

2018-2019 Instructions for Completing Indiana's Formative Assessment Grant Application

1. Log in to the Formative Assessment Grant Online Portal.
 - <https://formativegrant.doe.in.gov/Authentication/Login>
 - Use your DOE Online username and password to access the application. *Note: Only Corporation Admin, School Admin, and Corporation Test Coordinator roles are able to access this grant.*
 - To request an account or to request a role change, contact your local DOE Online administrator or use the link below.
<http://www.doe.in.gov/help/doe-online-help/doeonline-roles>
2. Start an Application by clicking on the link, "Create an application for 2018-19."

The status column tells you whether a section is Incomplete or Completed.

There are 4 sections in the grant application. Each section must be completed before the application can be submitted.

Click on "Visit Section" to make changes to each section.

Grant Table of Contents		
Section	Status	
Section 1: Overview	Completed	Visit Section
Section 2: Corporation Information	Completed	Visit Section
Section 3: Grades K - 10 Details	Completed	Visit Section
Section 4: Assurances Grades K - 10	Completed	Visit Section

3. Complete Section 1: Overview
 - Read the grant overview and check the box to show that you have read the information presented.
 - Choose "Save" or "Save and Go Back to Grant Table of Contents" to save your work.
4. Complete Section 2: Corporation Information
 - Complete the contact information requested.
 - Your Federal ID number is a 9-digit number often formatted with a hyphen after the first two digits (i.e., 12-3456789). This is not your DOE school number.
 - The pre-filled CTC contact information is not a required field for this application. If the boxes are blank, you may complete and submit the application with no issues. If the boxes are completed with incorrect information, please contact the Department.
 - Choose "Save" or "Save and Go Back to Grant Table of Contents" to save your work.
5. Complete Section 3: Grades K-10 Details
 - **New 2018-19:** The timeline for the Formative Assessment Grant has been moved to earlier in the year, allowing schools with earlier access to grant funds. The most current Pupil Enrollment Count on record will be used to cap total requested/anticipated student numbers for the corporation. Grade level counts are flexible, so long as the corporation does not exceed the total current PE count. This count is provided at the top of the application next to the school name for reference.
 - Complete the information requested for each grade level. Use anticipated grade level counts for the upcoming school year as necessary.

Grade - 01

1) English/Language Arts

* 1a) Does this corporation plan to implement a Grade "01" formative assessment for English/Language Arts?

Yes

* 1b) What is the anticipated number of Grade 01 students participating

547

2) Math

* 2a) Does this corporation plan to implement a Grade "01" formative assessment for Math?

Yes

* 2b) What is the anticipated number of Grade 01 students participating?

680

This question helps the DOE to determine if the students participating in the ELA and Math formative assessments are the same students or different students.

* 3) How many grade "01" students in the corporation will complete both an English/Language Arts and a Math formative assessment?

412

- Select the approved assessment program(s) that your corporation anticipates using for the 2018-2019 school year. Select each one that applies and choose "Save Selection" to add your selection to your application. If your approved program is not listed or if you are still confirming your program choice, you may choose "Other Approved Program."
- Choose "Save." If there are errors within the application, they will appear as red text messages. Scroll through your application to check for any red error messages. Follow the instructions on the screen to resolve each message.

6. Complete Section 4: Assurances

- The Corporation Superintendent must complete the assurances section by reviewing the agreement and electronically signing the document. Only users with Corporation Administrator roles in DOE Online will be able to complete this section of the application.
- Choose "Save and Back to Grant Table of Contents."

7. Submit the Application

- Once all sections of the application are completed, choose "Submit" at the bottom of the grant table of contents screen. After a grant is submitted, it can be reopened and adjusted through the end of the application window. However, each time a grant is reopened, it must be signed again by the Superintendent in order to be resubmitted.

If you have questions, please contact Mary Williams by email at mwilliams@doe.in.gov or by phone at 317-234-5602.