

## 2015-2016 Verification of Educational Directory Instructions

Please complete this data submission by September 15, 2015. **This data submission must be reviewed and finalized, even if there are no changes that need to be made.** Please review and update **all** contact information (address, phone and fax numbers, and **email addresses**.)

You will find this data submission at:

<https://apps.sd.gov/applications/DP42LaunchPad/Logon.aspx>

- Log into the application.
  - Enter your Logon Name and User Password.
  - Click on the “Submit” button to enter the program.



Logon Name:

User Password:

System is to be used by authorized personnel.  
Usage is logged.

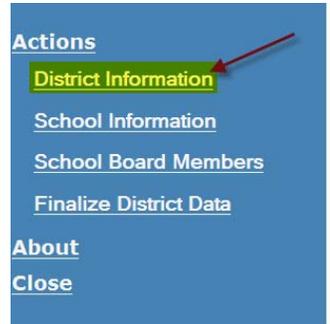
- You will then be logged into the Launchpad Application.
- Click on [\*\*DE52EducationalDirectory\*\*](#).

## Complete District Information

- Click on Actions on the left hand side of the page.



- Choose District Information.



## Edit District Address

- Click on the box under **Edit Info**.

Edit Info	Edit Contact	District	Sort Code	Gradespan	Finalized
		Pierre 32-2	10	PK12	Not Finalized

Click here.

- Review and update mailing address, physical address, and web address for the district.
- When finished, click "Save". You must click on this button in order for the information to save.

### District Edit

District Name: Pierre 32-2

Mailing Address:

Mailing City:  Mailing State:  Mailing Zip Code:

Physical Address:

Physical City:  Physical State:  Physical Zip Code:

Web Address:

## Edit District Contacts

- Click on the box under **Edit Contact**. (This page displays the information for the Superintendent, Business Official, Special Education Director, etc.)

Edit Info	Edit Contact	District	Sort Code	Gradespan	Finalized
⏏	⏏	Pierre 32-2	10	PK12	Not Finalized

Click here.

- Update **each** contact.
  - To update the contacts, click on the box under **Edit Info** by the contact name you would like to update. (Be sure to look at each contact and update, if necessary.)

### District Contact Info

#### Pierre 32-2

Edit Info	Contact Title	Required
⏏	Superintendent / CEO	Required
⏏	Business Official	Required
⏏	Special Education Director	Required
⏏	Personnel Record Form Contact	Required
⏏	Technology Coordinator	Required
⏏	Curriculum Director	Required
⏏	School Nursing Supervisor	Not Required
⏏	Assistant Superintendent	Not Required
⏏	Assessment Coordinator	Required
⏏	Main Infinite Campus/Student Data Contact	Required
⏏	Educational Structure/Directory Contact	Required
⏏	SD-Stars Account Manager	Required
⏏	Title I Contact	Required
⏏	Lead Counselor	Required
⏏	McKinney-Vento Liaison	Required
⏏	Safe, Drug and Gun Free Contact	Required
⏏	504 Director	Required
⏏	ELL/Title III Contact	Required
⏏	Title IX Contact	Required
⏏	Food Service Director	Required

Done

- This will bring up the edit screen for that contact.
- Complete/Update the contact information.
- When finished, click "Save". You must click on this button in order for the information to save.
- Follow the steps above for **each** contact.

District Contact Info

Pierre 32-2

Edit Info	Contact Title	Required
<input type="checkbox"/>	Superintendent / CEO	Required
<input type="checkbox"/>	Business Official	Required
<input type="checkbox"/>	Special Education Director	Required
<input type="checkbox"/>	Personnel Record Form Contact	Required
<input type="checkbox"/>	Technology Coordinator	Required
<input type="checkbox"/>	Curriculum Director	Required
<input type="checkbox"/>	School Nursing Supervisor	Not Required
<input type="checkbox"/>	Assistant Superintendent	Not Required
<input type="checkbox"/>	Assessment Coordinator	Required
<input type="checkbox"/>	Main Infinite Campus/Student Data Contact	Required
<input type="checkbox"/>	Educational Structure/Directory Contact	Required
<input type="checkbox"/>	SD-Stars Account Manager	Required
<input type="checkbox"/>	Title I Contact	Required
<input type="checkbox"/>	Lead Counselor	Required
<input type="checkbox"/>	McKinney-Vento Liaison	Required
<input type="checkbox"/>	Safe, Drug and Gun Free Contact	Required
<input type="checkbox"/>	504 Director	Required
<input type="checkbox"/>	ELL/Title III Contact	Required
<input type="checkbox"/>	Title IX Contact	Required
<input type="checkbox"/>	Food Service Director	Required

Superintendent / CEO Info\*

Title:

First Name:

Last Name:

Phone Number:

Fax Number:

Email Address:

**\*\*\*NOTE: Please make sure you review and update all contacts.\*\*\***

- Once you have finished updating all district contacts, click **Done**.

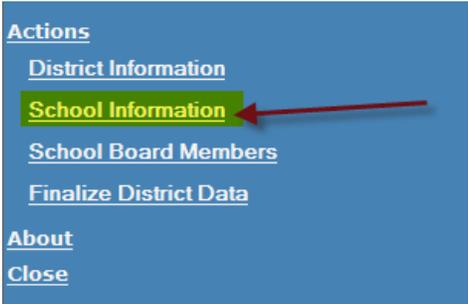
District Contact Info

Pierre 32-2

Edit Info	Contact Title	Required
<input type="checkbox"/>	Superintendent / CEO	Required
<input type="checkbox"/>	Business Official	Required
<input type="checkbox"/>	Special Education Director	Required
<input type="checkbox"/>	Personnel Record Form Contact	Required
<input type="checkbox"/>	Technology Coordinator	Required
<input type="checkbox"/>	Curriculum Director	Required
<input type="checkbox"/>	School Nursing Supervisor	Not Required
<input type="checkbox"/>	Assistant Superintendent	Not Required
<input type="checkbox"/>	Assessment Coordinator	Required
<input type="checkbox"/>	Main Infinite Campus/Student Data Contact	Required
<input type="checkbox"/>	Educational Structure/Directory Contact	Required
<input type="checkbox"/>	SD-Stars Account Manager	Required
<input type="checkbox"/>	Title I Contact	Required
<input type="checkbox"/>	Lead Counselor	Required
<input type="checkbox"/>	McKinney-Vento Liaison	Required
<input type="checkbox"/>	Safe, Drug and Gun Free Contact	Required
<input type="checkbox"/>	504 Director	Required
<input type="checkbox"/>	ELL/Title III Contact	Required
<input type="checkbox"/>	Title IX Contact	Required
<input type="checkbox"/>	Food Service Director	Required

# Complete School Information

- Choose School Information.



- There are three steps to update each school.
  1. Update School Address
  2. Update School Contact
  3. Update School Grades

## School Information

T F Riggs HS - 01

- [School Address:](#)
- [School Contact:](#)
- [School Grades:](#)

- Update information for each school by clicking on the box under **View**.

**School Search**

District Name:

Schools:

View	School	Address
 	T F Riggs HS - 01	909 Court Merrill, Mitchell
	Georgia Morse MS - 02	309 E Capitol Ave, Pierre
	Buchanan Elem - 03	100 N Buchanan Ave, Pierre
	Washington Elem - 04	106 S Monroe Ave, Pierre
	Jefferson Elem - 06	900 N. Poplar Ave., Pierre
	McKinley Elem - 07	716 E Dakota Ave, Pierre
	Pierre JDC - 88	3100 E. Highway 34, Pierre

**Update School Address**

- Click on **School Address**.

### School Information

T F Riggs HS - 01

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**School Address:** 

[School Contact:](#)

[School Grades:](#)

- Review and update mailing address, physical address, and web address for the district.
- Complete the "Alternative Program" section.
- When finished, click "Save Address Information". You must click on this button in order for the information to save.

### School Information

T F Riggs HS - 01

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[School Address:](#)

Mailing Address:	PO Box 700	<input type="text"/>
Mailing City:	Pierre	<input type="text"/>
Mailing State:	SD	<input type="text"/>
Mailing Zip Code:	57301-0700	<input type="text"/>

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Physical Address:	909 Court Merrill	<input type="text"/>
Physical City:	Mitchell	<input type="text"/>
Physical State:	SD	<input type="text"/>
Physical Zip Code:	57301	<input type="text"/>

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Web Address: www.pierreschoolk12.org

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Is there an "Alternative Program" operated within the school? \*

Programs Yes/No : Yes ▾

If YES, please identify the focus of this Alternative Program

Select Program : Alternative School for Students with both Discipline and A ▾

Program Name: TEST

Save Address Information 

## Update School Contact

- Click on **School Contact**.

### School Information

T F Riggs HS - 01

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[School Address:](#)  
[School Contact:](#) ←  
[School Grades:](#)

- Update **each** contact.
  - To update the contacts, click on the box under **Edit Info** by the contact name you would like to update. (Be sure to look at each contact and update, if necessary.)

### School Information

T F Riggs HS - 01

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[School Address:](#)  
[School Contact:](#)

	Contact Title	Required
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Click here.</div> <input type="checkbox"/>	Principal / Building Manager	Required
<input type="checkbox"/>	Infinite Campus/Student Data Contact	Required
<input type="checkbox"/>	Assistant Principal	Not Required
<input type="checkbox"/>	Lead School Counselor	Required

[School Grades:](#)

- This will bring up the edit screen for that contact.
- Complete/Update the contact information.
- When finished, click "Save Contact Info". You must click on this button in order for the information to save.

### School Information

T F Riggs HS - 01

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[School Address:](#)  
[School Contact:](#)

	Contact Title	Required
<input type="checkbox"/>	Principal / Building Manager	Required
<input type="checkbox"/>	Infinite Campus/Student Data Contact	Required
<input type="checkbox"/>	Assistant Principal	Not Required
<input type="checkbox"/>	Lead School Counselor	Required

Title:

First Name:

Last Name:

Phone Number:

Fax Number:

Email Address:

[School Grades:](#)

\*\*\*NOTE: Please make sure you update all contacts.\*\*\*

**School Grades**

- You will not be able to edit this section. However, you will want to review it. If something does not look right, please contact Jennifer at [Jennifer.RattlingLeaf@state.sd.us](mailto:Jennifer.RattlingLeaf@state.sd.us).

**School Information**  
T F Riggs HS - 01

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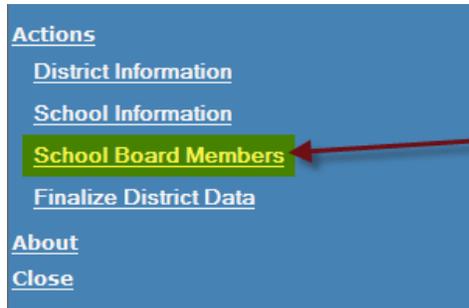
[School Address:](#)  
[School Contact:](#)  
[School Grades:](#)

Select Grades:  EC  PK  KG  K1  1  2  3  4  
 5  6  7  8  9  10  11  12

**\*\*\*NOTE: Please make sure you update information for all schools.\*\*\***

**Edit School Board Information**

- Choose School Board Members.



Update information for each school board member by clicking the box under **View**.

**School Board Members**

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School District: Pierre 32-2

	Add/Edit	Title	Name	President Phone	President Email	President Address
		President				
		Member 1				
		Member 2				
		Member 3				
		Member 4				
		Member 5				
		Member 6				
		Member 7				

- Update School Board President’s name, phone number, email address, and mailing address.
- When finished, click “Save Board Member”. You must click on this button in order for the information to save.

**School Board Members**

School District: Pierre 32-2

Add/Edit	Title	Name	President Phone	President Email	President Address
<input type="checkbox"/>	President				
<input type="checkbox"/>	Member 1				
<input type="checkbox"/>	Member 2				
<input type="checkbox"/>	Member 3				
<input type="checkbox"/>	Member 4				
<input type="checkbox"/>	Member 5				
<input type="checkbox"/>	Member 6				
<input type="checkbox"/>	Member 7				

First Name:

Last Name:

Phone Number:

Email Address:

Mailing Address:

Mailing City:

Mailing State:

Mailing Zip:

- Update names for other school board members. (Phone number, email address and mailing address do not need to be completed for the other board members. They only need to be completed for the School Board President.)
- When finished, click “Save Board Member”. You must click on this button in order for the information to save.

**School Board Members**

School District: Pierre 32-2

Add/Edit	Title	Name	President Phone	President Email	President Address
<input type="checkbox"/>	President				
<input type="checkbox"/>	Member 1				
<input type="checkbox"/>	Member 2				
<input type="checkbox"/>	Member 3				
<input type="checkbox"/>	Member 4				
<input type="checkbox"/>	Member 5				
<input type="checkbox"/>	Member 6				
<input type="checkbox"/>	Member 7				

First Name:

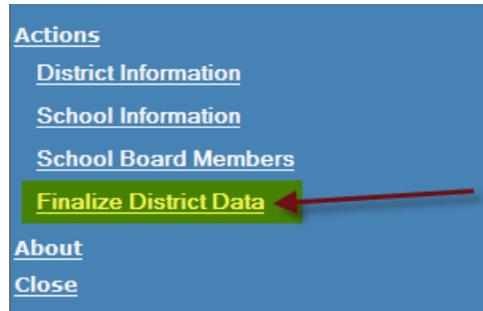
Last Name:

## Finalize the Data

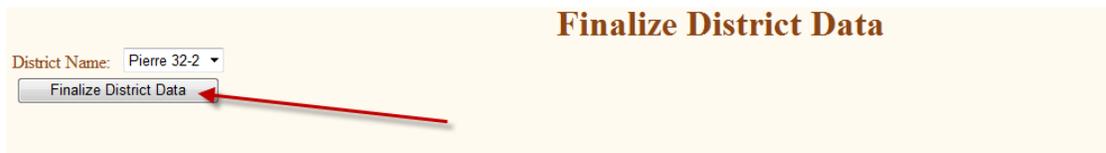
### \* Important Step! \*

**Your district's information will not be submitted to the Department of Education without concluding this section of the Verification of Educational Directory.**

- When you are finished updating the district, school, and school board information, choose **Finalize District Data**.



- Click **Finalize District Data**.



- After clicking on Finalize District Data, you will see the following message to let you know that your district has been finalized and that the DOE has received your updated information.



## Congratulations!

You have completed the Verification of Educational Directory.

**If you need to make updates throughout the school year, please contact Jennifer Rattling Leaf at [Jennifer.RattlingLeaf@state.sd.us](mailto:Jennifer.RattlingLeaf@state.sd.us).**

Thank you! Have a great school year!