K12 Processes

2024 DocuNav User Group

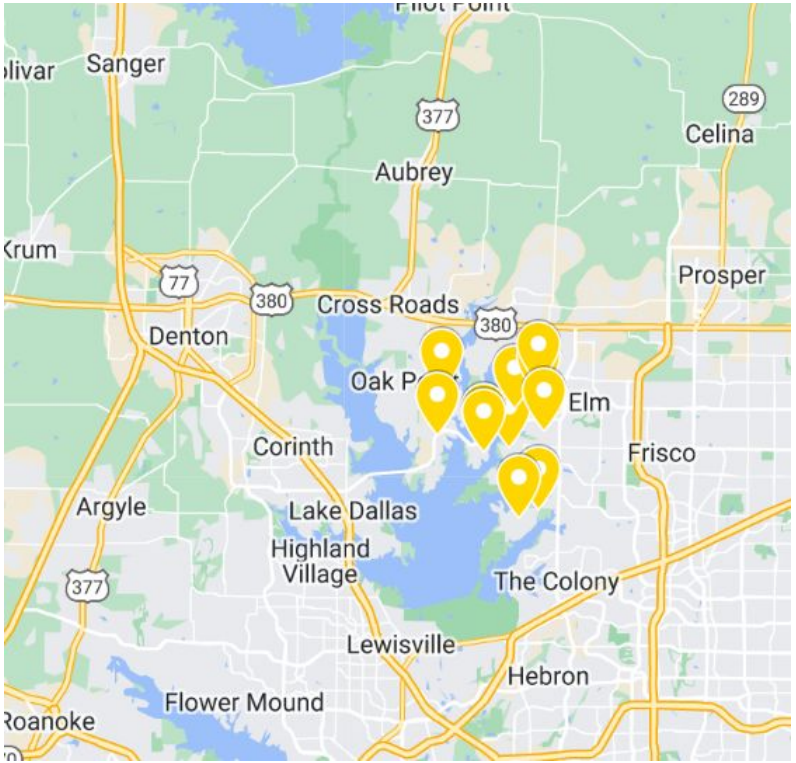
Kimberly Ball - kball@littleelmisd.net

Little Elm ISD

Little Elm ISD

- 8000+ students
- 1,100+ employees
- 10 campuses

- LF implemented 2020
- 121 active forms
- 59,513 submissions from 7-1-24 to 11-1-24



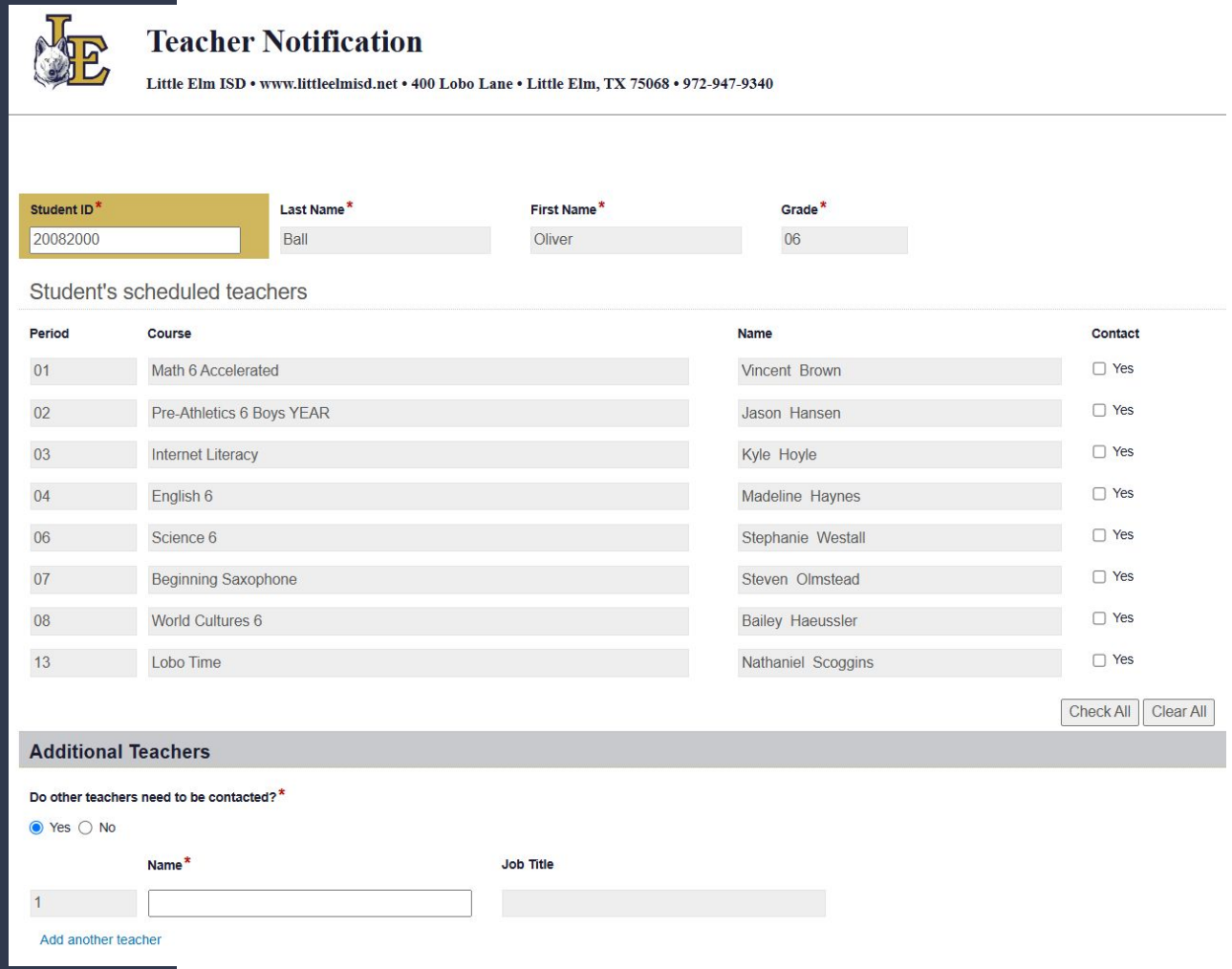
Setup

Enter a student's ID number

Student name, grade and schedule auto populate via lookup rules.

Javascript loop cycles through the checkboxes when Check All or Clear All is clicked.

Add additional teachers or staff if necessary.



Teacher Notification

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Student ID*	Last Name*	First Name*	Grade*
20082000	Ball	Oliver	06

Student's scheduled teachers

Period	Course	Name	Contact
01	Math 6 Accelerated	Vincent Brown	☐ Yes
02	Pre-Athletics 6 Boys YEAR	Jason Hansen	☐ Yes
03	Internet Literacy	Kyle Hoyle	☐ Yes
04	English 6	Madeline Haynes	☐ Yes
06	Science 6	Stephanie Westall	☐ Yes
07	Beginning Saxophone	Steven Olmstead	☐ Yes
08	World Cultures 6	Bailey Haeussler	☐ Yes
13	Lobo Time	Nathaniel Scoggins	☐ Yes

Check All | Clear All

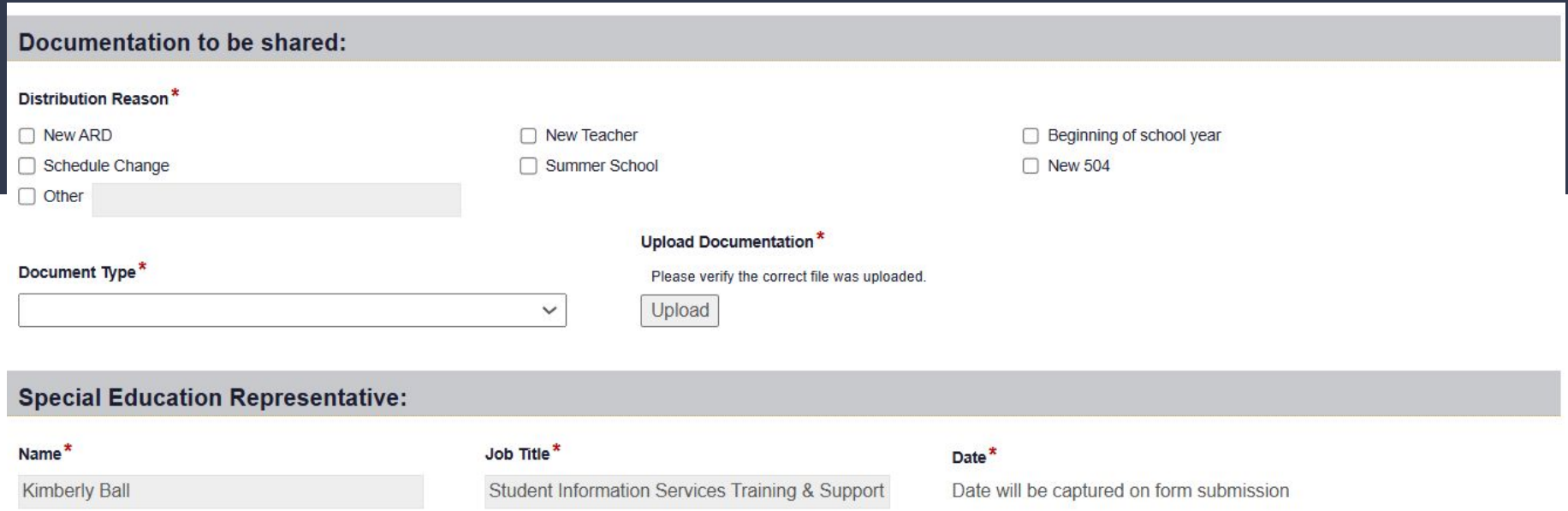
Additional Teachers

Do other teachers need to be contacted?*

◉ Yes ○ No

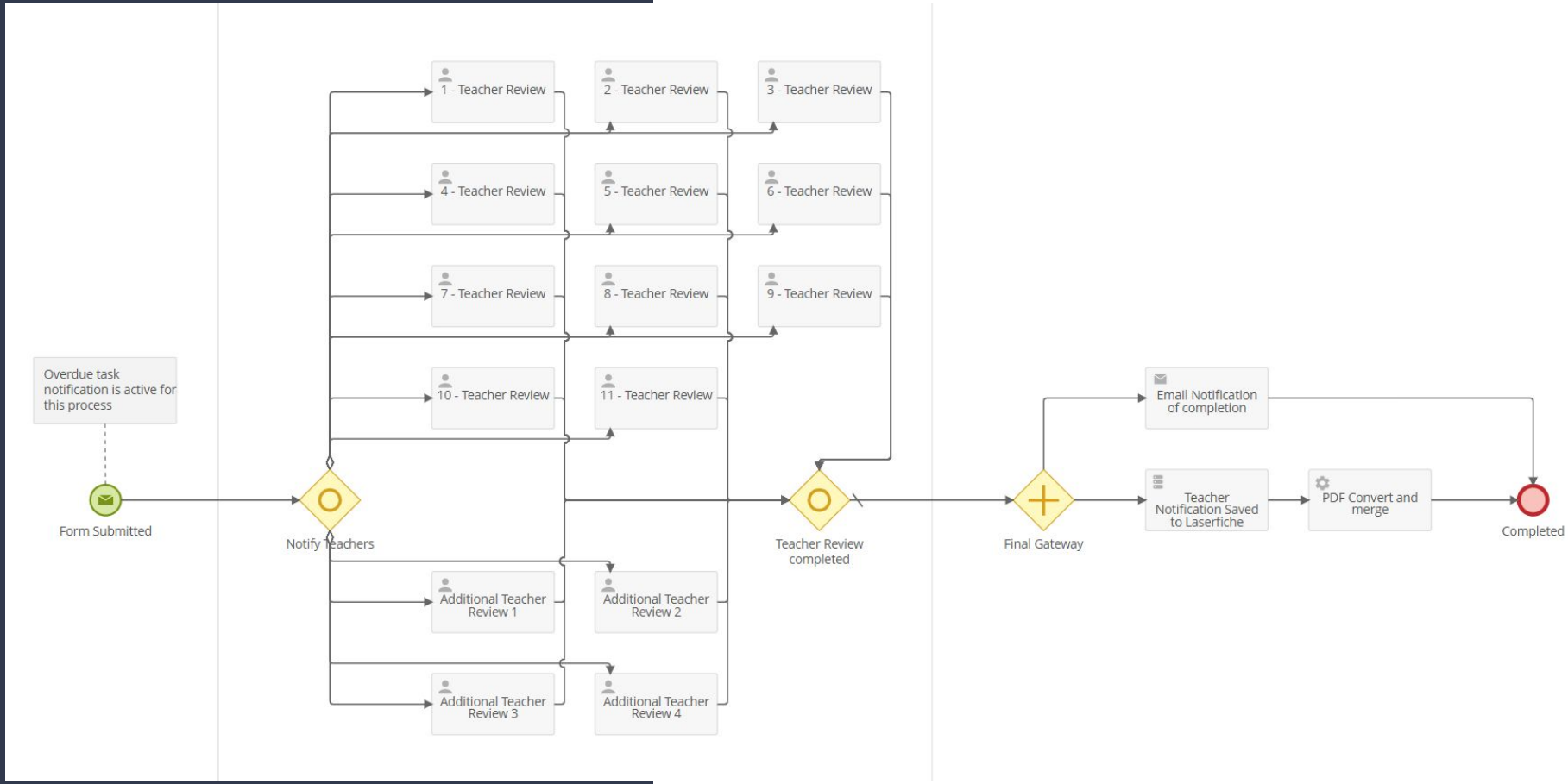
	Name*	Job Title
1		

Add another teacher



Document Information

- Distribution reason is documented.
- Select document type. This determines the metadata when saving to the repository.
- Upload the documentation to be reviewed by teachers.
- Submitter info is collected on all forms for routing.

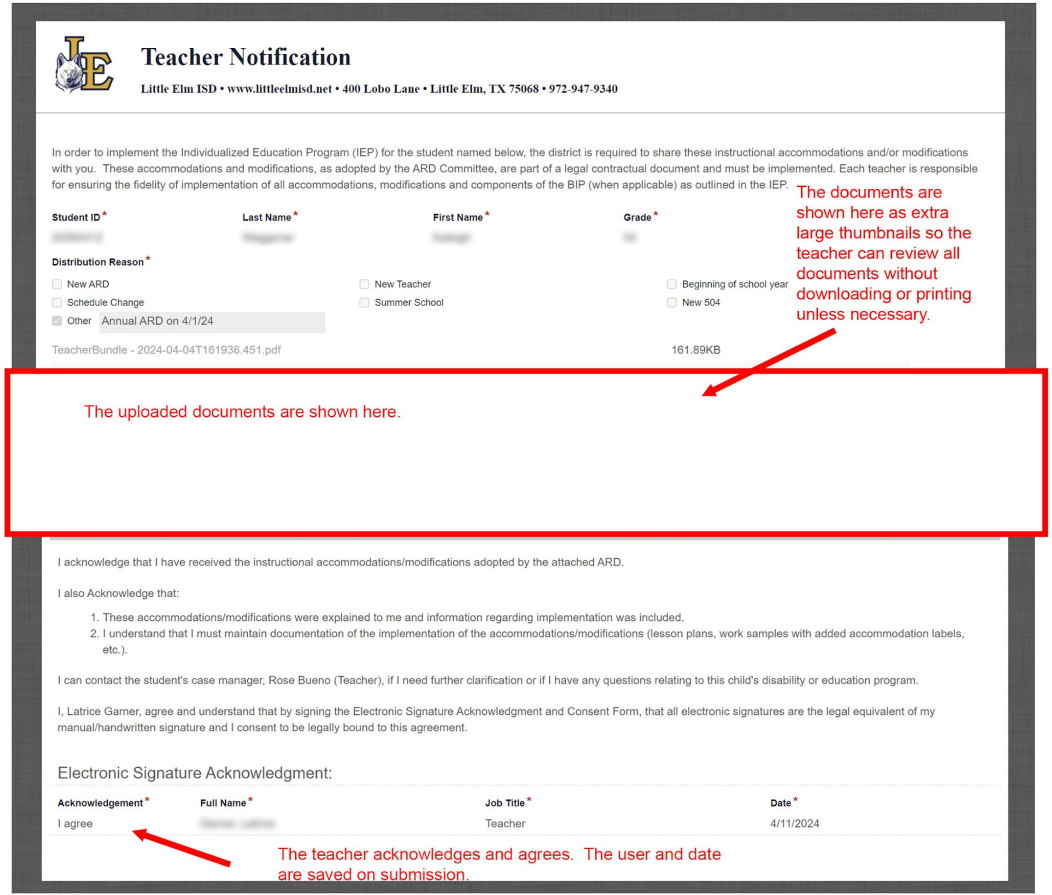

Overdue task notification is active for this process
Form Submitted
Notify Teachers
1 - Teacher Review
2 - Teacher Review
3 - Teacher Review
4 - Teacher Review
5 - Teacher Review
6 - Teacher Review
7 - Teacher Review
8 - Teacher Review
9 - Teacher Review
10 - Teacher Review
11 - Teacher Review
Additional Teacher Review 1
Additional Teacher Review 2
Additional Teacher Review 3
Additional Teacher Review 4
Teacher Review completed
Final Gateway
Email Notification of completion
Teacher Notification Saved to Laserfiche
PDF Convert and merge
Completed

Teacher Review

Uploaded documents are displayed as an X-Large thumbnail and set to read only.

Teachers will

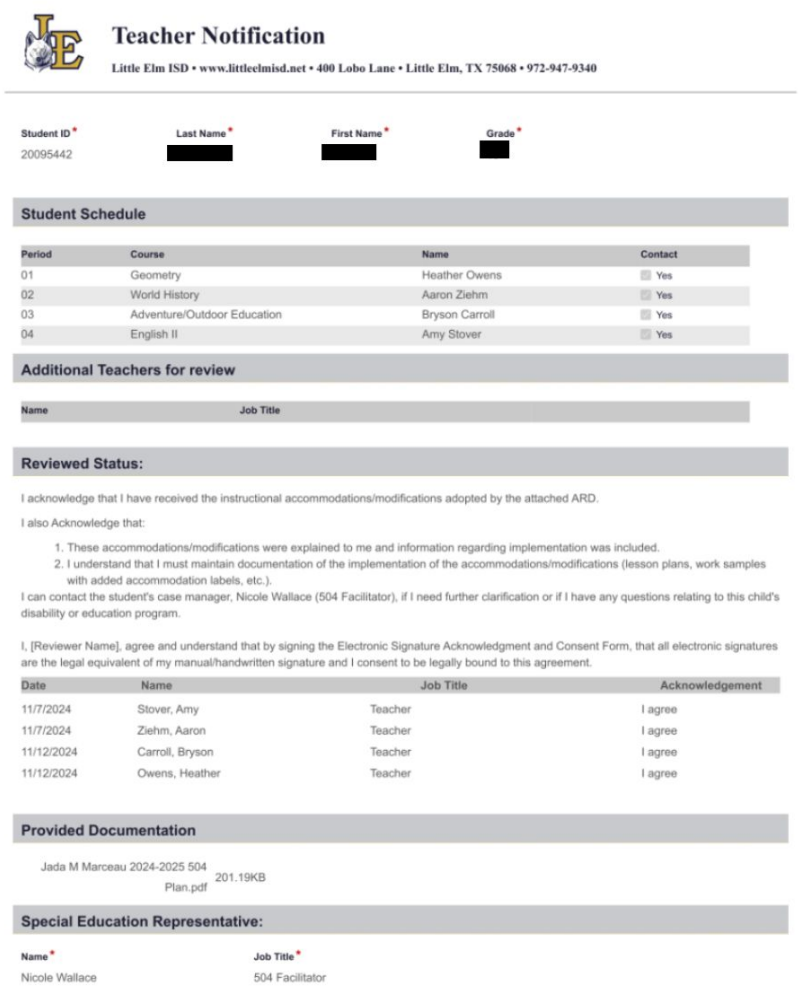
- review documentation
- print for sub folders if needed
- Acknowledge receipt and review



Save to LF

A condensed form is saved to the repository.

The upload file is saved, converted if needed and merged to the LF form.



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Student ID *	Last Name *	First Name *	Grade *
20095442	[redacted]	[redacted]	[redacted]

Student Schedule

Period	Course	Name	Contact
01	Geometry	Heather Owens	Yes
02	World History	Aaron Ziehm	Yes
03	Adventure/Outdoor Education	Bryson Carroll	Yes
04	English II	Amy Stover	Yes

Additional Teachers for review

Name	Job Title

Reviewed Status:

I acknowledge that I have received the instructional accommodations/modifications adopted by the attached ARD.

I also Acknowledge that:

1. These accommodations/modifications were explained to me and information regarding implementation was included.
2. I understand that I must maintain documentation of the implementation of the accommodations/modifications (lesson plans, work samples with added accommodation labels, etc.).

I can contact the student's case manager, Nicole Wallace (504 Facilitator), if I need further clarification or if I have any questions relating to this child's disability or education program.

I, [Reviewer Name], agree and understand that by signing the Electronic Signature Acknowledgment and Consent Form, that all electronic signatures are the legal equivalent of my manual/handwritten signature and I consent to be legally bound to this agreement.

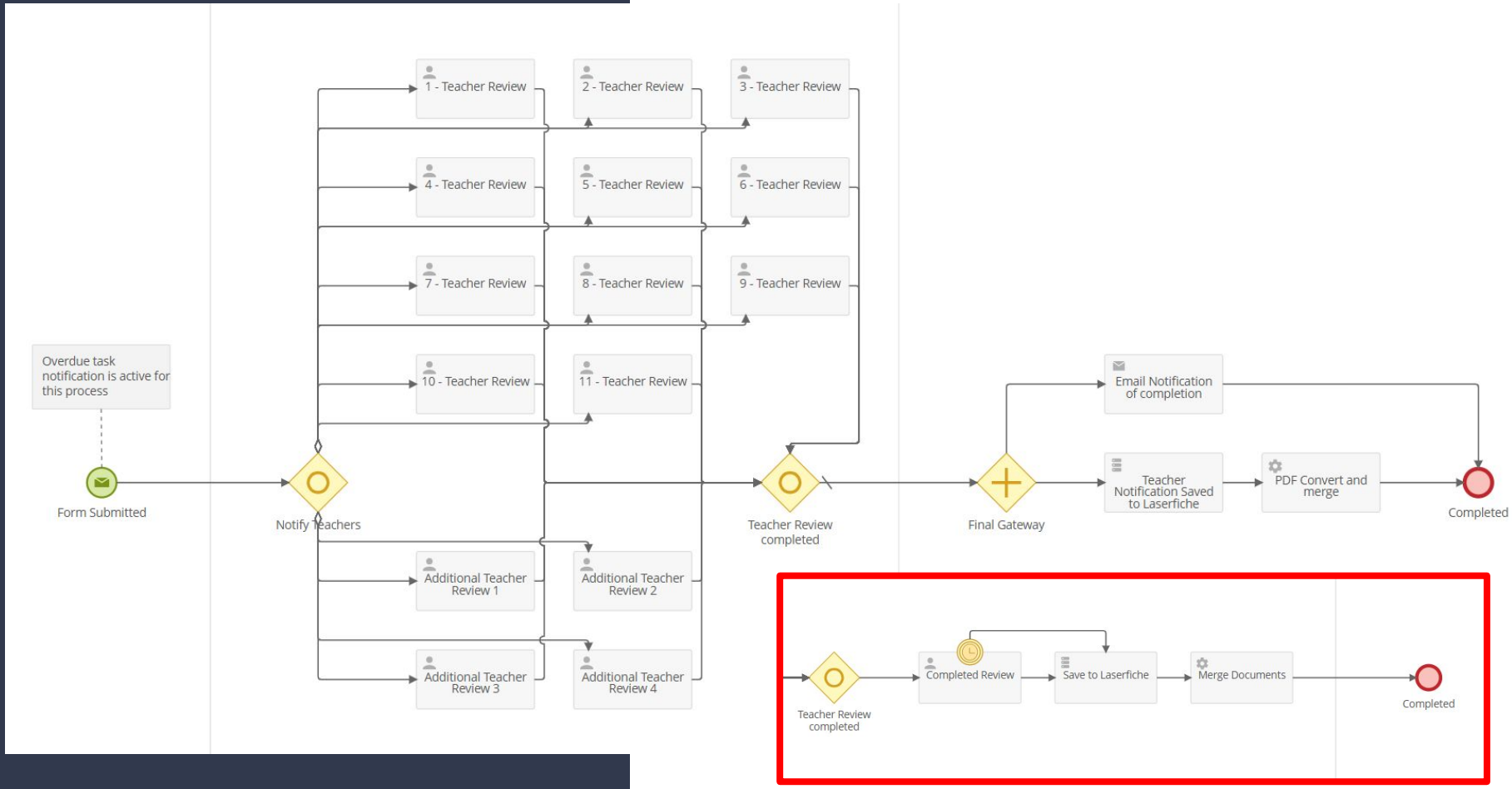
Date	Name	Job Title	Acknowledgement
11/7/2024	Stover, Amy	Teacher	I agree
11/7/2024	Ziehm, Aaron	Teacher	I agree
11/12/2024	Carroll, Bryson	Teacher	I agree
11/12/2024	Owens, Heather	Teacher	I agree

Provided Documentation

Jada M Marceau 2024-2025 504 Plan.pdf 201.19KB

Special Education Representative:

Name *	Job Title *
Nicole Wallace	504 Facilitator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Additional Teacher Review 4
Teacher Review completed
Final Gateway
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PDF Convert and merge
Completed
Teacher Review completed
Completed Review
Save to Laserfiche
Merge Documents
Completed