



Revising a Rejected Literacy Plan

This document is intended to provide technical guidance for revising a MOWR Literacy Plan rejected by the ADE MOWR team. Plans are rejected when information is missing, incorrect, or not reflective of Arizona statutory requirements or best practices. Once the needed changes have been made by the district/charter and the plan has been resubmitted, the ADE MOWR team will review it and decide if it meets all requirements for approval. As a reminder, MOWR funding is released to districts/charters upon the final approval of the MOWR Literacy Plan.

*Thank you to Mesa Public Schools for giving ADE permission to use its schools in the screenshots for this guidance document. The data represented in these screenshots is from the MOWR portal staging environment and is in no way reflective of Mesa Public Schools.

- Each of the following steps is required to revise and resubmit a literacy plan.

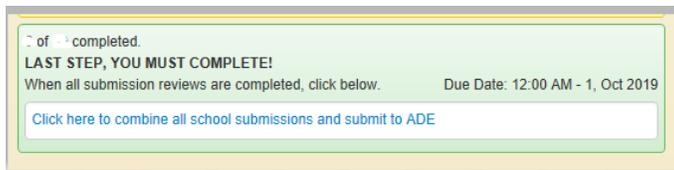
Part 1 – LEA Approver Removes a School from Aggregation

*For those individuals who are both School and LEA Approver (mostly single-site charters and districts), there will be two MOWR portal links in ADEConnect, one for the school entity and one for the district/charter entity. For this first step, enter the Move On When Reading portal under the district/LEA entity so that you can **disaggregate** your district plan.

1. Log in to [ADEConnect](#) and select the Move On When Reading link to enter the MOWR portal as the LEA Approver first.
2. Verify accurate LEA Approver permission status in upper right corner of home screen.



3. Locate **'District/Charter Items, Forms Due to ADE'** and find three **'Literacy Plan'** boxes on left side.
 - a Move to the green box that contains the message "LAST STEP, YOU MUST COMPLETE!"
 - b Click on the link – [Click here to combine all school submissions and submit to ADE](#)
 - c This will open the aggregate plan





Review ADE Notes

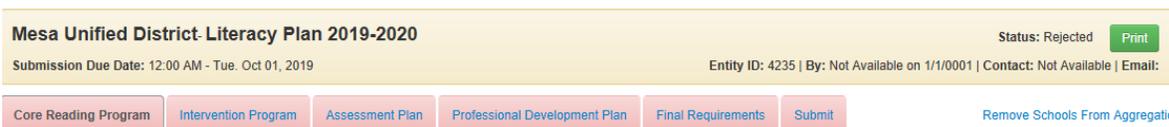
- Upon ADE review, the Move on When Reading team has posted feedback and/or questions within all appropriate areas of the literacy plan.
- These notes are only viewed at the aggregate plan by the LEA Approver.
- Please click on each tab of the literacy plan to view notes before moving on.

If Only Budget Corrections Needed

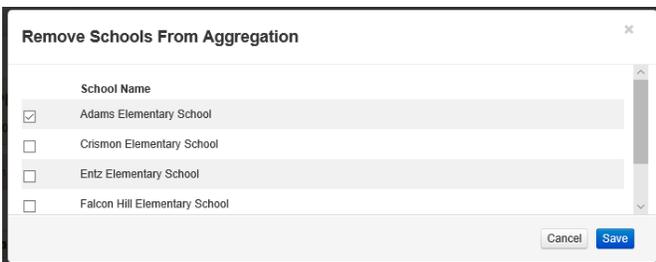
- \$ For LEAs who only need to make district/charter budget updates, you will **not** need to remove schools from aggregation.
- \$ Log in as the LEA Approver, enter the aggregate plan.
- \$ Make any necessary budget updates on the Final Requirements tab.
- \$ Click Final Requirements Ready. All other tabs should still be green.
- \$ Resubmit to ADE and email the MOWR team that you have resubmitted with corrections.
- \$ No other steps are needed.

All Other Corrections Needed Must be Made at School Level

1. If any school(s) needs to make corrections in any area, follow all steps below.
2. In the top right corner of the aggregate plan, click on the blue [Remove Schools From Aggregation](#) link.



3. A box will appear. Only select the school(s) that you need to remove from the aggregate plan for corrections to be made.





- Upon selecting a school (or multiple schools), you will be prompted to confirm that you want to remove the school (or multiple schools) from the aggregated district plan. Click “Yes.”



This action will result in the selected school(s) being excluded from the aggregated results of your overall submission. After this action completes, the selected school(s) will be accessible in your review queue again where it can either be rejected back to the original submitter for edits, or accepted back into the aggregation. Are you sure you want to change the tool(s)?

- You will be automatically redirected to your MOWR homepage. Move on to part 2.

Part 2 – LEA Approver Rejects the School Plan

- On the main portal, you will now see the school(s) which were removed from aggregation in the **YELLOW** box awaiting review.
- Open a school literacy plan. Each tab for the school plan is now red since it was removed from aggregation.

Department of Education

Home Contact Information Reports Help/Support

District/Charter Action Items, Forms Due to ADE

Literacy Plan

0 of 1 organizations need to submit their Literacy Plan. Click on the organization link to view a school's contact details. As the LEA approver, you do not have access to edit a school plan in this portal.

No pending submissions

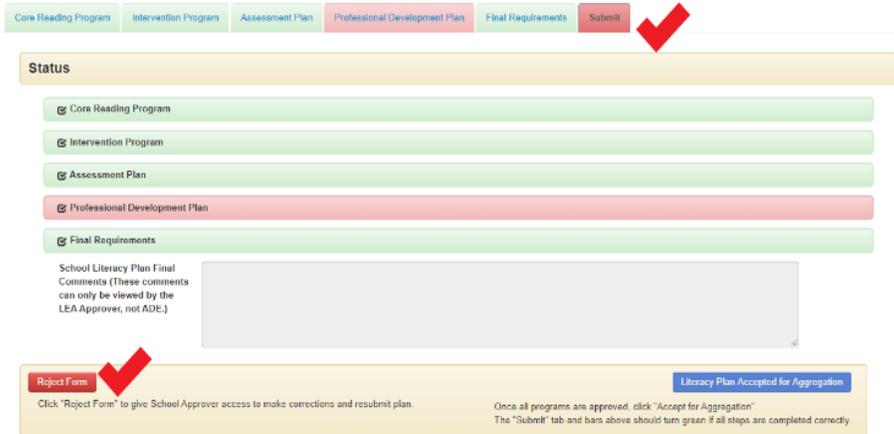
1 of 1 submissions awaiting review. Click the link to review their submission.

Entity ID	Organization Name	Status	Date
91136	Legacy Traditional School - Avondale	S	5:43 PM - 10, Jul 2020

0 of 1 completed. LAST STEP, YOU MUST COMPLETE!

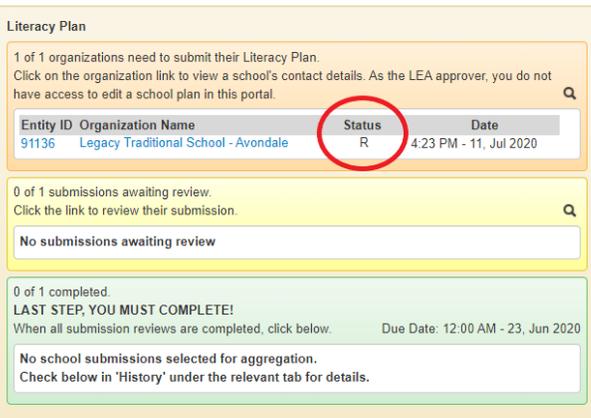
- Rereview each tab needing attention, based on earlier ADE feedback.
- Within each tab, new additional notes may be added for the school approver to view.

5. Either accept each tab, which will turn it green and will not be accessible by the School Approver. Or click Reject on any tab and it will turn that tab red. (no other action will take place, until you reject the entire form)
6. **The literacy plan will not be rejected back to the School Approver until you click on the “Submit” tab and click the red “Reject Form” button.**



7. A box will appear that will prompt you to confirm that you want to reject the plan to send it back to the school level so that it can be revised. Click “Yes.”
8. You will be automatically redirected back to the main page and the school literacy plan is now listed in the top orange box. The status will appear R (rejected). This literacy plan is not accessible by the LEA approver. The literacy plan is only accessible within the school-level portal.

District/Charter Action Items, Forms Due to ADE



(NOTE: At single site districts and charters, the same person may be both the LEA and School Approvers and will need to navigate between both portals.)

9. Repeat all steps of Part 2 for each school needing corrections.
10. The school plan(s) can now be revised by the School Approver(s).



Part 3 – School Approver Revises and Resubmits the Plan

1. Literacy plans can only be edited within the school MOWR portal.
2. A rejected literacy plan will need to make all necessary corrections and resubmit as done before.

Department of Education

Home Contact Information Help/Support

School Action Items, Forms Due to District/Charter

This school submission does not send a literacy plan nor data to ADE. Once completed and submitted, this submission will be reviewed by the Department of Education.

Literacy Plan
Click below to open your school's Literacy Plan.

School LP 2020-2021 Window - Last Changed: 12:00 PM - 8, Jul 2020

Due Date: 12:00 AM - 23, Jun 2020

Thank you!

**Please continue the normal submission process,
until the literacy plan has been resubmitted to ADE!**

**Please be sure to communicate with the Move on When Reading reviewer
by leaving all appropriate notes directly in the MOWR portal at the LEA level.**

**Email the MOWR reviewer, indicated on the emailed rubric,
as soon as the aggregate literacy plan is resubmitted to ADE.**

**The plan will then be re-reviewed and determined if the plan is acceptable for final approval.
An updated rubric and communication will be emailed upon further review.**