

On-Line Probe Instructions  
September 1, 2018  
(Revised 12-1-18)

1. After the September ROE Superintendents Meeting you will receive an email invitation to establish a username (email address) and password to the on-line compliance probe.
2. Once you have established your on-line account, you can add other district personnel if you want them to have access to the probe for the purpose of uploading information.
3. We would recommend that you watch the video on the ROE26 website dealing with the on-line probe. It can be found under Testing and Services – Compliance. This video uses the FY18 probe as an example. There have been some changes made for the FY19 probe, but most of the video still applies.
4. You will begin the on-line probe by entering the information requested in the demographics section. You will fill in all of the information except the recommended recognition status which will be filled in by the Regional Office.
5. The on-line probe questions are divided into five sections. As you answer each question please upload the documentation that is requested to verify your answer. The probe calls this “potential evidence”. **Any item listed under potential evidence that has an asterisk is required to be uploaded.**
6. Once you have answered all the questions and uploaded the verification documents, you will hit the “submit to reviewer” button in the upper right-hand corner. **PLEASE NOTE THAT THE ON-LINE PROBE SHOULD BE SUBMITTED TO THE REVIEWER BY DECEMBER 1, 2018.**
7. There are some questions in the on-line probe that have a small schoolhouse next to the answers (see 207A). These questions have to be answered during the Regional Office’s on-site compliance visit. You will not be able to answer these questions prior to our visit.
8. Once you have submitted the on-line probe the Regional Office reviewer will check each answer and the verification documentation that has been submitted. If the answer and documentation are satisfactory, then the reviewer will “lock” that question and no further changes can be made to it. However, if the reviewer has a question about what has been submitted, he/she will flag that item and type a comment in the comment box following the question. After the reviewer has finished examining all of the questions, the on-line probe will be sent back to the district if there are questions.
9. The district will address any concerns if the on-line probe has been returned. Once the district has addressed all of the concerns, the district will resubmit the probe to the reviewer.

This back and forth between the district and reviewer will continue until all the issues have been resolved. Please remember that only a district administrator can submit the probe to the reviewer.

10. The video on the ROE26 website will explain the use of the search function at the top of each page in the probe and the legal references for each question. Both the search function and the legal references can be very useful tools.

11. Explanation of Responses:

YES – A “yes” response to a question indicates that the district is in compliance with this question and has uploaded the required verification documentation.

NO – A “no” response to a question indicates that the district is not in compliance with this question and has no plan of action to correct this deficiency.

IN PROGRESS – An “in progress” response to a question indicates that the district is not currently in compliance with this question but has developed a plan of action to correct this deficiency. In the comment section for this question the district should indicate what the plan of action is and provide the expected date when the district would be in compliance.