Dear Directors of Special Education,

The purpose of this message is to explain actions you need to take in order to access the new KSDE online IDEA LEA Targeted Improvement Plan (TIP) prior to the submission window for SFY2013 being opened.

- ✓ In order to submit the TIP, directors and/or their designees will need to be a *Registered User* of the KSDE Web Authenticated Application system and an approved user of the LEA IDEA Targeted Improvement Plan Online application.
- ✓ If you are not a *Registered User* of the KSDE Authenticated Application System you will need to complete and submit a KSDE User Registration Form in advance of April 16. Go here to get registered: https://online.ksde.org/authentication/login.aspx.
- ✓ *Registered Users* of the KSDE Authenticated Web Application System will need to add the LEA IDEA Targeted Improvement Plan to your account. Go here to add the TIP to the list in your account: https://online.ksde.org/authentication/login.aspx., click the **Manage My Account** link, check the box in front of IDEA LEA Targeted Improvement Plan, select your access level and then click **Submit.**
- ✓ Single districts and Cooperatives—it may be helpful to alert your Superintendent office. As with all KSDE Web applications, district superintendents' receive an email request for approval before access can be granted. All questions about registering need to go to the KSDE Web Authenticated Application System help desk: Karen McClintock, 785-296-7935 or email helpdesk@ksde.org.
- ✓ As stated above, the actual SFY2013 TIP application IS NOT open now. The above required steps will help make the transition smooth if done in advance. TIP SFY2013 dollar amounts, allowable costs and requirements remain unchanged. Leadership stipend amounts will vary depending on final district Level of Determinations.
- ✓ Please watch for an email in the next two weeks with additional how-to instructions, details and link to a webinar. The FY2013 TIP application window is scheduled to open April 16-20 and close on June 15, 2012. Questions regarding the TIP program may be emailed to either Kerry Haag khaag@ksde.org or Karen Maddox kmaddox@ksde.org.