

Web Based Non-Compliance Instructions for Districts or Schools

Welcome to the web based non-compliance system. The following instructions will help your district view non-compliance items and complete the non-compliance plan. If you have difficulty please contact Janet Boyd at 515-281-3198 or janet.boyd@iowa.gov or your School Improvement Consultant.

1. Log into the DE Portal at:
<https://portal.ed.iowa.gov/iowalandingpage/Landing.aspx> using your secure log on user name and password.
2. Under the EdInfo tab click on the "Site Visit" button.
3. This is the district response page with all the non-compliance findings. Click on the "View Detail of all Noncompliant Findings" and enter your name, title, and phone number in the spaces. Click the "Certification" button. This action indicates you have been notified and have an understanding of the noncompliant findings for your district or school.
4. Click the back button to return to the response page.
5. Click on the "Edit" button to enter the required information for a specific non-compliant finding.
6. Enter the required information including District Action Plan, Projected Date of Completion, and Additional Documentation Required (all non-compliances will require some type of additional documentation to verify compliance).
7. Click on "Update" at the top of the page.
8. The state must approve each individual non-compliance action plan. The state will verify an item has been brought into compliance with a final approval. Email is generated for each action plan approved and another email will indicate final approval. The process is not complete until each non-compliance finding has received final state approval.