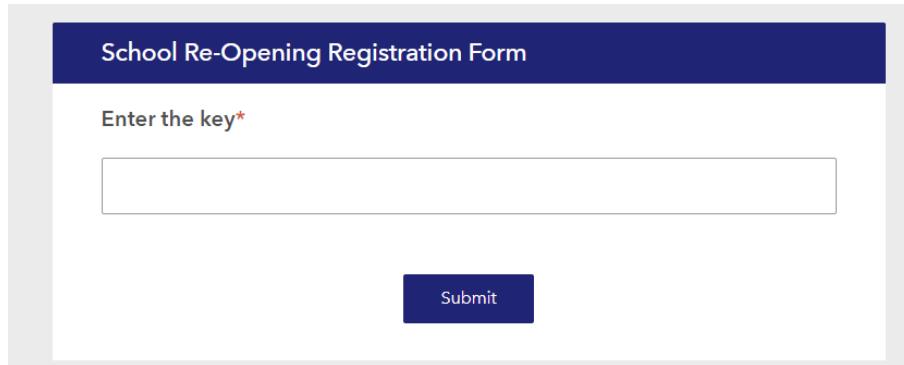


## Part I: Registering Points of Contact for Districts, County Offices of Education, Charter Schools, and Private Schools

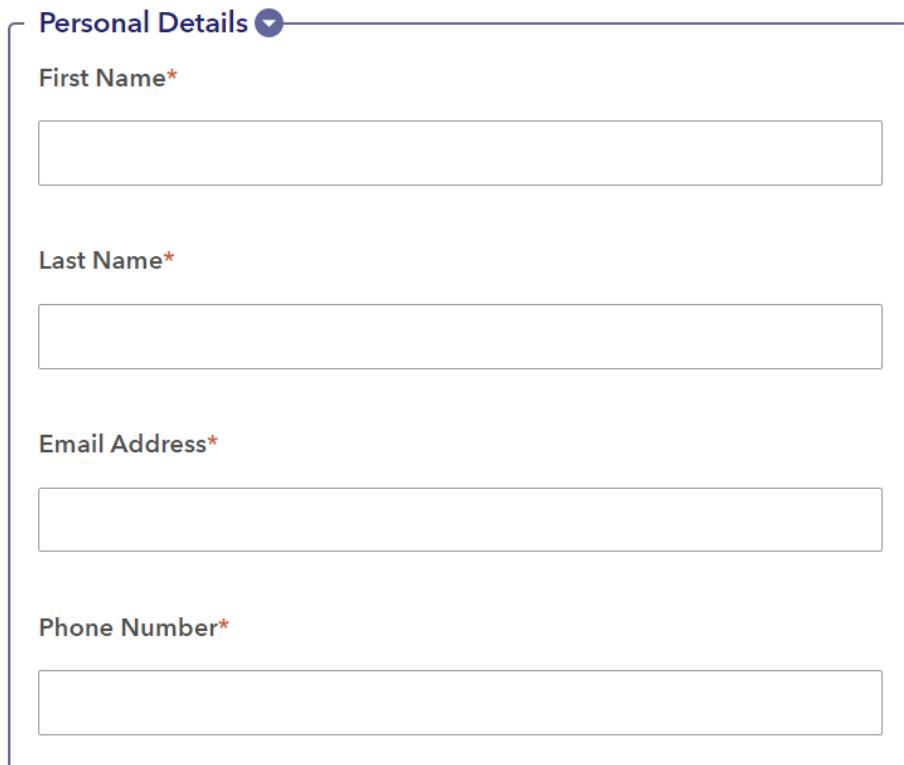
**Step 1:** User receives link to registration survey and access code from their County Office of Education

**Step 2:** User enters access code (key) in registration survey:



The image shows a screenshot of a web-based registration form titled "School Re-Opening Registration Form". At the top, there is a dark blue header bar with the form title. Below the header, the main content area has a light gray background. The first field is labeled "Enter the key\*" in red text, followed by a large empty text input box. At the bottom right of the form area is a dark blue "Submit" button.

**Step 3:** User completes registration form:



The image shows a screenshot of a registration form section titled "Personal Details". The section is enclosed in a light gray box with a thin blue border. It contains four fields, each with a red asterisk indicating it is required: "First Name\*", "Last Name\*", "Email Address\*", and "Phone Number\*". Each field is preceded by a label in dark blue text and followed by a large empty text input box.

*Backend process creates accounts daily*

**Step 4:** User receives an email from ArcGIS Notifications within 24 hours with instructions on completing their registration process and submitting data:

An invitation to join an ArcGIS Online organization, California Department of Technology Hub Community.

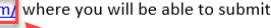
 ArcGIS Notifications <notifications@esri.com>  
To: Maddie Haynes

Thu 1/21/2021 9:02 AM

Hello,  
Thank you for registering for the State of California Safe Schools for All Hub. Please use the activation link and username provided below to create your account.  
Once you have created your account, please navigate to <https://ca-reopening-status-survey-site-california.hub.arcgis.com> where you will be able to submit the reopening status of your school beginning Monday, January 25th.  
Please remember your username and password, as they are required each time you access the reopening status form.  
Thank you!

Please click this link to finish setting up your account and establish your password to join the organization, California Department of Technology Hub Community:  
<https://www.arcgis.com/home/newuser.html?invitation=A0e6d8bdb85b9484b8e1b1ae25b37883b>

This link will expire in 14 day(s).

Note that your account has already been created for you with the username, **mhaynes\_cahub**.   

Activation Link

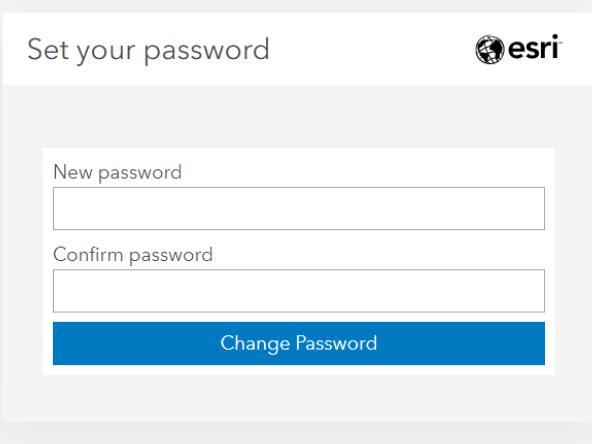
If you have difficulty signing in, please contact ESRI ProSupport ([mhaynes@esri.com](mailto:mhaynes@esri.com)). Be sure to include a description of the problem, the error message, and a screenshot.

For your reference, you can access the home page of the organization here:  
<https://california-hub.maps.arcgis.com>

Experience what's possible with ArcGIS Online. For free hands-on lessons and other resources, visit [Learn ArcGIS](#).

This is an automated email. Please do not reply.

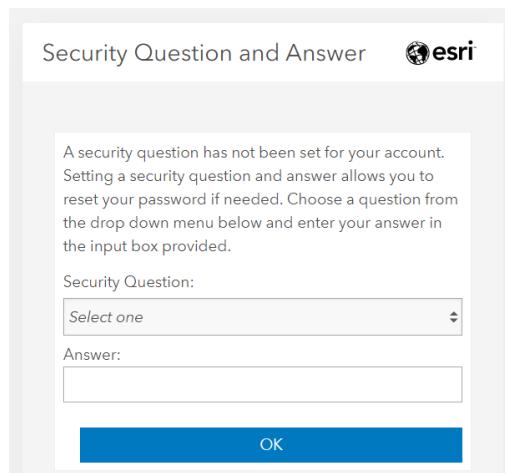
**Step 5:** User clicks to activate account and sets password and security questions:

 Set your password 

New password

Confirm password

**Change Password**

 Security Question and Answer 

A security question has not been set for your account. Setting a security question and answer allows you to reset your password if needed. Choose a question from the drop down menu below and enter your answer in the input box provided.

Security Question:

Answer:

**OK**

## Part II: Entering School Reopening Status Through the Data Collection Site

**Step 6:** User navigates to reopening status data collection site using the school reopening status data collection form link that was provided in the activation email received from ArcGIS Notifications (Step 4). User must select whether they are a District/COE, Charter, or Private School:

**Operational Status Details**

LEA or Private\*

District/COE     Charter     Private     School or District Not Found

**Submit**

### Step 7a: FOR DISTRICTS and COUNTY OFFICES OF EDUCATION

**Operational Status Details**

LEA or Private\*

District     Charter     Private     School or District Not Found

**1** Select the county from the dropdown menu, or type it in

**School County\***

**2** Select all the grade levels your LEA serves

Select all the Grade levels served by your District/ County Office of Education\*

Elementary     Middle     High

Is there at least one school in your district that is offering full-time in

Select all the Grade levels served by your District/ County Office of Education\*

Elementary    Middle    High

**Primary Mode of Instruction - Elementary Schools:\***

50% or more of students are being offered instruction via the specified mode.

In-Person

Hybrid

Distance Learning Only

**3**

For each set of grade levels that your LEA serves, select the primary mode of instruction

**Primary Mode of Instruction - Middle Schools:\***

50% or more of students are being offered instruction via the specified mode.

In-Person

Hybrid

Distance Learning Only

**Primary Mode of Instruction - High Schools:\***

50% or more of students are being offered instruction via the specified mode.

In-Person

Distance Learning Only

Is there at least one school in your district that is offering full-time in person instruction in one grade or more?\*

Yes    No

Are students currently only being served on campus under the Guidance Related to Cohorts issued by CDPH?\*

Yes    No

Has your COVID-19 Safety plan (CSP) been posted?\*

A CSP must be posted by February 1, 2021.

Yes    No

**4**

Select "Yes" if at least one school in your LEA is offering full-time in-person instruction to one or more grade levels

**5**

Select "Yes" if in-person instruction is only being served in cohorts, per CDPH guidance

**6**

Select "Yes" if your CSP is currently posted

**7**

Make sure to submit by 5:00pm on January 25

Submit

## Step 7b: FOR CHARTER SCHOOLS and PRIVATE SCHOOLS

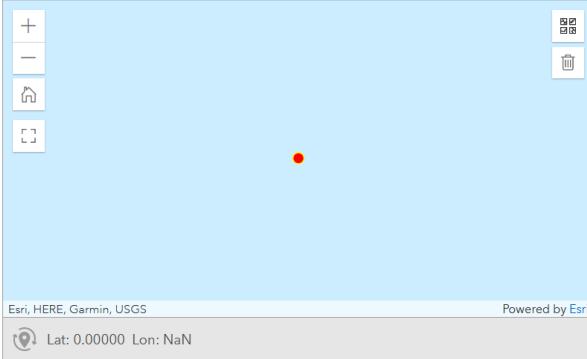
**Operational Status Details**

**LEA or Private\***

District  Charter  Private  School or District Not Found

**School County\***

**Location**



Esri, HERE, Garmin, USGS  
Powered by Esri  
Lat: 0.00000 Lon: NaN

**Select all the Grade levels served by your Charter School\***

Elementary  Middle  High

**1** Select the county from the dropdown menu, or type it in

**2** Select all the grade levels your charter school serves

**Select all the Grade levels served by your Charter School!\***

Elementary  Middle  High

**Primary Mode of Instruction - Elementary Schools\***

50% or more of students are being offered instruction via the specified mode.

In-Person

Hybrid

Distance Learning Only

**3** For each set of grade levels that your charter school serves, select the primary mode of instruction

**Primary Mode of Instruction - Middle Schools\***

50% or more of students are being offered instruction via the specified mode.

In-Person

—

**Operational Grades\***

Select all that apply.

<input type="checkbox"/> TK	<input type="checkbox"/> K	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7
<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12				

Is there at least one grade in your school that is offering full-time in person instruction?\*

Yes  No

Are students currently only being served on campus under the Guidance Related to Cohorts issued by CDPH?\*

Yes  No

Has your COVID-19 Safety plan (CSP) been posted?\*

A CSP must be posted by February 1, 2021.

Yes  No

**4** Select all the grade levels your charter school serves

**5** Select “Yes” if at least grade in your school is offering full-time in-person instruction

**6** Select “Yes” if in-person instruction is only being served in cohorts, per CDPH guidance

**7** Select “Yes” if your CSP is currently posted

**8** Make sure to submit by 5:00pm on January 25

Submit

### Step 7c: FOR SCHOOLS OR DISTRICTS NOT FOUND IN THE DROPODOWN MENU

California Schools Reopening Status - STAGING

THIS IS A STAGING SURVEY.  
v1.1 - 01/22/2021

**Operational Status Details**

LEA or Private\*

District    Charter    Private    School or District Not Found

School County\*

Name of District or School\*

Submit

**1** Select the county from the dropdown menu, or type it in

**2** Type in the name of your District or School as it should be entered into the database

**3** Make sure to submit by 5:00pm on January 25