

Uploading Affirmation Forms in WISEgrants

Last Updated 6/17/2020

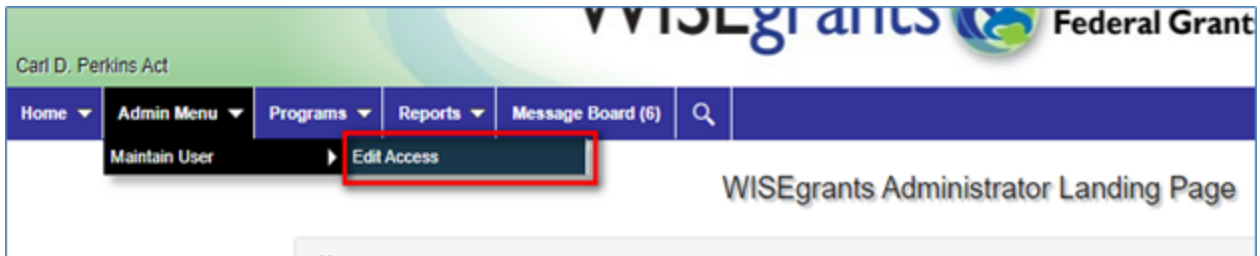
Introduction

LEAs with private schools residing within their boundaries must upload acceptable Private School Affirmation Forms for all private schools prior to accessing their ESEA and ESSER Grant Applications. Forms are acceptable when all questions are answered and when they have been signed and dated by both public and private school officials. Blank forms can be found here: [ESEA](#) and [CARES](#), or downloaded from WISEgrants.

Toggling on the Private School Affirmation Privilege

Users must have the Private School Affirmation privileges toggled on in order to upload affirmations. There are separate affirmation privileges for ESEA and for CARES. WISEgrants Administrators can assign the privileges to themselves as well as regular WISEgrants users from their LEA. Follow the steps below to toggle on the affirmation privilege.

1. Under the purple/blue menu bar, go to *Admin Menu < Maintain User < Edit Access*



2. On the “Edit Access” screen, click on the name of the individual who needs to upload affirmations.
3. There are separate affirmation privileges for ESEA and CARES. To upload ESEA Private School Affirmations, click the checkbox next to “ESEA: Private School Affirmation Forms”. To upload CARES Private School Affirmations, click the checkbox next to CARES Act: Private School Affirmation Forms”. Click “Save” in the bottom right hand corner once finished.

Edit Access

User Information

User Name:
 Role: WISEgrants User
 Agency Name: Beloit Turner School District

Global - Access Items

Authorizations

Act - Access Items

CARES Act: Private School Affirmation Forms
 ESEA: Private School Affirmation Forms

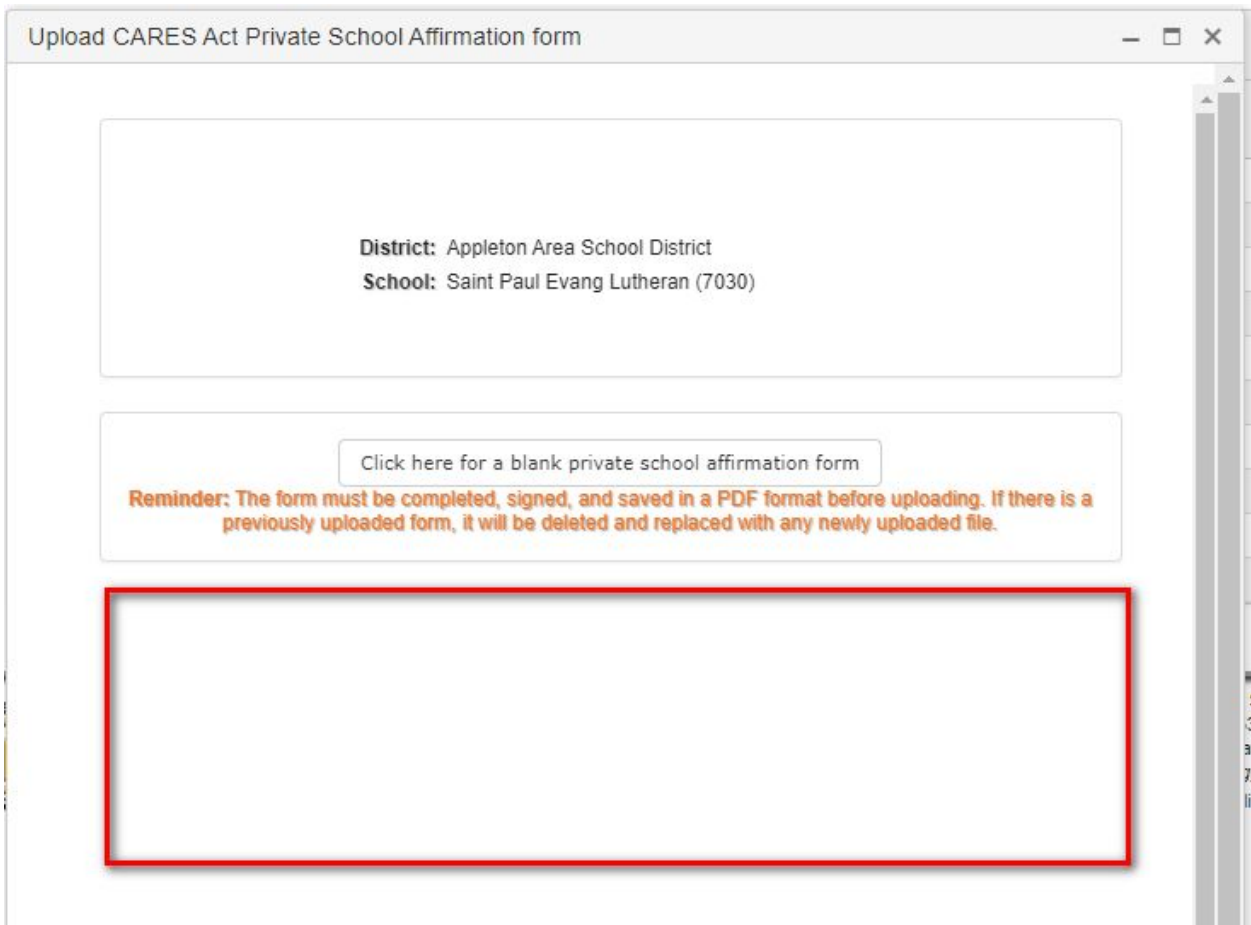
Grant - Access Items

Please note that ESEA and CARES affirmations each require separate privileges.

If the user needs to upload ESEA affirmations, the "ESEA Private School Affirmation Forms" checkbox must be checked.

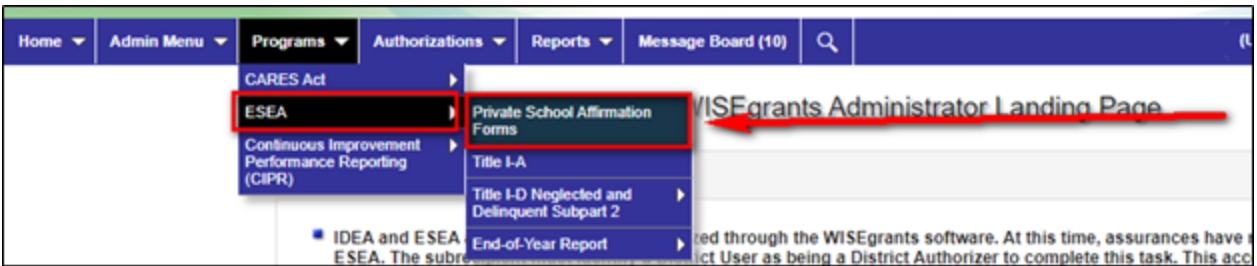
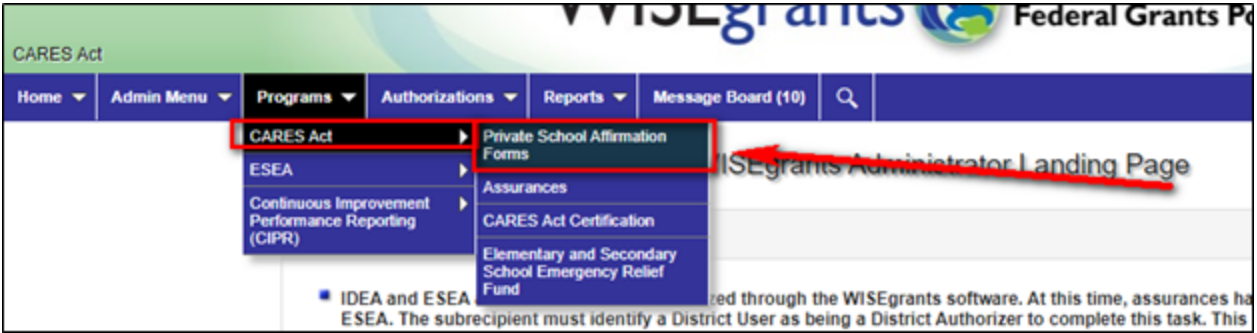
If the user needs to upload CARES affirmations, the "CARES Act Private School Affirmation Forms" checkbox must be checked.

4. If the user does not have the appropriate privileges, the affirmation pop-up window will not contain the "Upload Form" panel and will appear as pictured below.



How to upload Private School Affirmation Forms

1. Once granted the appropriate Private School Affirmation privileges, the user is able to upload the affirmations into WISEgrants. To upload CARES Affirmations, go to *Programs < CARES < Private School Affirmation Forms*. To upload ESEA Affirmations, go to *Programs < ESEA < Private School Affirmation Forms*.

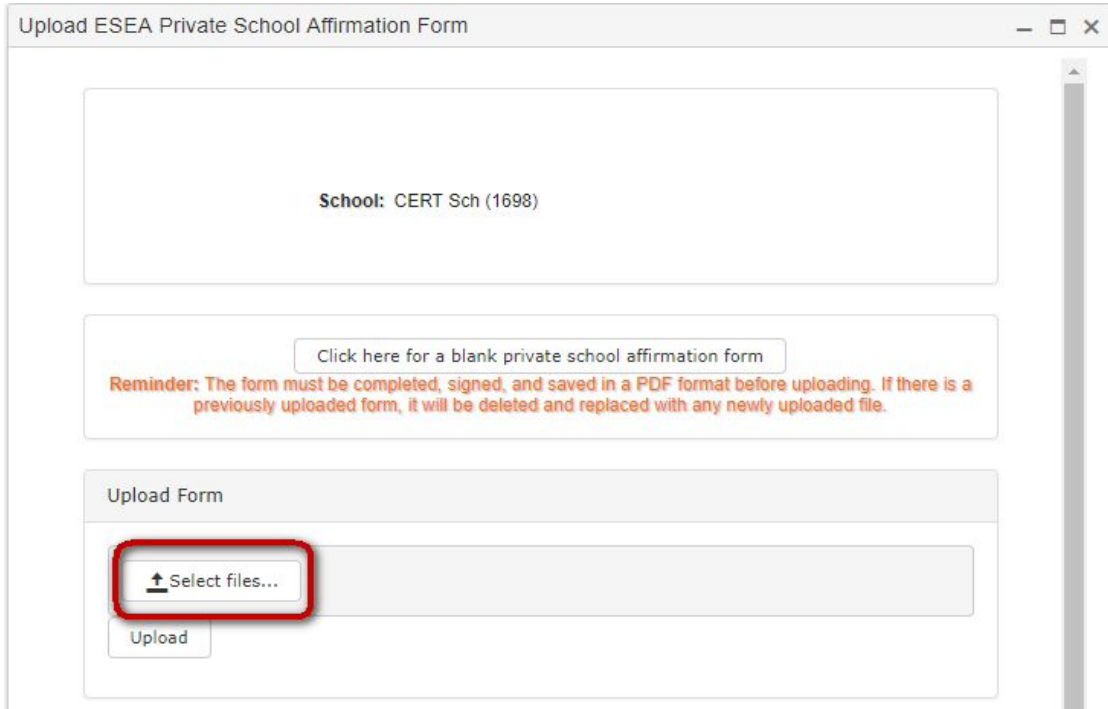


2. The user will be brought to a screen that lists all private schools within the boundaries of the LEA. Select a school by clicking on the school's name. A pop up window will appear with the option to download a blank affirmation form.

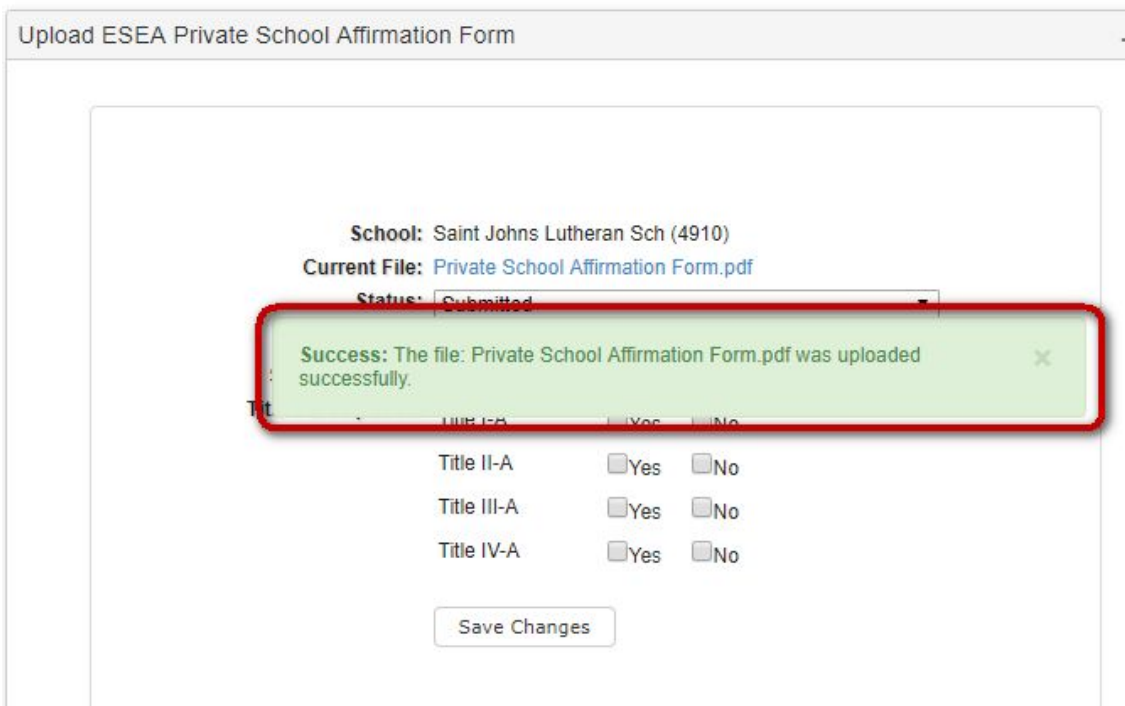
The screenshot shows a pop-up window titled 'Upload ESEA Private School Affirmation Form'. The window contains the following elements:

- A text box displaying 'School: CERT Sch (1698)'.
- A red-bordered button with the text 'Click here for a blank private school affirmation form'.
- A red-bordered text box containing a reminder: 'Reminder: The form must be completed, signed, and saved in a PDF format before uploading. If there is a previously uploaded form, it will be deleted and replaced with any newly uploaded file.'
- An 'Upload Form' section with a 'Select files...' button and an 'Upload' button.

3. After consulting with the private school and completing the affirmation form, return to the Private School Affirmations page. To upload an affirmation, select the intended school and click the 'Select Files' button in the pop-up window.



4. Once the file is selected, click on the Upload button. If the upload is completed successfully, the following message will appear and the user can exit the window.



- DPI staff will review the submitted affirmations. A form will be accepted if it is properly filled out and signed/dated by both the private school and LEA representatives. If the form needs to be returned to the LEA, the user will be notified via email and a message will appear in the grid on the Private School Affirmations page.

Renaissance Sch	1619	Yes	Yes	Yes	Yes	Accepted			Shomberg, Constance
Saint Johns Lutheran Sch	4910					Returned	Returned Test	Bunny, Bugs	Bunny, Bugs
Saint Lucy Grade Sch	5650	Yes	Yes	Yes	Yes	Accepted			Shomberg, Constance
Saint Rita Sch	7632	Yes	Yes	Yes	Yes	Accepted			Shomberg, Constance

- The user will be notified via email when the affirmations for all private schools located within the LEA have been accepted by DPI.