 World Geography
- Temporary Assignment (Check ONLY when a staff person has resigned and the position is temporarily filled.)
- Retirement
- Plan of Action: Choose: [Dropdown menu]
- Reason Individual was Hired: Choose: [Dropdown menu]
- Comments: [Text area]
- Buttons: Save, Cancel

- The following information will display on the POI Screen:
 - Social Security Number
 - Name
 - Attendance Center (School)
 - Assignment
 - Temporary Assignment / Retirement
 - Plan of Action Drop Down Box
 - Reason Individual was Hired

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- Put a check in the box if this is a person was hired for a **Temporary Assignment**. Check only when a staff person has resigned and the position is temporarily filled for the remainder of the year.

Plan of Intent

SSN: [REDACTED]
Name: [REDACTED]
School: [REDACTED]
Assignment: 04001 World Geography

Temporary Assignment (Check ONLY when a staff person has resigned and the position is temporarily filled.)
 Retirement

Plan of Action
Choose: [v]

Reason Individual was Hired
Choose: [v]

Comments
[REDACTED]

- Identify the Reason the Individual was hired. The options are:

Reason Individual was Hired

Choose: [v]

Choose:
Class will be discontinued next year
No qualified applicants applied
Enrolled in Alternative Route to Certification Program
Retaking Praxis (previously taken but did not pass)
Will not be employed following the end of the school year
Teacher resigned during school year
Certificate currently being processed. Completed within a month.

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- Put a check in the box if the person has plans to **Retire** this year.

Plan of Intent

SSN: [REDACTED]
Name: [REDACTED]
School: [REDACTED]
Assignment: 04001 World Geography

Temporary Assignment (Check ONLY when a staff person has resigned and the position is temporarily filled.)
 Retirement

Plan of Action
Choose: [REDACTED]

Reason Individual was Hired
Choose: [REDACTED]

Comments
[REDACTED]

Save Cancel

- You will need to add a Comment and then click Save.
- If the two options described above are not appropriate then you will need to complete the Plan of Intent beginning with the Plan of Action.
- The options in the **Plan of Action** are determined by the Assignment and Certification. In the example above, the individual needs a Plan of Action for History. The drop down box is:

Choose Plan of Action

Has 3 Years Experience By the End of 06-07 School Year
Already Taken and Passed the Praxis

Will Take Praxis Exam

- Select the appropriate action.
- Depending on what you choose for the Plan of Action, you will be prompted to choose one or more of the following:
 - Praxis Test
 - Test Date
 - Completion Date

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- Complete the drop down box – Reason Individual was Hired
- Add any Comments you wish to make.

Plan of Intent

SSN: 503-33-2211
Name: Curtis, Nancy
School: 02 La Plata Middle School
Assignment: 20021 History

Temporary Assignment Retirement

Plan of Action
Will Take Praxis Exam

Praxis Test
0089 Middle School Social Studies

Test Date
April 24, 2010

Reason Individual was Hired
No qualified applicants applied

Comments

Save Cancel

- Click Save!

You will return to the Plan of Intent Listing. Once you exit out and then return to the POI List the Plan Status will say Submitted.

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Special Education Plan of Intent

- The Special Education Plan of Intent will display for two possible reasons.
 - The individual does not meet the appropriate Special Education requirements.
 - The individual is the Teacher of Record for a Core Content Class. (Check in the SPED box on the Assignment Screen.) There are two possible reasons the teacher may not be qualified:
 - Does not meet qualification for Special Education.
 - Does not meet qualifications for Core Content Assignment.

Temporary Assignment (Check ONLY when a staff person has resigned and the position is temporarily filled.)

Retirement

SPED Certification Plan of Action

Choose:

SPED Core Plan Of Action

Choose:

Special Education Tasks

Awards grade to student on IEP

Evaluates students to determine eligibility

Follows student IEP

Overseen by a Highly Qualified supervising teacher

Signs off on students IEP

Works with student(s) on IEP

Writes student IEP

Reason Individual was Hired

Choose:

Comments

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Below is an example of an individual who must meet the requirements of both SPED (yellow) and the Regular Ed Core Content Assignment (green).

Plan of Intent	
SSN: 504-99-0099	
Name: Allred, Lynton	
School: Jane Austen High School	
Assignment: 57207 Humanities	
<input type="checkbox"/> Temporary Assignment	<input type="checkbox"/> Retirement
SPED Certification Plan of Action	Completion Date
Will Take Praxis and Complete Special Education Coursework	08/31/2010
SPED Core Plan Of Action	
Will Take Praxis Exam	
Praxis Test (SPED Cert)	Test Date
0353 Education of Exceptional Students: Core	March 13, 2010
Praxis Test (SPED Core)	Test Date
0041 English, Language, Literature, and Compo	March 13, 2010
Special Education Tasks	
<input type="checkbox"/> Awards grade to student on IEP	
<input type="checkbox"/> Evaluates students to determine eligibility	
<input type="checkbox"/> Follows student IEP	
<input type="checkbox"/> Overseen by a Highly Qualified supervising teacher	
<input type="checkbox"/> Signs off on students IEP	
<input type="checkbox"/> Works with student(s) on IEP	
<input type="checkbox"/> Writes student IEP	
Reason Individual was Hired	
No qualified applicants applied	
Comments	

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- The Special Education Tasks completed by the individual will need to be identified. Check all that apply.

Special Education Tasks
<input type="checkbox"/> Awards grade to student on IEP
<input type="checkbox"/> Evaluates students to determine eligibility
<input type="checkbox"/> Follows student IEP
<input type="checkbox"/> Overseen by a Highly Qualified supervising teacher
<input type="checkbox"/> Signs off on students IEP
<input type="checkbox"/> Works with student(s) on IEP
<input type="checkbox"/> Writes student IEP

- Identify the Reason the Individual was hired. The options are:

Reason Individual was Hired
Choose: ▼
Choose:
Class will be discontinued next year
No qualified applicants applied
Enrolled in Alternative Route to Certification Program
Retaking Praxis (previously taken but did not pass)
Will not be employed following the end of the school year
Teacher resigned during school year
Certificate currently being processed. Completed within a month.

- Click Save.

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