

# **Pilot School SPSA Modification (CMO) Training 2024-2025**

## **Federal and State Education Programs**



# Objectives



Learn how to create an online SPSA Modification



Understand the SPSA Modification approval process



Review SPSA Modification Appendix/Resources

# Create a New Modification No Budget Change

## SPSA Modification




Create New Modification

| Mod ID Program | Created By Created Date | Purpose | Technical Correction of Mod ID | Status | PACE Review | EL Review | Title I Review | LD COSA/Director Approval | Fiscal Specialist Approval | Cancel Delete Print |
|----------------|-------------------------|---------|--------------------------------|--------|-------------|-----------|----------------|---------------------------|----------------------------|---------------------|
|----------------|-------------------------|---------|--------------------------------|--------|-------------|-----------|----------------|---------------------------|----------------------------|---------------------|

- In the SPSA Modification page click the Create New Modification button.

# SPSA Modification

Create New Modification

| Mod ID Program       | Created By Created Date      | Purpose | Technical Correction of Mod ID | Status | PACE Review | EL Review | Title I Review                 | LD COSA/Director Approval | Fiscal Specialist Approval | Cancel Delete Print  |
|----------------------|------------------------------|---------|--------------------------------|--------|-------------|-----------|--------------------------------|---------------------------|----------------------------|--|
| <a href="#">2971</a> | BERVER, ISMAEL<br>05/08/2023 |         |                                |        |             |           |                                |                           |                            | <br> |
| <a href="#">2973</a> | BERVER, ISMAEL<br>05/17/2023 |         |                                |        |             |           | ARRIOS, MARTY on<br>05/25/2023 |                           |                            |   |

### Select SPSA Modification Type

Budget

No Budget **1**

**2**

Close Save

1. Select No Budget as the type of modification.
2. Click the Save button.
  - Note: In the following slides we will demonstrate the No Budget change option.



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# SPSA Modification

Mod# 4057

List All  
Modification

What finding(s) from your Needs Assessment led you to adopt this strategy? \* Required

- Fill in the Needs Assessment textbox.

# Modify/Add New Measurable Objective(s)

Add New Measurable Implementation Objective(s)

Modify Measurable Implementation Objective(s)

Add New Measurable Improvement Objective(s)

Modify Measurable Improvement Objective(s)

- In the SPSA Modifications page select the type of Measurable Objective to modify. Since the Measurable Objectives modifications instructions are the same for both types, we will illustrate the instructions for the Measurable Implementation Objective(s) modification in this tutorial.
- **Note: The deadline for modification of both types of Measurable Objectives is October 31<sup>st</sup>.**



Add New Measurable Implementation Objective(s)

Modify Measurable Implementation Objective(s)

1

Select the lines to modify and click Start Editing button

|                                     |                            |  |
|-------------------------------------|----------------------------|--|
| <input type="checkbox"/>            | Mathematics                | By June 2025, 100% of K - 8th grade teachers will administer i-Ready math assessments each trimester and use summative and formative assessments to create strategic intervention/acceleration groups as evidenced by teacher lesson plans and               |
| <input checked="" type="checkbox"/> | Joy & Wellness             | By June 2025, 100% of parents will receive a personal phone call from the office staff, community representative, School Climate Advocate or secondary counselor on the fifth day of an absence as documented on phone logs.                                 |
| <input type="checkbox"/>            | English Learner Programs   | By June 2025, 100% of K-2 teachers with EL students will implement daily designated for Smart Start or integrated time with sentence frames, constructive conversational skills, visual thinking strategies, conversational norms, thinking maps, model/non- |
| <input checked="" type="checkbox"/> | Engagement & Collaboration | By June 2025, 100% of parents will have the opportunity to come to the Parent Center for in person support in completing the School Experience Survey. This will be accomplished by sending out flyers, posting on Class Dojo, holding office hours          |
| <input type="checkbox"/>            | English Language Arts      | By June 2025, 75%+ of 3rd-8th Grade students will spend 35-45 minutes a week on Reading i-Ready as evidence by i-Ready usage reports.  |

3

Start Editing



- 1) Click on the Modify Measurable [type] Objective(s) as applicable.
- 2) Select the Measurable [type] Objective(s) to be modified.
- 3) Click the Start Editing button.



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Add New Measurable Implementation Objective(s)

Modify Measurable Implementation Objective(s)

| Pillar                     | Item Status | Measurable Implementation Objective(s)   | Delete  |
|----------------------------|-------------|--|---|
| Joy & Wellness             | Modified    | <p>By June 2025, 100% of parents will receive a personal phone call from the office staff, community representative, School Climate Advocate or secondary counselor on the fifth day of an absence as documented on phone logs.</p> <p></p>                        |  |
| Engagement & Collaboration | Modified    | <p>By June 2025, 100% of parents will have the opportunity to come to the Parent Center for in person support in completing the School Experience Survey. This will be accomplished by sending out flyers, posting on Class Dojo, holding office hours</p> <p></p> |  |

- The Item Status will display “Modified”. Enter the “Modified Measurable [type] Objective” as applicable. If the field is left blank, it will trigger an error when the user saves the Modification as a Draft, or when the user submits the modification
- **Note:** Saving a modification as a Draft with error(s) will not prevent the modification from being saved.

Add New Measurable Implementation Objective(s)

1

Select Pillar



--View All--

--View All--

- Graduation/College & Career
- English Language Arts
- Mathematics
- English Learner Programs
- Engagement & Collaboration
- Joy & Wellness
- Other Academic Content

2

3

Select

- 1) To add a new Measurable [type] Objective, click on the modification type's "Add New Measurable [type] Modification" button.
- 2) Select the Pillar page.
- 3) Click the "Select" button.

Add New Measurable Implementation Objective(s)

Modify Measurable Implementation Objective(s)

| Pillar                | Item Status | Measurable Implementation Objective(s) | Delete  |
|-----------------------|-------------|--|---|
| English Language Arts | New         |  |  |

- The Item Status will display “New”.
- Type the text in the Measurable [type] Objective(s) textbox and save the modification as a Draft.

spsatst.lausd.net says  
Are you sure you want to Delete?

OK Cancel

2

Add New Measurable Implementation Objective(s)

Modify Measurable Implementation Objective(s)

| Pillar                | Item Status | Measurable Implementation Objective(s) | Delete  |
|-----------------------|-------------|--|---|
| English Language Arts | New         | <input type="text"/>                   |  1 |

- 1) To delete a new or existing Measurable Objective, click the trash can.
- 2) Verify that you want to delete the Measurable Objective.
  - **Note: Deleting an existing Measurable Objective will not permanently delete it. It can be reselected again for modification.**

**Add New**  
**District Priority/District Strategies**  
**and School Strategy/Actions**

Add District Priority/Strategies and School Strategy/Action

Modify District Priority/Strategies and School Strategy/Action

- To add a new District Priority and Strategy(s) and School Strategy and Action click the “Add District Priority/Strategies and School Strategy/Action” button.



## Select District Priority

--View All--

--View All--

Academic Excellence - Graduation/College & Career

Academic Excellence - English Language Arts

Academic Excellence - Mathematics

Academic Excellence - English Learner Programs

Academic Excellence - Other Academic Content

Joy and Wellness

Engagement and Collaboration

1

2

Select

1. Select the Pillar page.
2. Click the Select button.



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Academic Excellence - English Language Arts : School Strategy with Actions 3



Modified District Priority \* Required

Modified District Strategies \* Required

Add/Remove District Priority and Strategies

- To add a new District Priority and Strategy(s) or remove an existing District Priority and Strategy(s) from an existing School Strategy with Actions, click the “Add/Remove District Priority and Strategies” button located at the bottom of the applicable School Strategy with Actions as shown.

Select the lines to modify and click Start Editing button

Select Priorities

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes, 1B. Deliver well-rounded, insp

Apply

2

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes ✓

1B. Deliver well-rounded, inspiring educational and enrichment experiences to instill and maintain a love of learning ✓

1C. Eliminate opportunity gaps, advance anti-racist instructional practices, and personalize learning for all students

1D. Champion multiple pathways for college and career readiness for all students

1

Start Editing

1. Select the District Priority(s).
2. Click the Apply button.
  - Note: In this example, the school is selecting 1A and 1B District Priorities. These selections will display in the Modified District Priority.

District Priority and Strategies ✕

## District Priority

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes, 1B. Deliver well-rounded, instr

Apply

District Strategies **1**

- 1A.S1 Deliver impactful, rigorous, standards-based, culturally responsive, and inclusive instruction supported by high-quality curricular and instructional materials in all content areas
- 1A.S2 Integrate technology and access to other critical resources, such as online learning tools and libraries, to elevate teaching and learning
- 1A.S3 Institute comprehensive systems to observe classroom instruction and provide reflection and feedback to improve practice
- 1A.S4 Implement high-quality, differentiated, and ongoing professional development and coaching grounded in data to support effective teaching, learning, and leadership
- 1A.S5 Provide targeted professional learning opportunities and coaching for newly hired teachers at highest-needs schools that result in effective, equity-driven instruction
- 1A.S6 Expand equitable grading practices, proficiency-based assessments, and personalized instruction to support all students in demonstrating grade-level proficiency of standards-based learning targets
- 1A.S7 Analyze and act upon assessment data to guide instructional planning and personalized learning so all students reach proficiency
- 1B.S1 Offer and enroll students in a wide array of courses and experiences that support a well-rounded education, such as STEAM courses and Ethnic Studies, during the school day and after school
- 1B.S2 Increase access to visual and performing arts programs at school sites

**2**

Start Editing

1. Select the District Strategies (All that apply).
2. Click the Start Editing button.
  - Note: In this example, the school is selecting District Strategies 1A.S1 and 1B.S1

English Language Arts : School Strategy with Actions 3

Modified District Priority \* Required

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes

1B. Deliver well-rounded, inspiring educational and enrichment experiences to instill and maintain a love of learning

Modified District Strategies \* Required

1A.S1 Deliver impactful, rigorous, standards-based, culturally responsive, and inclusive instruction supported by high-quality curricular and instructional materials in all content areas

1B.S1 Offer and enroll students in a wide array of courses and experiences that support a well-rounded education, such as STEAM courses and Ethnic Studies, during the school day and after school

Add/Remove District Priority and Strategies

School Strategy and Actions Status :- New

Modified School Strategy

Modified School Actions

- The Modified District Priority(s) display along with the Modified District Strategies as shown.



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Modified District Priority \* Required

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes

1B. Deliver well-rounded, inspiring educational and enrichment experiences to instill and maintain a love of learning

Modified District Strategies \* Required

1A.S1 Deliver impactful, rigorous, standards-based, culturally responsive, and inclusive instruction supported by high-quality curricular and instructional materials in all content areas

1B.S1 Offer and enroll students in a wide array of courses and experiences that support a well-rounded education, such as STEAM courses and Ethnic Studies, during the school day and after school

Add/Remove District Priority and Strategies

School Strategy and Actions Status :- New

1

Modified School Strategy

2

Modified School Actions

3

1. See the word “New” in the Status column.
2. Type the applicable new School Strategy in the Modified School Strategy textbox.
3. Type the applicable new School Actions in the Modified School Actions textbox.
  - Note: If the fields are left blank, it will trigger an error when the user saves the Modification as a Draft, or when the user submits the Modification to the Regional Reviewers.
  - Note also that new Strategy with Actions will appear with the sequential numbering. In this example, it’s the 3<sup>rd</sup> School Strategy with Actions added under Pillar page Academic Excellence – English Language Arts. When the next one is added it will be School Strategy with Actions 4.



**English Language Arts : School Strategy with Actions 3**

**Modified District Priority \* Required**

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes

1B. Deliver well-rounded, inspiring educational and enrichment experiences to instill and maintain a love of learning

**Modified District Strategies \* Required**

1A.S1 Deliver impactful, rigorous, standards-based, culturally responsive, and inclusive instruction supported by high-quality curricular and instructional materials in all content areas

1B.S1 Offer and enroll students in a wide array of courses and experiences that support a well-rounded education, such as STEAM courses and Ethnic Studies, during the school day and after school

**Add/Remove District Priority and Strategies**

**School Strategy and Actions Status :-** New

**Modified School Strategy**

The school will implement an after school tutoring session...

**Modified School Actions**

After EOY the school will...

- The block design encompasses the District Priority, District Strategies, School Strategy and School Actions, as shown. Later we will see that it includes Positions and Non-Positions as well.



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**NOTE: Schools must click on "Request Fiscal Specialist Review" button prior to submitting the modification to LD Reviewer for final approval.**

Save Modification As Draft

Submit Final Modification

- We recommend for schools to save the modification frequently.

# **Modify District Priority/District Strategies and School Strategy/Actions**



Add District Priority/Strategies and School Strategy/Action

Modify District Priority/Strategies and School Strategy/Action

- To modify an existing District Priority and Strategy(s) and School Strategy and Action click the “Modify District Priority/Strategies and School Strategy/Action” button.



**Academic Excellence - English Language Arts : School Strategy with Actions 2**

**District Priority**

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes

**District Strategies**

1A.S1 Deliver impactful, rigorous, standards-based, culturally responsive, and inclusive instruction supported by high-quality curricular and instructional materials in all content areas

**Academic Excellence - Mathematics : School Strategy with Actions 1**

**District Priority**

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes

**District Strategies**

**Start Editing**

1. Select the applicable Pillar and School Strategy with Actions to be modified.
2. Click the "Start Editing" button.

## Academic Excellence - English Language Arts : School Strategy with Actions 2



### District Priority

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes

### District Strategies

1A.S1 Deliver impactful, rigorous, standards-based, culturally responsive, and inclusive instruction supported by high-quality curricular and instructional materials in all content areas

**Modified District Priority** \* Required

**Modified District Strategies** \* Required

Add/Remove District Priority and Strategies

- Since we selected the Academic Excellence – English Language Arts : School Strategy with Actions 2 for editing we see it displayed, as shown.



**District Priority**

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes

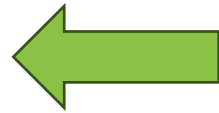
**District Strategies**

1A.S1 Deliver impactful, rigorous, standards-based, culturally responsive, and inclusive instruction supported by high-quality curricular and instructional materials in all content areas

**Modified District Priority** \* Required

**Modified District Strategies** \* Required

Add/Remove District Priority and Strategies



- To add a new District Priority and Strategy(s) or remove an existing District Priority and Strategy(s) from an existing School Strategy with Actions, click the “Add/Remove District Priority and Strategies” button located at the bottom of the applicable existing School Strategy with Actions as shown.

## Select the lines to modify and click Start Editing button

Filter by Pillar

1B. Deliver well-rounded, inspiring educational and enrichment experiences to instill and maintain a love of learning, 1D. Charr

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes ✓

1B. Deliver well-rounded, inspiring educational and enrichment experiences to instill and maintain a love of learning ✓

1C. Eliminate opportunity gaps, advance anti-racist instructional practices, and personalize learning for all students

1D. Champion multiple pathways for college and career readiness for all students ✓

1B.S5 Increase access to gifted and talented programs by addressing the disproportionality of students identified to receive services

1B.S6 Expand outdoor education and nature-based experiences

1B.S7 Create opportunities for students in all grade levels to engage in extracurricular activities, including student interest clubs, volunteerism, and civic engagement

1D.S1 Provide equitable access to a rigorous college preparatory course schedule and offer supports to successfully complete A-G courses with a C or better

Apply

1

2

Start Editing

1. Select the District Priority(s).

2. Click the Apply button.

- Note: In this example, the user is selecting new 1B and 1D District Priorities. By reselecting 1A again it will display in the modified District Priority along with 1B and 1D.



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## Select the lines to modify and click Start Editing button

### 1 District Strategies

- 1A.S1 Deliver impactful, rigorous, standards-based, culturally responsive, and inclusive instruction supported by high-quality curricular and instructional materials in all content areas
- 1A.S2 Integrate technology and access to other critical resources, such as online learning tools and libraries, to elevate teaching and learning
- 1A.S3 Institute comprehensive systems to observe classroom instruction and provide reflection and feedback to improve practice
- 1A.S4 Implement high-quality, differentiated, and ongoing professional development and coaching grounded in data to support effective teaching, learning, and leadership
- 1A.S5 Provide targeted professional learning opportunities and coaching for newly hired teachers at highest-needs schools that result in effective, equity-driven instruction
- 1A.S6 Expand equitable grading practices, proficiency-based assessments, and personalized instruction to support all students in demonstrating grade-level proficiency of standards-based learning targets
- 1A.S7 Analyze and act upon assessment data to guide instructional planning and personalized learning so all students reach proficiency
- 1B.S1 Offer and enroll students in a wide array of courses and experiences that support a well-rounded education, such as STEAM courses and Ethnic Studies, during the school day and after school
- 1B.S2 Increase access to visual and performing arts programs at school sites

2

Start Editing

1. Select the District Strategies (All that apply).
2. Click the Start Editing button.
  - Note: In this example, the user is selecting District Strategies 1A.S1, 1B.S2 and 1D.S2.



**District Priority**

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes

**District Strategies**

1A.S1 Deliver impactful, rigorous, standards-based, culturally responsive, and inclusive instruction supported by high-quality curricular and instructional materials in all content areas

**Modified District Priority \* Required**

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes

1B. Deliver well-rounded, inspiring educational and enrichment experiences to instill and maintain a love of learning

1D. Champion multiple pathways for college and career readiness for all students

**Modified District Strategies \* Required**

1A.S1 Deliver impactful, rigorous, standards-based, culturally responsive, and inclusive instruction supported by high-quality curricular and instructional materials in all content areas

1B.S2 Increase access to visual and performing arts programs at school sites

1D.S2 Accelerate opportunities for career exploration, work based learning, post secondary pathways, and employment, including collaboration with local government and private industries to provide paid internship and apprenticeship opportunities for students

Add/Remove District Priority and Strategies

- Modified District Priorities and Strategies appear beneath the original District Priorities and Strategies as shown.



School Strategy and Actions Status :- Modified

School Strategy

Implementation of high-quality, differentiated, and ongoing ELA professional support effective teaching and high-impact Intervention to support

School Actions

Categorical Program Advisor: In order to support the strategy of Maintaining a Program Advisor will be funded to monitor the expenditure of Title I funds to

Modified School Strategy \*Required

Type something here...

2

Modified School Actions \*Required

Type something here...

3

Add New Position

Modify Positions

In the School Strategy and Actions Status:

1. The Status shows "Modified".
2. Type the applicable modified School Strategy in the Modified School Strategy textbox.
3. Type the applicable modified School Actions in the Modified School Actions textbox.
  - Note: If the fields are left blank, it will trigger an error when the user saves the Modification as a Draft, or when the user submits the Modification to the Regional Reviewers.





# Delete

## District Priority/District Strategies and School Strategy/Actions

## Academic Excellence - English Language Arts : School Strategy with Actions 1

### District Priority

1A. Focus on consistent implementation of high-quality instruction to imp

### District Strategies

1A.S3 Institute comprehensive systems to observe classroom instruction and provide reflection and feedback to improve practice

1A.S4 Implement high-quality, differentiated, and ongoing professional development and coaching grounded in data to support effective teaching, learning, and leadership

1A.S5 Provide targeted professional learning opportunities and coaching for newly hired teachers at highest-needs schools that result in effective, equity-driven instruction

1A.S7 Analyze and act upon assessment data to guide instructional planning and personalized learning so all students reach proficiency

spsatst.lausd.net says

Are you sure you want to Delete?

OK

Cancel



- To delete a District Priority/Strategies and School Strategy with Actions block, click on the trash can, as shown. Click OK to verify you want to delete it.
- Note: Deleting an existing block doesn't permanently delete it. It can be reselected again for modification.



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# No Budget Change Approvals

Only the Principal or Assistant Principal can check the box and enter the Date approved by SSC.

Date Approved  
by SSC

1

2

I certify that the SPSA Modification has been prepared in accordance with [EC Section 64001 \(i\)](#) and all corresponding documentation is on file at the school site

School principal name

Date:

3

e-Signature \*

Save Modification As Draft

Submit Final Modification

1. **Only the Principal or Assistant Principal** can enter the date in the box labeled “Date Approved by SSC:”
2. **Only the Principal or Assistant Principal** can click the checkbox beside the ED code 64001 (i).
3. **Only the Principal or Assistant Principal** can click the checkbox beside the “e-Signature.”  
Designees will not be able to click the checkbox.
  - After the modification has been completed, **only the Principal or Assistant Principal** can click the “Submit Final Modification” button to submit it to Regional approvers.
  - The Regional approvers will receive an email notification that the modification is ready for review. Otherwise, click the “Save Modification As Draft” to continue working on it at a later time.



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# APPROVALS



Regional Director

Revision Required

Approved

Name:

SignedDate:

Regional Title I Coordinator

Revision Required

Meets Federal Requirements

Name:

SignedDate:

**Please check Revision Required/Approved check box and click Save SPSA Modification Decision button**



Save Modification Decision

- No Budget Change approvals are required from the Regional Director and the Regional Title I Coordinator.
- Email notification is sent to the Principal and Designee(s) whenever a modification has been approved or a revision has been requested.

# Create a New Modification Budget Change

# SPSA Modification

Create New Modification

| Mod ID Program       | Created By Created Date      | Purpose | Technical Correction of Mod ID | Status | PACE Review | EL Review | Title I Review   | LD COSA/Director Approval | Fiscal Specialist Approval | Cancel Delete Print  |
|----------------------|------------------------------|---------|--------------------------------|--------|-------------|-----------|------------------|---------------------------|----------------------------|--|
| <a href="#">2971</a> | BERVER, ISMAEL<br>05/08/2023 |         |                                |        |             |           |                  |                           |                            | <br> |
| <a href="#">2973</a> | BERVER, ISMAEL               |         |                                |        |             |           | ARRIOS, MARTY on |                           |                            |  |

### Select SPSA Modification Type

Budget **1**

No Budget

**2**

Close Save

1. Select Budget.
2. Save.



Please select the purpose of the modification

- New allocation, salary savings, or release of Potential Funding Variance (PFV)
- Exceptions Report correction
- Revision of SPSA content and budget

Please select the program

- CE-ESSA T1 Schools (7S046)
- CE-ESSA T1 Sch-Parent Invlmnt (7E046)
- CE-ESSA-T1 C&C Coach (7T124)
- T3A-LEP-Limited Eng Profcncy (7T197)

Please select the checkbox if this is a technical correction

- Technical Correction

Create

Cancel

- Select the purpose(s)
- Select the program
- Click the Create button.
- Note: Only one program can be selected per Modification. The program must be posted by the Fiscal Specialist before another modification with the same program can be created.





# SPSA Modification

Mod# 3020

List All  
Modification

Purpose:

State what will be defunded (if applicable):

What finding(s) from your Needs Assessment led you to adopt this strategy? \* Required

- The State what will be defunded (if applicable) textbox is optional. If no budget items are being defunded, write N/A.
- The What finding(s) from your Needs Assessment led you to adopt this strategy textbox is required.

# SPSA Modification

Mod# 3020

List All  
Modification

Purpose:                      New allocation, salary savings, or release of Potential Funding Variance (PFV)  
   Revision of SPSA content and budget

State what will be defunded (if applicable):

What finding(s) from your Needs Assessment led you to adopt this strategy?

- The modification Purpose selections will populate when the modification is saved as a Draft.

# Modify/Add New Measurable Objectives

Add New Measurable Implementation Objective(s)

Modify Measurable Implementation Objective(s)

Add New Measurable Improvement Objective(s)

Modify Measurable Improvement Objective(s)

- In the SPSA Modifications page select the type of Measurable Objective to modify. Since the Measurable Objectives modifications instructions are the same for both types, we will illustrate the instructions for the Measurable Implementation Objective(s) modification in this tutorial.
- **Note: The deadline for modification of both types of Measurable Objectives is October 31<sup>st</sup>.**

Add New Measurable Implementation Objective(s)

Modify Measurable Implementation Objective(s)

1

Select the lines to modify and click Start Editing button

|                                     |                            |  |
|-------------------------------------|----------------------------|--|
| <input type="checkbox"/>            | Mathematics                | By June 2025, 100% of K - 8th grade teachers will administer i-Ready math assessments each trimester and use summative and formative assessments to create strategic intervention/acceleration groups as evidenced by teacher lesson plans and               |
| <input checked="" type="checkbox"/> | Joy & Wellness             | By June 2025, 100% of parents will receive a personal phone call from the office staff, community representative, School Climate Advocate or secondary counselor on the fifth day of an absence as documented on phone logs.                                 |
| <input type="checkbox"/>            | English Learner Programs   | By June 2025, 100% of K-2 teachers with EL students will implement daily designated for Smart Start or integrated time with sentence frames, constructive conversational skills, visual thinking strategies, conversational norms, thinking maps, model/non- |
| <input checked="" type="checkbox"/> | Engagement & Collaboration | By June 2025, 100% of parents will have the opportunity to come to the Parent Center for in person support in completing the School Experience Survey. This will be accomplished by sending out flyers, posting on Class Dojo, holding office hours          |
| <input type="checkbox"/>            | English Language Arts      | By June 2025, 75%+ of 3rd-8th Grade students will spend 35-45 minutes a week on Reading i-Ready as evidence by i-Ready usage reports.  |

3

Start Editing



- 1) Click on the Modify Measurable [type] Objective(s) as applicable.
- 2) Select the Measurable [type] Objective(s) to be modified.
- 3) Click the Start Editing button.



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Add New Measurable Implementation Objective(s)

Modify Measurable Implementation Objective(s)

| Pillar                     | Item Status | Measurable Implementation Objective(s)   | Delete  |
|----------------------------|-------------|--|---|
| Joy & Wellness             | Modified    | <p>By June 2025, 100% of parents will receive a personal phone call from the office staff, community representative, School Climate Advocate or secondary counselor on the fifth day of an absence as documented on phone logs.</p> <p></p>                        |  |
| Engagement & Collaboration | Modified    | <p>By June 2025, 100% of parents will have the opportunity to come to the Parent Center for in person support in completing the School Experience Survey. This will be accomplished by sending out flyers, posting on Class Dojo, holding office hours</p> <p></p> |  |

- The Item Status will display “Modified”. Enter the “Modified Measurable [type] Objective” as applicable. If the field is left blank, it will trigger an error when the user saves the Modification as a Draft, or when the user submits the Modification.
- Note: Saving a modification as a Draft with error(s) will not prevent the modification from being saved.

Add New Measurable Implementation Objective(s)

1

Select Pillar



--View All--

--View All--

- Graduation/College & Career
- English Language Arts
- Mathematics
- English Learner Programs
- Engagement & Collaboration
- Joy & Wellness
- Other Academic Content

2

3

Select

- 1) To add a new Measurable [type] Objective click on the modification type's "Add New Measurable [type] Modification" button.
- 2) Select the Pillar page.
- 3) Click the "Select" button.



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Add New Measurable Implementation Objective(s)

Modify Measurable Implementation Objective(s)

| Pillar                | Item Status | Measurable Implementation Objective(s) | Delete  |
|-----------------------|-------------|--|---|
| English Language Arts | New         |  |  |

- The Item Status will display “New”.
- Type the text in the Measurable [type] Objective(s) textbox and save the modification as a Draft.



spsatst.lausd.net says  
Are you sure you want to Delete?

OK Cancel

2

Add New Measurable Implementation Objective(s)

Modify Measurable Implementation Objective(s)

| Pillar                | Item Status | Measurable Implementation Objective(s) | Delete  |
|-----------------------|-------------|--|---|
| English Language Arts | New         | <input type="text"/>                   |  1 |

- 1) To delete a new or existing Measurable Objective, click the trash can.
- 2) Verify that you want to delete the Measurable Objective.
  - **Note: Deleting an existing Measurable Objective will not permanently delete it. It can be reselected again for modification.**

**Add New**  
**District Priority/District Strategies**  
**and School Strategy/Actions**

Add District Priority/Strategies and School Strategy/Action

Modify District Priority/Strategies and School Strategy/Action

- To add a new District Priority and Strategy(s) and School Strategy and Action click the “Add District Priority/Strategies and School Strategy/Action” button.



## Select District Priority

--View All--

--View All--

Academic Excellence - Graduation/College & Career

Academic Excellence - English Language Arts

Academic Excellence - Mathematics

Academic Excellence - English Learner Programs

Academic Excellence - Other Academic Content

Joy and Wellness

Engagement and Collaboration

1

2

Select

1. Select the Pillar page.
2. Click the Select button.



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Academic Excellence - English Language Arts : School Strategy with Actions 3



Modified District Priority \* Required

Modified District Strategies \* Required

Add/Remove District Priority and Strategies

- To add a new District Priority and Strategy(s) or remove an existing District Priority and Strategy(s) from an existing School Strategy with Actions, click the “Add/Remove District Priority and Strategies” button located at the bottom of the applicable School Strategy with Actions as shown.

Select the lines to modify and click Start Editing button

Select Priorities

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes, 1B. Deliver well-rounded, insp

Apply

2

1

- 1A. Focus on consistent implementation of high-quality instruction to improve student outcomes ✓
- 1B. Deliver well-rounded, inspiring educational and enrichment experiences to instill and maintain a love of learning ✓
- 1C. Eliminate opportunity gaps, advance anti-racist instructional practices, and personalize learning for all students
- 1D. Champion multiple pathways for college and career readiness for all students

Start Editing

1. Select the District Priority(s).
2. Click the Apply button.
  - Note: In this example, the school is selecting 1A and 1B District Priorities. These selections will display in the Modified District Priority.



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District Priority and Strategies ✕

## District Priority

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes, 1B. Deliver well-rounded, instr

Apply

District Strategies **1**

- 1A.S1 Deliver impactful, rigorous, standards-based, culturally responsive, and inclusive instruction supported by high-quality curricular and instructional materials in all content areas
- 1A.S2 Integrate technology and access to other critical resources, such as online learning tools and libraries, to elevate teaching and learning
- 1A.S3 Institute comprehensive systems to observe classroom instruction and provide reflection and feedback to improve practice
- 1A.S4 Implement high-quality, differentiated, and ongoing professional development and coaching grounded in data to support effective teaching, learning, and leadership
- 1A.S5 Provide targeted professional learning opportunities and coaching for newly hired teachers at highest-needs schools that result in effective, equity-driven instruction
- 1A.S6 Expand equitable grading practices, proficiency-based assessments, and personalized instruction to support all students in demonstrating grade-level proficiency of standards-based learning targets
- 1A.S7 Analyze and act upon assessment data to guide instructional planning and personalized learning so all students reach proficiency
- 1B.S1 Offer and enroll students in a wide array of courses and experiences that support a well-rounded education, such as STEAM courses and Ethnic Studies, during the school day and after school
- 1B.S2 Increase access to visual and performing arts programs at school sites

**2**

Start Editing

1. Select the District Strategies (All that apply).
2. Click the Start Editing button.
  - Note: In this example, the school is selecting District Strategies 1A.S1 and 1B.S1

English Language Arts : School Strategy with Actions 3

Modified District Priority \* Required

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes

1B. Deliver well-rounded, inspiring educational and enrichment experiences to instill and maintain a love of learning

Modified District Strategies \* Required

1A.S1 Deliver impactful, rigorous, standards-based, culturally responsive, and inclusive instruction supported by high-quality curricular and instructional materials in all content areas

1B.S1 Offer and enroll students in a wide array of courses and experiences that support a well-rounded education, such as STEAM courses and Ethnic Studies, during the school day and after school

Add/Remove District Priority and Strategies

School Strategy and Actions Status :- New

Modified School Strategy

Modified School Actions

- The Modified District Priority(s) display along with the Modified District Strategies as shown.





**Modified District Priority \* Required**

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes

1B. Deliver well-rounded, inspiring educational and enrichment experiences to instill and maintain a love of learning

**Modified District Strategies \* Required**

1A.S1 Deliver impactful, rigorous, standards-based, culturally responsive, and inclusive instruction supported by high-quality curricular and instructional materials in all content areas

1B.S1 Offer and enroll students in a wide array of courses and experiences that support a well-rounded education, such as STEAM courses and Ethnic Studies, during the school day and after school

**Add/Remove District Priority and Strategies**

School Strategy and Actions Status :- **New**

1

**Modified School Strategy**

2

**Modified School Actions**

3

1. See the word “New” in the Status column.
2. Type the applicable new School Strategy in the Modified School Strategy textbox.
3. Type the applicable new School Actions in the Modified School Actions textbox.
  - Note: If the fields are left blank, it will trigger an error when the user saves the Modification as a Draft, or when the user submits the Modification to the Regional Reviewers.
  - Note also that new Strategy with Actions will appear with the sequential numbering. In this example, it’s the 3<sup>rd</sup> School Strategy with Actions added under Pillar page Academic Excellence – English Language Arts. When the next one is added it will be School Strategy with Actions 4.

**English Language Arts : School Strategy with Actions 3**

**Modified District Priority \* Required**

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes

1B. Deliver well-rounded, inspiring educational and enrichment experiences to instill and maintain a love of learning

**Modified District Strategies \* Required**

1A.S1 Deliver impactful, rigorous, standards-based, culturally responsive, and inclusive instruction supported by high-quality curricular and instructional materials in all content areas

1B.S1 Offer and enroll students in a wide array of courses and experiences that support a well-rounded education, such as STEAM courses and Ethnic Studies, during the school day and after school

**Add/Remove District Priority and Strategies**

**School Strategy and Actions Status :-** New

**Modified School Strategy**

The school will implement an after school tutoring session...

**Modified School Actions**

After EOY the school will...

- The block design encompasses the District Priority, District Strategies, School Strategy and School Actions, as shown. Later we will see that it includes Positions and Non-Positions as well.

**NOTE: Schools must click on "Request Fiscal Specialist Review" button prior to submitting the modification to LD Reviewer for final approval.**

Save Modification As Draft

Submit Final Modification

- We recommend for schools to save the modification frequently.

# **Modify District Priority/District Strategies and School Strategy/Actions**

Add District Priority/Strategies and School Strategy/Action

Modify District Priority/Strategies and School Strategy/Action

- To modify an existing District Priority and Strategy(s) and School Strategy and Action click the “Modify District Priority/Strategies and School Strategy/Action” button.



**Academic Excellence - English Language Arts : School Strategy with Actions 2**

**District Priority**

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes

**District Strategies**

1A.S1 Deliver impactful, rigorous, standards-based, culturally responsive, and inclusive instruction supported by high-quality curricular and instructional materials in all content areas

**Academic Excellence - Mathematics : School Strategy with Actions 1**

**District Priority**

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes

**District Strategies**

**Start Editing**

1. Select the applicable Pillar and School Strategy with Actions to be modified.
2. Click the "Start Editing" button.

## Academic Excellence - English Language Arts : School Strategy with Actions 2



### District Priority

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes

### District Strategies

1A.S1 Deliver impactful, rigorous, standards-based, culturally responsive, and inclusive instruction supported by high-quality curricular and instructional materials in all content areas

**Modified District Priority** \* Required

**Modified District Strategies** \* Required

Add/Remove District Priority and Strategies

- Since we selected the Academic Excellence – English Language Arts : School Strategy with Actions 2 for editing we see it displayed, as shown.



**District Priority**

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes

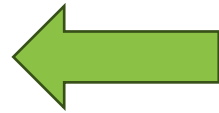
**District Strategies**

1A.S1 Deliver impactful, rigorous, standards-based, culturally responsive, and inclusive instruction supported by high-quality curricular and instructional materials in all content areas

**Modified District Priority** \* Required

**Modified District Strategies** \* Required

Add/Remove District Priority and Strategies



- To add a new District Priority and Strategy(s) or remove an existing District Priority and Strategy(s) from an existing School Strategy with Actions, click the “Add/Remove District Priority and Strategies” button located at the bottom of the applicable existing School Strategy with Actions as shown.



## Select the lines to modify and click Start Editing button

Filter by Pillar

1B. Deliver well-rounded, inspiring educational and enrichment experiences to instill and maintain a love of learning, 1D. Charr

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes ✓

1B. Deliver well-rounded, inspiring educational and enrichment experiences to instill and maintain a love of learning ✓

1C. Eliminate opportunity gaps, advance anti-racist instructional practices, and personalize learning for all students

1D. Champion multiple pathways for college and career readiness for all students ✓

1B.S5 Increase access to gifted and talented programs by addressing the disproportionality of students identified to receive services

1B.S6 Expand outdoor education and nature-based experiences

1B.S7 Create opportunities for students in all grade levels to engage in extracurricular activities, including student interest clubs, volunteerism, and civic engagement

1D.S1 Provide equitable access to a rigorous college preparatory course schedule and offer supports to successfully complete A-G courses with a C or better

Apply

1

2

Start Editing

1. Select the District Priority(s).

2. Click the Apply button.

- Note: In this example, the user is selecting new 1B and 1D District Priorities. By reselecting 1A again it will display in the modified District Priority along with 1B and 1D.

## Select the lines to modify and click Start Editing button

### 1 District Strategies

- 1A.S1 Deliver impactful, rigorous, standards-based, culturally responsive, and inclusive instruction supported by high-quality curricular and instructional materials in all content areas
- 1A.S2 Integrate technology and access to other critical resources, such as online learning tools and libraries, to elevate teaching and learning
- 1A.S3 Institute comprehensive systems to observe classroom instruction and provide reflection and feedback to improve practice
- 1A.S4 Implement high-quality, differentiated, and ongoing professional development and coaching grounded in data to support effective teaching, learning, and leadership
- 1A.S5 Provide targeted professional learning opportunities and coaching for newly hired teachers at highest-needs schools that result in effective, equity-driven instruction
- 1A.S6 Expand equitable grading practices, proficiency-based assessments, and personalized instruction to support all students in demonstrating grade-level proficiency of standards-based learning targets
- 1A.S7 Analyze and act upon assessment data to guide instructional planning and personalized learning so all students reach proficiency
- 1B.S1 Offer and enroll students in a wide array of courses and experiences that support a well-rounded education, such as STEAM courses and Ethnic Studies, during the school day and after school
- 1B.S2 Increase access to visual and performing arts programs at school sites

2

Start Editing

1. Select the District Strategies (All that apply).
2. Click the Start Editing button.
  - Note: In this example, the user is selecting District Strategies 1A.S1, 1B.S2 and 1D.S2.



**District Priority**

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes

**District Strategies**

1A.S1 Deliver impactful, rigorous, standards-based, culturally responsive, and inclusive instruction supported by high-quality curricular and instructional materials in all content areas

**Modified District Priority \* Required**

1A. Focus on consistent implementation of high-quality instruction to improve student outcomes

1B. Deliver well-rounded, inspiring educational and enrichment experiences to instill and maintain a love of learning

1D. Champion multiple pathways for college and career readiness for all students

**Modified District Strategies \* Required**

1A.S1 Deliver impactful, rigorous, standards-based, culturally responsive, and inclusive instruction supported by high-quality curricular and instructional materials in all content areas

1B.S2 Increase access to visual and performing arts programs at school sites

1D.S2 Accelerate opportunities for career exploration, work based learning, post secondary pathways, and employment, including collaboration with local government and private industries to provide paid internship and apprenticeship opportunities for students

Add/Remove District Priority and Strategies

- Modified District Priorities and Strategies appear beneath the original District Priorities and Strategies as shown.

1

School Strategy and Actions Status :- Modified

School Strategy

Implementation of high-quality, differentiated, and ongoing ELA professional support effective teaching and high-impact Intervention to support

School Actions

Categorical Program Advisor: In order to support the strategy of Maintaining a Program Advisor will be funded to monitor the expenditure of Title I funds to

Modified School Strategy \*Required

Type something here...

2

Modified School Actions \*Required

Type something here...

3

Add New Position

Modify Positions



In the School Strategy and Actions Status:

1. The Status shows “Modified”.
2. Type the applicable modified School Strategy in the Modified School Strategy.
3. Type the applicable modified School Actions in the Modified School Actions.
  - Note: If the fields are left blank, it will trigger an error when the user saves the Modification as a Draft, or when the user submits the Modification to the Regional Reviewers.



# Delete

## District Priority/District Strategies and School Strategy/Actions

## Academic Excellence - English Language Arts : School Strategy with Actions 1

### District Priority

1A. Focus on consistent implementation of high-quality instruction to imp

### District Strategies

1A.S3 Institute comprehensive systems to observe classroom instruction and provide reflection and feedback to improve practice

1A.S4 Implement high-quality, differentiated, and ongoing professional development and coaching grounded in data to support effective teaching, learning, and leadership

1A.S5 Provide targeted professional learning opportunities and coaching for newly hired teachers at highest-needs schools that result in effective, equity-driven instruction

1A.S7 Analyze and act upon assessment data to guide instructional planning and personalized learning so all students reach proficiency

spsatst.lausd.net says

Are you sure you want to Delete?

OK

Cancel



- To delete a District Priority/Strategies and School Strategy with Actions block, click on the trash can, as shown. Click OK to verify you want to delete it.
- Note: Deleting an existing block doesn't permanently delete it. It can be reselected again for modification.



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# Add New Position



Add New Position

Modify Positions

- 1) If creating or modifying a position to 0.5 FTE (Full Time Equivalent) or less, the cost of benefits may need to be adjusted. To determine the exact amount of adjustment, please contact the fiscal specialist assigned to your school.
- 2) **FOR TEACHER ASSISTANT POSITIONS**, creation, closure, or capture of salary savings with dates other than the full fiscal year may require salary and/or benefit adjustment. Please contact the fiscal specialist assigned to your school.

| SeqNo  | Funding Source<br>Budget Description | Position No<br>Position Status<br>Funding Percentage | Start Date<br>End Date   | Total Cost(\$)<br>Previous Cost(\$)<br>Difference(\$) | Copy<br>Line<br>Delete  |
|--------|--------------------------------------|--|--------------------------|---|---|
| 990002 | CE-ESSA T1 Schools( 75046 )          | NS462855<br>Active<br>100.00                         | 07/01/2024<br>06/30/2025 | 0.00<br>0.00<br>0.00                                  | <input checked="" type="checkbox"/><br><input type="checkbox"/> |

Select

Select

- 10724 - TCHR AST NN DEG TK/1 (1 Hr / 5 Days)
- 10724 - TCHR AST NN DEG TK/1 (2 Hrs / 5 Days)
- 10724 - TCHR AST NN DEG TK/1 (3 Hrs / 5 Days)
- 10724 - TCHR AST NN DEG TK/1 (4 Hrs / 5 Days)
- 10724 - TCHR AST NN DEG TK/1 (5 Hrs / 5 Days)
- 10724 - TCHR AST NN DEG TK/1 (6 Hrs / 5 Days)

- To add a new position, click the “Add New Position” button and select the position. You can also start typing the number and it will narrow the selections.



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| SeqNo  | Pillar<br>Funding Source<br>Budget Description  | Position No<br>Position Status<br>Funding<br>Percentage   | Start Date<br>End Date   | Total Cost(\$)<br>Previous Cost(\$)<br>Difference(\$)                             | Copy<br>Line<br>Delet |
|--------|---|---|--|---|-----------------------|
| 990002 | <input type="text" value="CE-ESSA T1 Schools( 7S046 )"/><br><input type="text" value="10724 - TCHR AST NN DEG TK/1 (1 Hr / 5 Days)"/> | <input type="text" value="NS286800"/><br><input type="text" value="Active"/> ▾<br><input type="text" value="100.00"/> ▾ | <input type="text" value="07/01/2024"/><br><input type="text" value="06/30/2025"/> | <input type="text" value="4413"/><br><input type="text"/><br><input type="text"/> | <br>                  |

- The blue boxes can be modified.
- The Start Date and End Date will default to the current school year. Enter the Start Date and End Date if different from the default dates.
- If you know the Position Number, type it over the existing NS Position Number.
- When the user clicks the Save Modification as Draft button, the Total Cost will update.

# Modify Position

Add New Position

Modify Positions



"1) If creating or modifying a position to 0.5 FTE (Full Time Equivalent) or less, the cost of benefits may need to be adjusted. To determine the exact amount of adjustment, please contact the fiscal specialist assigned to your school."

2) **FOR TEACHER ASSISTANT POSITIONS**, creation, closure, or capture of salary savings with dates other than the full fiscal year may require salary and/or benefit adjustment.

Please contact the fiscal specialist assigned to your school."

No position items

- Click the Modify Positions button.

Select the lines to modify and click Start Editing button



|                                     |        |   |                          |                  |        |
|-------------------------------------|--------|---|--------------------------|------------------|--------|
| <input type="checkbox"/>            | 000005 | CE-ESSA T1 Schools( 7S046 )<br>107762 - TCHR AST DEG TK NW/2 (6 Hrs / 5 ...<br>107762 30464095  | 2024-07-01<br>2025-06-30 | 1.00<br>27561.00 | 100.00 |
| <input type="checkbox"/>            | 000004 | CE-ESSA T1 Schools( 7S046 )<br>117361 - CAT PRG AD C1T 27/11 (3 Hrs / 5 D...<br>117361 30033506 | 2024-07-01<br>2025-06-30 | 1.00<br>89327.00 | 100.00 |
| <input checked="" type="checkbox"/> | 000003 | CE-ESSA T1 Schools( 7S046 )<br>27784 - COMMUNITY REP A (6 Hrs / 5 Days)<br>27784 30453673       | 2024-07-01<br>2025-06-30 | 1.00<br>34114.00 | 90.00  |

1

2

Start Editing

1. Select checkboxes with the desired budget item(s) to modify.
2. Click the Start Editing button located at the bottom of the page.

|        |   |   |  |  |  |
|--------|---|---|--|--|--|
| 000003 | <input type="text" value="CE-ESSA T1 Schools( 7S046 )"/><br><input type="text" value="27784 - COMMUNITY REP A (6 Hrs / 5 Days)"/> | <input type="text" value="30453673"/><br>Active ▾<br><b>Select</b><br>Active<br>Closed<br>Suspend | <input type="text" value="07/01/2024"/><br><input type="text" value="06/30/2025"/> | <input type="text" value="34114.00"/><br><input type="text" value="0"/><br><input type="text" value="0.00"/> | <br> |
|--------|---|---|--|--|--|

- Position Status selections are Active, Closed, and Suspend.

# Suspend Position (Salary Savings)

Add New Position

Modify Positions 

1) If creating or modifying a position to 0.5 FTE (Full Time Equivalent) or less, the cost of benefits may need to be adjusted. To determine the exact amount of adjustment, please contact the fiscal specialist assigned to your school.

2) **FOR TEACHER ASSISTANT POSITIONS**, creation, closure, or capture of salary savings with dates other than the full fiscal year may require salary and/or benefit adjustment. Please contact the fiscal specialist assigned to your school.

No position items

- Click on the “Modify Positions” button as shown.

Select the lines to modify and click Start Editing button

|                                     |        |   |            |          |        |
|-------------------------------------|--------|---|------------|----------|--------|
| <input type="checkbox"/>            | 000005 | CE-ESSA T1 Schools( 7S046 )                   | 2024-07-01 | 1.00     | 100.00 |
|                                     |        | 107762 - TCHR AST DEG TK NW/2 (6 Hrs / 5 ...  | 2025-06-30 | 27561.00 |        |
|                                     |        | 107762  | 30464095   |          |        |
| <input type="checkbox"/>            | 000004 | CE-ESSA T1 Schools( 7S046 )                   | 2024-07-01 | 1.00     | 100.00 |
|                                     |        | 117361 - CAT PRG AD C1T 27/11 (3 Hrs / 5 D... | 2025-06-30 | 89327.00 |        |
|                                     |        | 117361  | 30033506   |          |        |
| <input checked="" type="checkbox"/> | 000003 | CE-ESSA T1 Schools( 7S046 )                   | 2024-07-01 | 1.00     | 90.00  |
|                                     |        | 27784 - COMMUNITY REP A (6 Hrs / 5 Days)      | 2025-06-30 | 34114.00 |        |
|                                     |        | 27784   | 30453673   |          |        |

1

2

Start Editing

- ABC School wants to suspend the current existing position no #30453673, COMMUNITY REP 6 hrs./5 days position July 1, 2024 to June 30, 2025 to capture salary savings. The school selects the position and clicks the “Start Editing” button as shown.
- **Note: Yellow highlighted lines are not selectable because they are currently being modified.**



|        |  |          |            |          |   |
|--------|--|----------|------------|----------|---|
| 000003 | CE-ESSA T1 Schools( 7S046 )              | 30453673 | 07/01/2024 | 34114.00 |  |
|        | 27784 - COMMUNITY REP A (6 Hrs / 5 Days) | Active   | 06/30/2025 | 0        |  |
|        |  | 90.00    |            | 0.00     |   |




- Note that the current position shows the position no #30453673.
- The Start Date is 07/01/2024 and the End Date is 06/30/2025.
- The school wants to suspend the position from 01/01/2024 to 06/30/2024.

|        |  |          |            |          |   |
|--------|--|----------|------------|----------|---|
| 000003 | CE-ESSA T1 Schools( 7S046 )              | 30453673 | 07/01/2024 | 34114.00 |  |
|        | 27784 - COMMUNITY REP A (6 Hrs / 5 Days) | Active   | 06/30/2025 | 0        |  |
|        |  | 90.00    |            | 0.00     |   |

- The school should first click on the green “Clone” icon to create an exact duplicate of the existing position.

|        |  |                              |                          |                       |  |
|--------|--|------------------------------|--------------------------|-----------------------|--|
| 000003 | CE-ESSA T1 Schools(75046 )<br>27784 - COMMUNITY REP A (6 Hrs / 5 Days) | 30453673<br>Active<br>90.00  | 07/01/2024<br>06/30/2025 | 34114.00<br>0<br>0.00 |  |
| 990003 | CE-ESSA T1 Schools(75046 )<br>27784 - COMMUNITY REP A (6 Hrs / 5 Days) | 30453673<br>Suspend<br>90.00 | 01/01/2025<br>06/30/2025 | 0.00<br>0<br>0.00     |  |

- Next, in the yellow textbox, change the Position Status to “Suspend” in the Position Status dropdown selection column (blue textbox).
- Then change the “Start Date” to 01/01/2025.
- Leave the “End Date” as 06/30/2025.

|        |   |                              |                          |                             |  |
|--------|---|------------------------------|--------------------------|-----------------------------|--|
| 000003 | CE-ESSA T1 Schools( 75046 )<br>27784 - COMMUNITY REP A (6 Hrs / 5 Days) | 30453673<br>Active<br>90.00  | 07/01/2024<br>06/30/2025 | 34114.00<br>0<br>0.00       | <br>  |
| 990003 | CE-ESSA T1 Schools( 75046 )<br>27784 - COMMUNITY REP A (6 Hrs / 5 Days) | 30453673<br>Suspenc<br>90.00 | 01/01/2025<br>06/30/2025 | -17059.00<br>0<br>-17059.00 | <br> |

**SPSA Modifications saved successfully!**

**Budget Items Validated Successfully!**

1

Save Modification As Draft

Submit Final Modification

2

To see the salary savings:

1. Click the "Save Modification As Draft" button.
2. The salary savings will appear as a negative amount.
3. After the school saves the modification as a draft, the textbox turns to white, as shown.
  - **NOTE: If there are errors, salary savings will not display until the errors are corrected.**



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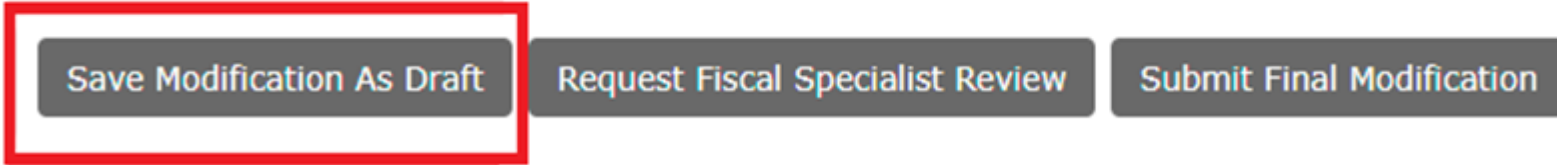
|        |  |          |            |           |   |
|--------|--|----------|------------|-----------|---|
| 000003 | CE-ESSA T1 Schools( 7S046 )              | 30453673 | 07/01/2024 | 34114.00  |  |
|        | 27784 - COMMUNITY REP A (6 Hrs / 5 Days) | Active   | 06/30/2025 | 0         |  |
|        |  | 90.00    |            | 0.00      |   |
| 990003 | CE-ESSA T1 Schools( 7S046 )              | 30453673 | 01/01/2025 | -17059.00 |  |
|        | 27784 - COMMUNITY REP A (6 Hrs / 5 Days) | Suspenc  | 06/30/2025 | 0         |  |
|        |  | 90.00    |            | -17059.00 |   |

- The completed entries are shown above. The salary savings from the suspended position is \$17,059.00.

## SPSA Modifications saved successfully!

- Please correct the following validation error(s)
- SeqNo: 990002-1110-2100-7S046 FA Does Not Match Derived For 7S046 Pgm and 10247 Bud Item

**NOTE:** Schools must click on "Request Fiscal Specialist Review" button prior to submitting the modification to LD Reviewer for final approval.



- SFE Errors display at the bottom of the screen as shown.
- The "SeqNo" identifies the budget item containing the error. In this example, SeqNo 990002 has an error. Even though there is an error, the modification has still been saved.
- This error was triggered because the school selected the wrong SACS Function number. The school needs to contact its principal, SAA, or Fiscal Specialist to obtain the correct SACS Function number and then correct the error before the school can submit the final modification to the Regional Approvers.
- **NOTE: If there are errors, salary savings will not be displayed. The school might need to contact its Fiscal Specialist for assistance with correcting an SFE error.**



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|                              |      |         |      |   |      |       |      |   |      |   |      |         |
|------------------------------|------|---------|------|---|------|-------|------|---|------|---|------|---------|
| 14692-COORD X (NON-TUTOR)    | 0.00 | 5,411   | 0.00 | 0 | 0.00 | 0     | 0.00 | 0 | 0.00 | 0 | 0.00 | 5,411   |
| 14693-TCHR X (NON-TUTOR)     | 0.00 | 14,610  | 0.00 | 0 | 0.00 | 0     | 0.00 | 0 | 0.00 | 0 | 0.00 | 14,610  |
| 30165-HEALTH WELFARE CERT    | 0.00 | -7,100  | 0.00 | 0 | 0.00 | 0     | 0.00 | 0 | 0.00 | 0 | 0.00 | -7,100  |
| 30166-RETIREE BNFTS CERT     | 0.00 | -2,250  | 0.00 | 0 | 0.00 | 0     | 0.00 | 0 | 0.00 | 0 | 0.00 | -2,250  |
| 30210-TA HEALTH&MEDBENEFIT   | 0.00 | 22,708  | 0.00 | 0 | 0.00 | 0     | 0.00 | 0 | 0.00 | 0 | 0.00 | 22,708  |
| 40124-NON-CAP EQUIP CLSRM    | 0.00 | 12,480  | 0.00 | 0 | 0.00 | 0     | 0.00 | 0 | 0.00 | 0 | 0.00 | 12,480  |
| 40127-GEN SUPPLIES TECHNO    | 0.00 | 3,780   | 0.00 | 0 | 0.00 | 0     | 0.00 | 0 | 0.00 | 0 | 0.00 | 3,780   |
| 40239-POTENTIAL FNDING VAR   | 0.00 | 4,437   | 0.00 | 0 | 0.00 | 0     | 0.00 | 0 | 0.00 | 0 | 0.00 | 4,437   |
| 50002-CONTR INSTRL SVC       | 0.00 | 0       | 0.00 | 0 | 0.00 | 3,072 | 0.00 | 0 | 0.00 | 0 | 0.00 | 3,072   |
| 40239 - POTENTIAL FNDING VAR | 0    | 0       | 0    | 0 | 0    | 0     | 0    | 0 | 0    | 0 | 0    | 0       |
| 40261 - PENDING DISTRIBUTION | 0    | 17,059  | 0    | 0 | 0    | 0     | 0    | 0 | 0    | 0 | 0    | 44,234  |
|                              | 6.00 | 233,728 | 0.00 | 0 | 0.00 | 3,072 | 0.00 | 0 | 0.00 | 0 | 6.00 | 236,800 |

- The salary savings from the suspended position appears in Pending Distribution #40261 as \$17,059.00.
- The school needs to reallocate the savings to purchase something else and reduce the Pending Distribution.
- By year end schools are encouraged to spend all their Pending Distribution amount (line #40261).

# Close Positions





| SeqNo  | Pillar<br>Funding Source<br>Budget Description  | Position No<br>Position Status<br>Funding<br>Percentage  | Start Date<br>End Date   | Total Cost(\$)<br>Previous Cost(\$)<br>Difference(\$)   | Copy<br>Line<br>Delete  |
|--------|---|--|--|---|---|
| 000002 | <input type="text" value="CE-ESSA T1 Schools( 7S046 )"/><br><input type="text" value="27785 - COMMUNITY REP C (6 Hrs / 5 Days)"/> | <input type="text" value="30455659"/><br><input type="text" value="Closed"/> <input type="text" value="100.00"/> | <input type="text" value="07/01/2024"/><br><input type="text" value="07/01/2024"/> | <input type="text" value="0.00"/><br><input type="text" value="56,220"/><br><input type="text" value="- 56,220"/> | <input type="button" value="+"/><br><input type="button" value="🗑️"/> |





To close a position for the entire 2024-2025 school year:

- (1) Select a Position Status of "Closed" from the "Start Date End Date" column.
- (2) Enter "Start Date" 07/01/2024.
- (3) Enter "End Date" 07/01/2024.

|                              |      |         |      |   |      |       |      |   |      |   |      |   |      |         |
|------------------------------|------|---------|------|---|------|-------|------|---|------|---|------|---|------|---------|
| 14692-COORD X (NON-TUTOR)    | 0.00 | 5,411   | 0.00 | 0 | 0.00 | 0     | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 5,411   |
| 14693-TCHR X (NON-TUTOR)     | 0.00 | 14,610  | 0.00 | 0 | 0.00 | 0     | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 14,610  |
| 30165-HEALTH WELFARE CERT    | 0.00 | -7,100  | 0.00 | 0 | 0.00 | 0     | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | -7,100  |
| 30166-RETIREE BNFTS CERT     | 0.00 | -2,250  | 0.00 | 0 | 0.00 | 0     | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | -2,250  |
| 30210-TA HEALTH&MEDBENEFIT   | 0.00 | 22,708  | 0.00 | 0 | 0.00 | 0     | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 22,708  |
| 40124-NON-CAP EQUIP CLSRM    | 0.00 | 12,480  | 0.00 | 0 | 0.00 | 0     | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 12,480  |
| 40127-GEN SUPPLIES TECHNO    | 0.00 | 3,780   | 0.00 | 0 | 0.00 | 0     | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 3,780   |
| 40239-POTENTIAL FNDING VAR   | 0.00 | 4,437   | 0.00 | 0 | 0.00 | 0     | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 4,437   |
| 50002-CONTR INSTRL SVC       | 0.00 | 0       | 0.00 | 0 | 0.00 | 3,072 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 3,072   |
| 40239 - POTENTIAL FNDING VAR | 0    | 0       | 0    | 0 | 0    | 0     | 0    | 0 | 0    | 0 | 0    | 0 | 0    | 0       |
| 40261 - PENDING DISTRIBUTION | 0    | 56,220  | 0    | 0 | 0    | 0     | 0    | 0 | 0    | 0 | 0    | 0 | 0    | 74,156  |
|                              | 6.00 | 233,728 | 0.00 | 0 | 0.00 | 3,072 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 6.00 | 236,800 |

- When the school saves the modification as a Draft, the salary savings from the closed position appears in the Modification Budget Summary page's Pending Distribution #40261. In this example, the savings amount is \$56,220.
- The school needs to reallocate the savings and reduce the Pending Distribution.

| SeqNo  | Pillar<br>Funding Source<br>Budget Description                          | Position No<br>Position Status<br>Funding<br>Percentage | Start Date<br>End Date   | Total Cost(\$)<br>Previous Cost(\$)<br>Difference(\$) | Copy<br>Line<br>Delete   |
|--------|---|---|--------------------------|---|--|
| 000002 | CE-ESSA T1 Schools( 7S046 )<br>27785 - COMMUNITY REP C (6 Hrs / 5 Days) | 30455659<br>Closed<br>100.00                            | 07/01/2024<br>12/31/2024 | 17105.00<br>35875.00<br>-18770.00                     | <br> |

To close a position for a partial year:

1. Enter the Position Status as "Closed" using the dropdown arrow in the "Position Status" column.
2. Enter the Start Date and End Date for the closed position in the blue boxes. Verify the closed dates with your Fiscal Specialist. For Teacher Assistant positions ask your Fiscal Specialist to supply the TA adjustment.

- **NOTE: A school can add a new position for the remainder of the year using the same Position Number if desired.**

# Modify Position

[Add New Position](#) [Modify Positions](#) 

1) If creating or modifying a position to 0.5 FTE (Full Time Equivalent) or less, the cost of benefits may need to be adjusted. To determine the exact amount of adjustment, please contact the fiscal specialist assigned to your school.

2) **FOR TEACHER ASSISTANT POSITIONS**, creation, closure, or capture of salary savings with dates other than the full fiscal year may require salary and/or benefit adjustment. Please contact the fiscal specialist assigned to your school.

| SeqNo  | Funding Source<br>Budget Description  | Position No<br>Position Status<br>Funding Percentage  | Start Date<br>End Date   | Total Cost(\$)<br>Previous Cost(\$)<br>Difference(\$)   | Copy<br>Line<br>Delete  |
|--------|---|---|--|---|---|
| 990002 | <input type="text" value="CE-ESSA T1 Schools( 7S046 )"/><br><input type="text" value="27785 - COMMUNITY REP C (6 Hrs / 5 Days)"/> | <input type="text" value="NS462855"/><br><input type="text" value="Active"/><br><input type="text" value="100.00"/> | <input type="text" value="07/01/2024"/><br><input type="text" value="06/30/2025"/> | <input type="text" value="56220.00"/><br><input type="text" value="56220.00"/><br><input type="text" value="0.00"/> | <br> <br> |

- If the school accidentally selected the wrong budget item for modification, it can be deleted from the modification by clicking on the trash can located in the far, right column. It can be reselected from the Modify Position button.
- **NOTE: Schools can change the Position item's Position Number, Position Status, Start Date, End Date and Funding%.**

# Modify Position Start or End Date

| SeqNo  | Pillar<br>Funding Source<br>Budget Description   | Position No<br>Position Status<br>Funding<br>Percentage   | Start Date<br>End Date   | Total Cost(\$)<br>Previous Cost(\$)<br>Difference(\$)  | Copy<br>Line<br>Delete  |
|--------|--|---|--|--|---|
| 000003 | <input type="text" value="CE-ESSA T1 Schools( 7S046 )"/><br><input type="text" value="14496 - INTRVN/PREV SUP COOR (6 Hrs / 5 Days)"/> | <input type="text" value="30487025"/><br><input type="text" value="Active"/> <input type="button" value="v"/><br><input type="text" value="100.00"/> <input type="button" value="v"/> | <input type="text" value="10/02/2024"/> <input type="button" value="📅"/><br><input type="text" value="06/30/2024"/> <input type="button" value="📅"/> | <input type="text" value="104514.00"/><br><input type="text" value="156770.00"/><br><input type="text" value="-52256.00"/> | <input type="button" value="📄"/><br><input type="button" value="🗑️"/> |

- Schools can change the position start date and/or the position end date by using the calendar icon or typing in a new date in the "Start Date End Date" column. In this example, ABC School's intervention/Prevention Coordinator has a late start date 10/2/2024 and is funded in program 7S046. There is a salary savings in the amount of \$52,256.00
- NOTE: The Total Cost in the example above is updated because the school has saved the modification as a draft, and as a result the position is synced with SFE. As soon as the school clicks the "Save Modification as Draft" button, the Total Cost updates unless there is an error.**



- Information Only! This position: 30028349 is funded at less than 100%. Please ensure that the remaining percentage of the position is funded.

**NOTE: Schools must click on "Request Fiscal Specialist Review" button prior to submitting the modification to LD Reviewer for final approval.**

Save Modification As Draft

Request Fiscal Specialist Review

Submit Final Modification

- Whenever a position is funded with less than 100% categorical program funding, an informational message appears in blue text after the school clicks the "Save Modification as Draft" button or the "Submit Final Modification" button. The message notifies the school that the position might be funded less than 100%. For example, if ABC School wants to buy a Teacher Assistant position using 50% Title I (7S046) and 50% general fund, a blue informational message will appear when it clicks the "Save Modification as Draft" or the "Submit Final Modification" button. The message is a reminder that the position might be less than 100% funded and that the school should check.
- If, on the other hand, ABC School wants to fund a MS College and Career Coach position using 50% Title I (7S046) and 50% 7T124, then a blue informational message will not appear when the school clicks the "Save Modification as Draft" button or the "Submit Final Modification" button because both categorical programs add up to 100% funding and already appear in the school's SPSA.
- **NOTE: The blue text is informational only and does not prevent the school from submitting its modification for Final Approval.**





# Modify Position Hours and Days

**Before reducing hours and days**

| SeqNo  | Pillar<br>Funding Source<br>Budget Description | Position No<br>Position Status<br>Funding<br>Percentage | Start Date<br>End Date | Total Cost(\$)<br>Previous Cost(\$)<br>Difference(\$) | Copy<br>Line<br>Delete |
|--------|--|---|------------------------|---|------------------------|
| 000002 | CE-ESSA T1 Schools( 7S046 )                    | 30455659  | 07/01/2024             | 56220.00  |                        |
|        | 27785 - COMMUNITY REP C (6 Hrs / 5 Days)       | Active  | 06/30/2025             | 56220.00  |                        |
|        |  | 100.00  |                        | 0.00  |                        |

**After reducing hours and days**

| SeqNo  | Pillar<br>Funding Source<br>Budget Description | Position No<br>Position Status<br>Funding<br>Percentage | Start Date<br>End Date | Total Cost(\$)<br>Previous Cost(\$)<br>Difference(\$) | Copy<br>Line<br>Delete |
|--------|--|---|------------------------|---|------------------------|
| 000002 | CE-ESSA T1 Schools( 7S046 )                    | 30455659  | 07/01/2024             | 43614.00  |                        |
|        | 27785 - COMMUNITY REP C (4 Hrs / 5 Days)       | Active  | 06/30/2025             | 56220.00  |                        |
|        |  | 100.00  |                        | -12606.00   |                        |

**After saving as a Draft see the Total Cost(\$)**

- To modify a position hours and days, reselect the same budget item with correct hours and days from the Budget item drop down as shown. When saved as a Draft, the Total Cost will update.

# Add New Non-Position

Add New Non Position

Modify Non Positions



| SeqNo    | Pillar<br>Funding Source<br>Budget Description   | Rate Type<br>Rate(\$)<br>SACS<br>Function                            |                    | Previous Cost<br>Difference(\$)              | Delete |
|----------|--|--|--------------------|--|--------|
| 990005   | <input type="text" value="CE-ESSA T1 Schools( 7S046 )"/><br><input type="text" value="Select"/><br><input type="text" value="Select"/> | <input type="text"/><br><input type="text"/><br><input type="text"/> | Total Cost<br>0.00 | <input type="text"/><br><input type="text"/> |        |
| Upload A | 10246 - DIFF INSTL COACH SEC<br>10247 - DIFF INSTL COACH ELM<br>10376 - TUTOR TCHR X TIME  |  |                    |  |        |
| Choose   |  |  |                    |  |        |

- Select the Add New Non-Position button.
- Select the budget item and save the modification as a Draft.

Add New Non Position

Modify Non Positions



| SeqNo  | Pillar<br>Funding Source<br>Budget Description   | Rate Type<br>Rate(\$)<br>SACS<br>Function   |  | Previous Cost<br>Difference(\$)              | Delete                            |
|--------|--|---|--|--|-----------------------------------|
| 990005 | <input type="text" value="CE-ESSA T1 Schools( 7S046 )"/><br><input type="text" value="10376 - TUTOR TCHR X TIME"/> | <input type="text" value="H"/><br><input type="text" value="90.18"/><br><input type="text" value="1000"/> | Hour(s)<br><input type="text" value="100.00"/><br>Total Cost<br><input type="text" value="9018.00"/> | <input type="text"/><br><input type="text"/> | <input type="button" value="🗑️"/> |

- Enter the hours/days/months/trips/year/semesters and the Total Cost will update.
- Save the modification as a Draft.

# Modify Non-Position

Add New Non Position

Modify Non Positions

1

Select the lines to modify and click Start Editing button

| Select                              | Seq No | Funding Source & Budget Description                                 | Budget Item No & Commitment Item | Current Cost(\$) |
|-------------------------------------|--------|---|----------------------------------|------------------|
| <input type="checkbox"/>            | 000012 | CE-ESSA T1 Schools( 7S046 )<br>10378 - TCH REL DTD SUB CAT (6 Hrs)  | 10378<br>110002                  | 10000.00         |
| <input type="checkbox"/>            | 000011 | CE-ESSA T1 Schools( 7S046 )<br>11760 - PROB SOLV DT CRD DIF         | 11760<br>190004                  | 10000.00         |
| <input type="checkbox"/>            | 000009 | CE-ESSA T1 Schools( 7S046 )<br>12106 - ITIN NURSE (6 Hrs / 0.5 Day) | 12106<br>120041                  | 10000.00         |
| <input checked="" type="checkbox"/> | 000010 | CE-ESSA T1 Schools( 7S046 )<br>14693 - TCHR X (NON-TUTOR)           | 14693<br>110004                  | 10000.00         |

2

3

Start Editing

1. Click the “Modify Non-Positions” button.
2. Select the checkbox for each budget item to be modified.
3. Click the Start Editing button.




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|        |                             |       |            |          |   |
|--------|-----------------------------|-------|------------|----------|---|
| 000010 | CE-ESSA T1 Schools( 75046 ) | H     | Hour(s)    | 10000.00 | ⊘ |
|        | 14693 - TCHR X (NON-TUTOR)  | 89.70 | 111.48     | 0.00     |   |
|        |                             | 1000  | Total Cost | 10000.00 |   |

- The data in the blue textboxes can be changed.
- Note: SeqNo starting with a zero (0) means it was entered in the SFE and it cannot be deleted, however, you can change the value in the blue Hour(s) and Semester textboxes to zero.



| SeqNo  | Pillar<br>Funding Source<br>Budget Description   | Rate Type<br>Rate(\$)<br>SACS<br>Function   |  | Previous Cost<br>Difference(\$)              | Delete  |
|--------|--|---|--|--|---|
| 000003 | <input type="text" value="CE-ESSA T1 Schools( 7S046 )"/><br><input type="text" value="10376 - TUTOR TCHR X TIME"/> | <input type="text" value="H"/><br><input type="text" value="90.18"/><br><input type="text" value="1000"/> | Hour(s)<br><input type="text" value="100"/><br>Total Cost<br><input type="text" value="9018"/> | <input type="text"/><br><input type="text"/> |  |

- If the school accidentally selected the wrong budget item for modification, it can be deleted from the modification by clicking on the trash can located in the far, right column. It can be reselected from the Modify Non-Position button.
- **Note: Schools can change the Non-Position item's SACS Function, Days, Hours, Semesters, Trips, Years, and total cost (for lump sum items).**

# COFE Changes & Canceling a Modification

# SPSA Modification Details

[View All Modification History](#)

[SPSA Modification Resources](#)

**NOTE:** Due to changes in COFE costs, one or more budget items cost may have changed


| Modification Id & Program Modified | Created By & Created Date | Purpose of the Modification | Status | PACE Review | EL Review | Title I Review | LD COSA/Director Approval | Fiscal Specialist Approval |
|------------------------------------|---------------------------|-----------------------------|--------|-------------|-----------|----------------|---------------------------|----------------------------|
|------------------------------------|---------------------------|-----------------------------|--------|-------------|-----------|----------------|---------------------------|----------------------------|

- If cost changes occurred in Central Office Front End (COFE), a message will display in the upper left corner of the page, as shown above in red.
- If the current modification status is "Pending Review," the Regional approvers' e-signatures will be deleted, and the modification will revert to "Draft" status.
- The school should check whether there are impacts to the cost of budget items.




## Before Modification is cancelled

## SPSA Modification

| Mod ID Program                | Created By Created Date      | Purpose                             | Technical Correction of Mod ID | Status         | FACE Review                      | EL Review | Title I Review | LD Director Approval | Fiscal Specialist Approval | Cancel Delete Print   |
|-------------------------------|------------------------------|-------------------------------------|--------------------------------|----------------|----------------------------------|-----------|----------------|----------------------|----------------------------|---|
| <a href="#">4598</a><br>7E046 | BERVER, ISMAEL<br>09/16/2024 | Revision of SPSA content and budget |                                | Pending Review | GUERRERO, MEGAN on<br>09/16/2024 |           |                |                      |                            |  |

## After Modification is cancelled

| Mod ID Program                | Created By Created Date      | Purpose  | Technical Correction of Mod ID | Status | FACE Review | EL Review | Title I Review | LD Director Approval | Fiscal Specialist Approval | Cancel Delete Print   |
|-------------------------------|------------------------------|--|--------------------------------|--------|-------------|-----------|----------------|----------------------|----------------------------|---|
| <a href="#">4570</a><br>75046 | BERVER, ISMAEL<br>06/28/2024 | New allocation, salary savings, or release of Potential Funding Variance (PFV) |                                | Draft  |             |           |                |                      |                            |  |

- A school can cancel a modification with a Status of “Pending Review”. The Status changes to “Draft” and all Regional Reviewers’ e-signatures are erased.
- A modification with a Status of “Draft” can be revised and resubmitted and the Status will change to “Pending Review.”
- Once all Regional Reviewers have approved a modification and the modification has been submitted to the Fiscal Specialist, the Status changes to “Submitted” and the school cannot cancel the modification. However, the school can request the Fiscal Specialist to reject it and the Status will change to Draft.
- When the Fiscal Specialist posts the modification in SFE, the Status is “Approved”.



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# Modification Submission



Only the Principal or Assistant Principal can check the box and enter the Date approved by SSC.

Date Approved by SSC  1

2  I certify that the SPSA Modification has been prepared in accordance with [EC Section 64001\(i\)](#) and all corresponding documentation is on file at the school site

School principal name  Date:  3  e-Signature \*

Save Modification As Draft

Submit Final Modification

1. **Only the Principal or Assistant Principal** can enter the date in the box labeled “Date Approved by SSC:”
  2. **Only the Principal or Assistant Principal** can click the checkbox beside the ED code 64001 (i).
  3. **Only the Principal or Assistant Principal** can click the checkbox beside the “e-Signature.” Designees will not be able to click the checkbox.
- It is recommended to request your Fiscal Specialist to review before submitting the modification to the Regional Reviewers, in case change(s) need to be made, however it is not required.
  - After the modification has been completed, **only the Principal or Assistant Principal** can click the “Submit Final Modification” button to submit it to Regional approvers.
  - The Regional approvers will receive an email notification that the modification is ready for review.
  - Otherwise, click the “Save Modification As Draft” to continue working on it at a later time.



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# SPSA Modification Approval



Local District Director

Revision Required

Approved

Name: John Doe

Signed Date: 10/27/2022

Local District PACE Administrator

Revision Required

Reviewed

Name: Jane Doe

Signed Date: 10/27/2022

Please check Revision Required/Approved check box and click Save SPSA Modification Decision button

Save SPSA Modification Decision

- **Modification requests with no budget changes:**
  - The Regional Director and the Regional Reviewers are the approvers.
  - Email notification is sent to the Principal and Designee(s) whenever a modification has been approved or a revision has been requested.

| Approval Process                |                    |
|---------------------------------|--------------------|
| Compliance Coordinator Approval | To Be Determined ▼ |
| Local District Approval         | To Be Determined ▼ |
| Fiscal Staff Approval           | To Be Determined ▼ |

Note: If any Approval is denied, the WIP will automatically be Rejected

- **Modification requests with budget change(s):**
  - The system automatically displays all Regional Reviewer(s).
  - After the last Regional Reviewer approves, an email notification is sent to the Fiscal Specialist and the Principal.
  - The Fiscal Specialist still goes into the SFE and approves the Compliance Coordinator, Regional Approval to post.



# SPSA Modification Approval

|                                   |  |  |                |                         |
|-----------------------------------|--|--|----------------|-------------------------|
| Local District Director           | <input type="checkbox"/> Revision Required | <input checked="" type="checkbox"/> Approved | Name: John Doe | Signed Date: 10/27/2022 |
| Local District PACE Administrator | <input type="checkbox"/> Revision Required | <input checked="" type="checkbox"/> Reviewed | Name: Jane Doe | Signed Date: 10/27/2022 |

Please check Revision Required/Approved check box and click Save SPSA Modification Decision button

Document No #0000413655 Fund 7E046

Save SPSA Modification Decision

- **Modification requests with budget change(s):**
  - Once a modification is posted in SFE by the Fiscal Specialist the Status on the SPSA side changes from "Submitted" to "Approved".
  - The approval date displays underneath the name of each approver at the top of the SPSA Modification Dashboard page.
  - An email notification is sent from SFE to the Principal only. A Document Number will display for the approved program (see above) and SFE will email the School Budget Signature form to the principal.



# SPSA Modification Approval

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Local District Director

Revision Required

Approved

Name: Mr. Magoo

Signed Date: 10/27/2022

Please check Revision Required/Approved check box and click Save SPSA Modification Decision button

The Title I program budget was rejected by the Fiscal Specialist for program 7S046

Save SPSA Modification Decision

- A Fiscal Specialist can reject a program's budget (as shown above).
- In this example, the school should contact its Fiscal Specialist and make the required changes to the rejected budget for program 7S046, and then resubmit the modification for approval.
- The school cannot create another modification for the same Program Fund (In this example it is 7S046) until the current modification's rejected program modification has been corrected and approved by Regional Reviewers and posted by the Fiscal Specialist.



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# SPSA Modification

[Create New Modification](#) [SPSA Modification Resources](#)




| Mod ID Program                | Created By<br>Created Date   | Purpose  | Technical Correction of Mod ID | Status           | FACE Review                      | EL Review | Title I Review                 | LD Director Approval              | Fiscal Specialist Approval      | Cancel<br>Delete<br>Print |
|-------------------------------|------------------------------|--|--------------------------------|------------------|----------------------------------|-----------|--------------------------------|-----------------------------------|---------------------------------|---------------------------|
| <a href="#">4570</a><br>75046 | BERVER, ISMAEL<br>06/28/2024 | New allocation, salary savings, or release of Potential Funding Variance (PFV) |                                | 1 Draft          |                                  |           |                                |                                   |                                 | <br><br>                  |
| <a href="#">4598</a><br>7E046 | BERVER, ISMAEL<br>09/16/2024 | Revision of SPSA content and budget  |                                | 2 Pending Review | GUERRERO, MEGAN on<br>09/16/2024 |           |                                |                                   |                                 | <br><br>                  |
| <a href="#">4570</a><br>75046 | BERVER, ISMAEL<br>06/28/2024 | New allocation, salary savings, or release of Potential Funding Variance (PFV) |                                | 3 Submitted      |                                  |           | CORRAL, REYNA on<br>09/05/2024 | DOWNING, WILLIAM on<br>09/05/2024 |                                 | <br><br>                  |
| <a href="#">4598</a><br>7E046 | BERVER, ISMAEL<br>09/16/2024 | Revision of SPSA content and budget  |                                | 4 Approved       | GUERRERO, MEGAN on<br>09/16/2024 |           | CORRAL, REYNA on<br>09/05/2024 | DOWNING, WILLIAM on<br>09/16/2024 | GONZALEZ, JESSICA<br>09/05/2024 | <br><br>                  |

Each stage of the Approval process is shown. If there are no budget changes the Status will not display “Submitted”, however it will display “Draft”, “Pending Review” or “Approved” whichever is applicable.

1. When a modification is still in progress and has not been submitted for Regional approvals the Status will display as “Draft”.
2. When a modification has been sent to the Regional approvers the Status will display as “Pending Review”.
3. When a modification has been submitted to the Fiscal Specialist the Status will display as “Submitted”.
4. When a modification has been approved the Status will display as “Approved” along with the date the final Regional approver approved it.

# SPSA Modification

Create New Modification SPSA Modification Resources

| Mod ID Program                | Created By Created Date      | Purpose                             | Technical Correction of Mod ID | Status   | FACE Review                      | EL Review | Title I Review | LD Director Approval              | Fiscal Specialist Approval | Cancel Delete Print   |
|-------------------------------|------------------------------|-------------------------------------|--------------------------------|----------|----------------------------------|-----------|----------------|-----------------------------------|----------------------------|---|
| <a href="#">4598</a><br>7E046 | BERVER, ISMAEL<br>09/16/2024 | Revision of SPSA content and budget |                                | Approved | GUERRERO, MEGAN on<br>09/16/2024 |           |                | DOWNING, WILLIAM on<br>09/16/2024 | GONZALEZ, JESSICA          | <br><br> |

- The school’s Plan Modification Dashboard will display each Regional Reviewer’s name and date of approval
- The Program Fund determines the Regional Reviewers. In this example, a FACE Program Fund budget item was changed, so the only Regional Reviewer approvals required are the FACE and the Regional Director.
- When all required Regional Reviewers have approved a SPSA Modification, the column entitled “Status” displays “Approved” along with the date of approval.
- **Note: The Fiscal Specialist’s posting date will not be displayed.**

# Appendix

**SPSA Modification Approval Process Flow Chart**

**SPSA Modification Resources**

**Document Upload**

**Modification History**

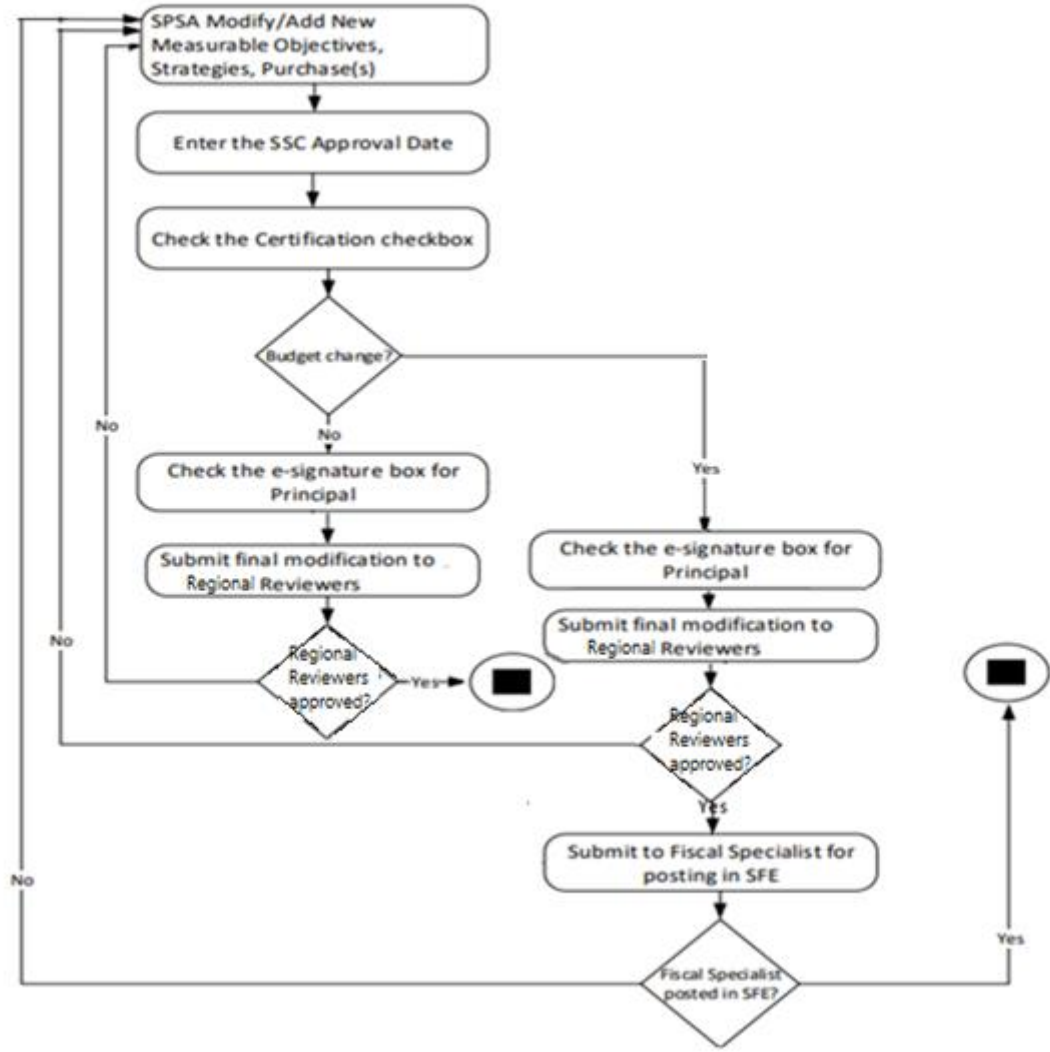
**Printing and Saving a Modification PDF**



# Current SPSA Modification Approval Process Flows



School input into SPSA



# [SPSA Modification Resources](#)

[Home](#) > [Intensive Support](#) > [Federal and State Education Programs](#) > [School Plan for Student Achievement \(SPSA\)](#)

## Online SPSA Modification and Resources

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Shown below are frequently asked questions and answers about the online School Plan for Student Achievement (SPSA) Modification platform. Federal and State Education Programs may periodically update this list to reflect new questions or changes that arise. Please contact your Local District Title I Coordinator if you have more in-depth questions concerning specific scenarios.

## Online SPSA Modification

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To access the Online SPSA Modification, click on the button below.

[Launch Online SPSA Modification](#)

## Job Aid PowerPoint for Online SPSA-to-CM0 Modifications

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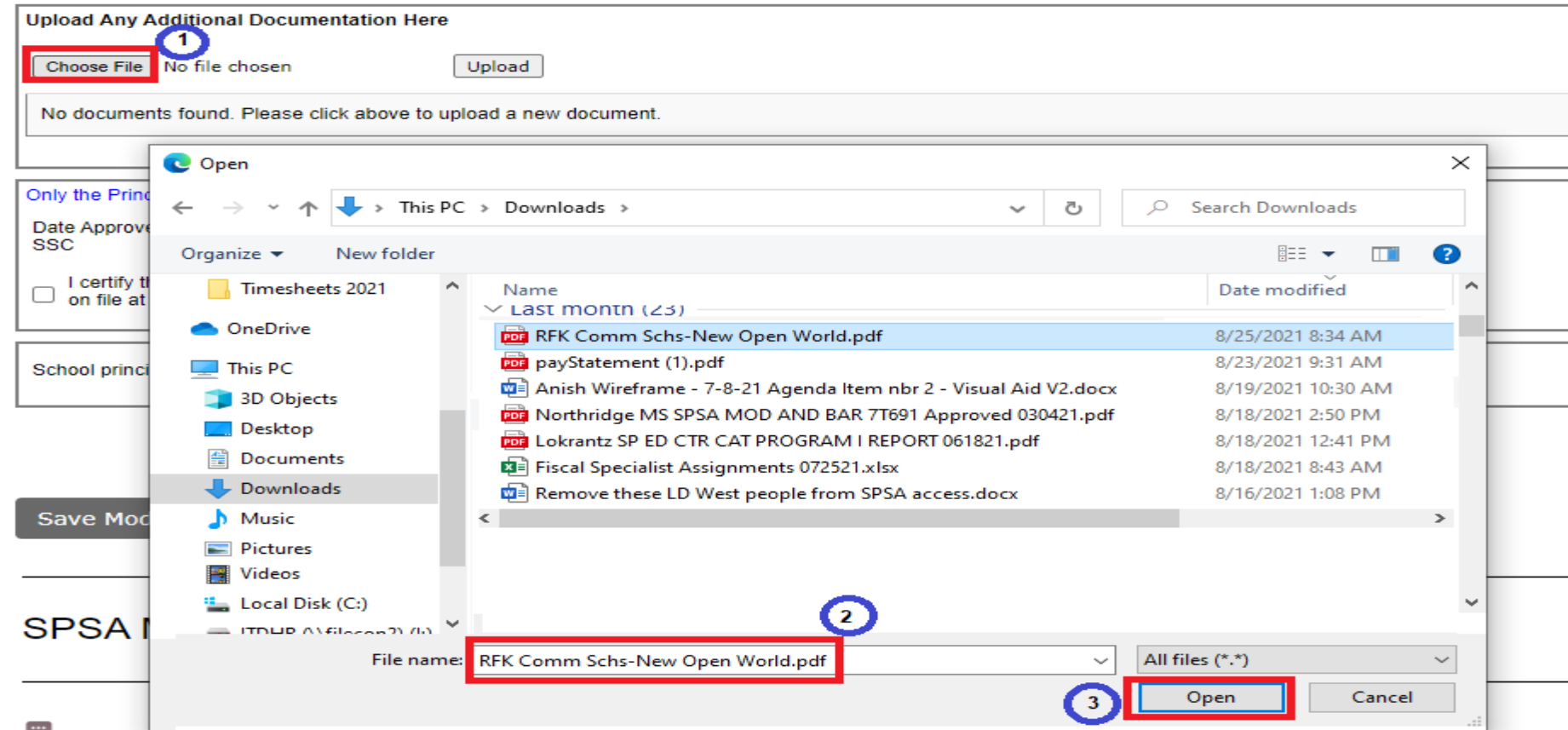
[SPSA CM0 2023-2024 Modification Training](#)

## Frequently Asked Questions – Online SPSA-to-CM0 Modification Resources (Updated: 8-2-2021)

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|  |                            |
|--|----------------------------|
|  | <a href="#">Expand All</a> |
| <a href="#">FAQ Creating Modifications</a> | >                          |
| <a href="#">FAQ SACS Numbers</a>           | >                          |
| <a href="#">FAQ Approval/Rejection</a>     | >                          |
| <a href="#">FAQ Allocations/Balances</a>   | >                          |
| <a href="#">FAQ Comments</a>               | >                          |

- The SPSA Modification Resources link includes Job Aids and FAQs. The link is located at the top right section of the Modification Details page, which appears when a school creates a new modification or opens an existing modification.



The SPSA Modification Details page includes a document upload feature located just above the Date Approved by SSC and Certification section.

1. Click the "Choose File" button, as shown.
2. Select the file to upload. Acceptable file types are pdf, doc, docx, xls, xlsx, and txt.
3. Click the "Open" button.





Upload Any Additional Documentation Here

Choose File No file chosen

Upload

File was uploaded successfully.

| File   | Uploaded by | Uploaded on          | Edit File Name  | Delete  |
|--|-------------|----------------------|---|---|
| <a href="#">RFK Comm Schs-New Open World.pdf</a> | HODO, CHERI | 9/22/2021 1:24:36 PM |  |  |

- Click the “Upload” button to see the file listed in the File column, as shown. If the wrong file was uploaded, click the trash can located on the far-right column to delete it.

# SPSA Modification

Mod# 3025

Program: 7S046

List All  
Modification

Purpose:

Revision of SPSA content and budget

- To view the modification history, click the “List All Modifications” button as shown.

# SPSA Modification

Create New Modification

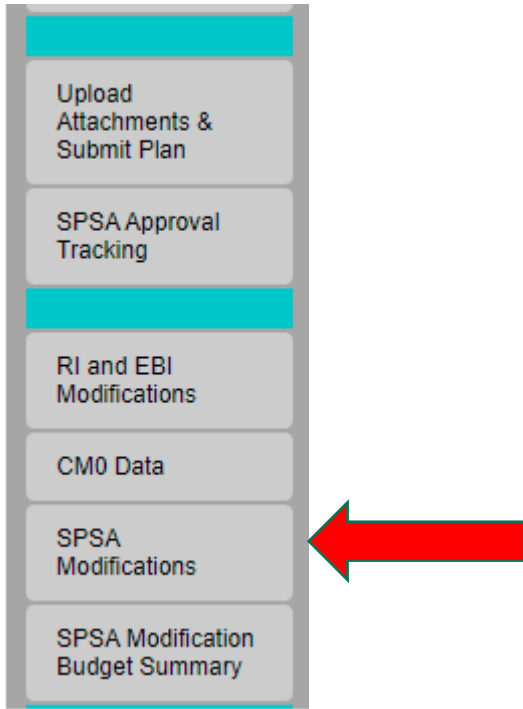
SPSA Modification Resources

| Mod ID<br>Program             | Created By<br>Created Date   | Purpose   | Technical<br>Correction<br>of Mod ID | Status            | FACE Review                      | EL Review | Title I Review                | LD Director Approval              | Fiscal Specialist Approval      | Cancel<br>Delete<br>Print |
|-------------------------------|------------------------------|---|--------------------------------------|-------------------|----------------------------------|-----------|-------------------------------|-----------------------------------|---------------------------------|---------------------------|
| <a href="#">4570</a><br>75046 | BERVER, ISMAEL<br>06/28/2024 | New allocation, salary savings, or<br>release of Potential Funding Variance (PFV) |                                      | Draft             |                                  |           |                               |                                   |                                 | <br><br>                  |
| <a href="#">4598</a><br>7E046 | BERVER, ISMAEL<br>09/16/2024 | Revision of SPSA content and budget   |                                      | Pending<br>Review | GUERRERO, MEGAN on<br>09/16/2024 |           |                               |                                   |                                 | <br><br>                  |
| <a href="#">4570</a><br>75046 | BERVER, ISMAEL<br>06/28/2024 | New allocation, salary savings, or<br>release of Potential Funding Variance (PFV) |                                      | Submitted         |                                  |           | CORRAL REYNA on<br>09/05/2024 | DOWNING, WILLIAM on<br>09/05/2024 |                                 | <br><br>                  |
| <a href="#">4598</a><br>7E046 | BERVER, ISMAEL<br>09/16/2024 | Revision of SPSA content and budget   |                                      | Approved          | GUERRERO, MEGAN on<br>09/16/2024 |           | CORRAL REYNA on<br>09/05/2024 | DOWNING, WILLIAM on<br>09/16/2024 | GONZALEZ, JESSICA<br>09/05/2024 | <br><br>                  |

- All modifications created in the current year are displayed.



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- To print or save a modification, click the “SPSA Modifications” button on the left-side navigation menu as shown.

# SPSA Modification

Create New Modification

SPSA Modification Resources

| Mod ID Program                | Created By Created Date      | Purpose  | Technical Correction of Mod ID | Status    | FACE Review                      | EL Review | Title I Review                 | LD Director Approval              | Fiscal Specialist Approval | Cancel Delete Print   |
|-------------------------------|------------------------------|--|--------------------------------|-----------|----------------------------------|-----------|--------------------------------|-----------------------------------|----------------------------|---|
| <a href="#">4570</a><br>75046 | BERVER, ISMAEL<br>06/28/2024 | New allocation, salary savings, or release of Potential Funding Variance (PFV) |                                | Submitted |                                  |           | CORRAL, REYNA on<br>09/05/2024 | DOWNING, WILLIAM on<br>09/05/2024 |                            | <br><br> |
| <a href="#">4598</a><br>7E046 | BERVER, ISMAEL<br>09/16/2024 | Revision of SPSA content and budget  |                                | Submitted | GUERRERO, MEGAN on<br>09/16/2024 |           |                                | DOWNING, WILLIAM on<br>09/16/2024 |                            | <br><br> |

- Click the printer button located in the far-right column to print a specific modification as shown.



LOGAN ST EL (1490401)

Los Angeles Unified School District  
School Plan for Student Achievement Modifications

2024-2025

LOGAN ST EL (1490401)

Modification Details

| Modification Id / Program Modified | Created By/ Created Date  | Purpose of the Modification         | Technical Correction of Mod ID | Status | PACE Review / Review Date | EL Review / Review Date | Title I Review / Review Date | LD COSA/Director Approval / Approval Date | Fiscal Specialist Approval |
|------------------------------------|---------------------------|-------------------------------------|--------------------------------|--------|---------------------------|-------------------------|------------------------------|---|----------------------------|
| 2812<br>7S046                      | AVILA, ALYSSA<br>8/4/2022 | Revision of SPSA content and budget |                                | Draft  |                           |                         |                              |   |                            |

What finding(s) from your Needs Assessment led you to adopt this strategy?

- The modification PDF is ready to print or save.

SPSA\_ModificationReport2021

1 / 5 | 100%

Print

ALDAMA EL (1202701)

Los Angeles Unified School District  
School Plan for Student Achievement Modifications

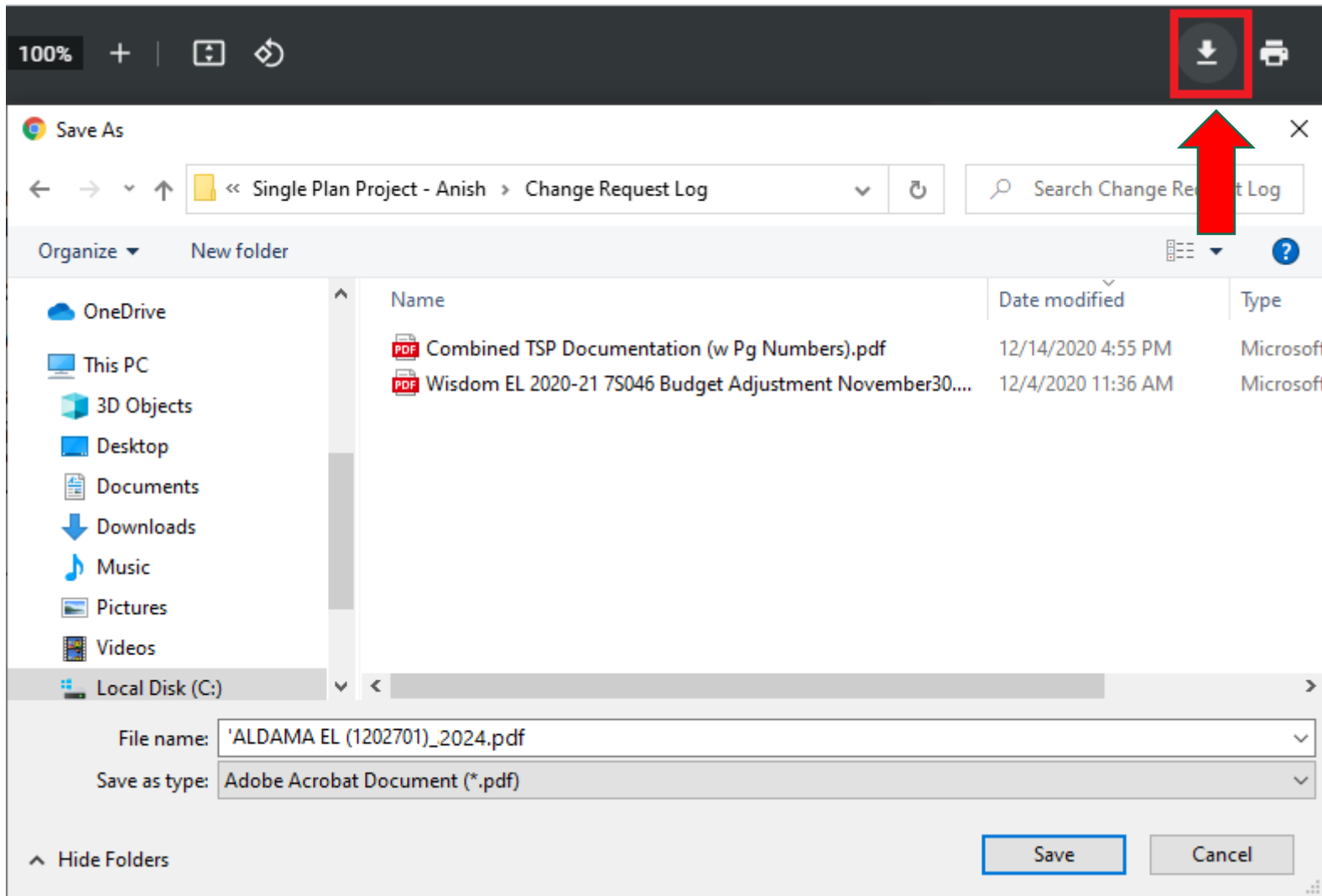
2024-2025

ALDAMA EL (1202701)

Modification Details

| Modification Id / Program Modified | Created By / Created Date | Purpose of the Modification                       | Status   | PACE Review / Review Date | EL Review / Review Date | Title I Review / Review Date | LD COSA/Director Approval / Approval Date | Fiscal Specialist Approval |
|------------------------------------|---------------------------|---|----------|---------------------------|-------------------------|------------------------------|---|----------------------------|
| 1669<br>7S046                      | lguti7<br>3/10/2021       | Revision of SPSA content with no change to budget | Approved |                           |                         | SALAS, OSCAR<br>3/11/2021    | CAMPOS, TITUS<br>3/10/2021                |                            |

- Click the printer icon to print.



- Click the arrow icon to download and save to a specified network drive, as shown.



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SPSA Modification (CM0) Training Evaluation Link:

<https://tinyurl.com/24-25-SPSA-CM0-Evaluation>

- Please visit the SPSA Modification (CM0) Training Evaluation Link and rate today's training session.
- We will review and compile evaluations to enhance and tailor future training sessions based on your responses.



# Contact Information

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