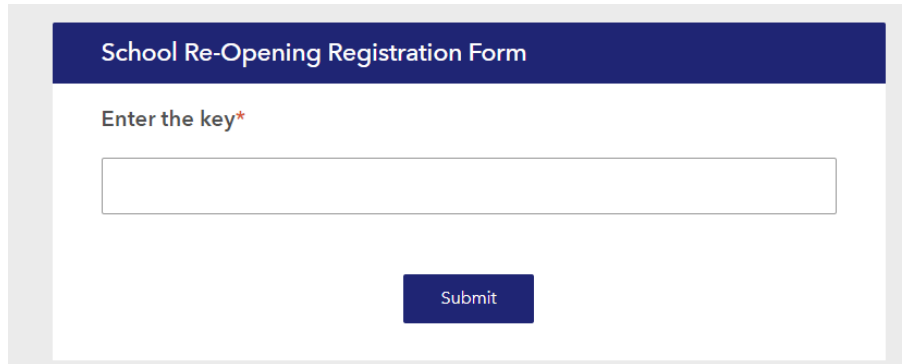


Part I: Registering Points of Contact for Districts, County Offices of Education, Charter Schools, and Private Schools

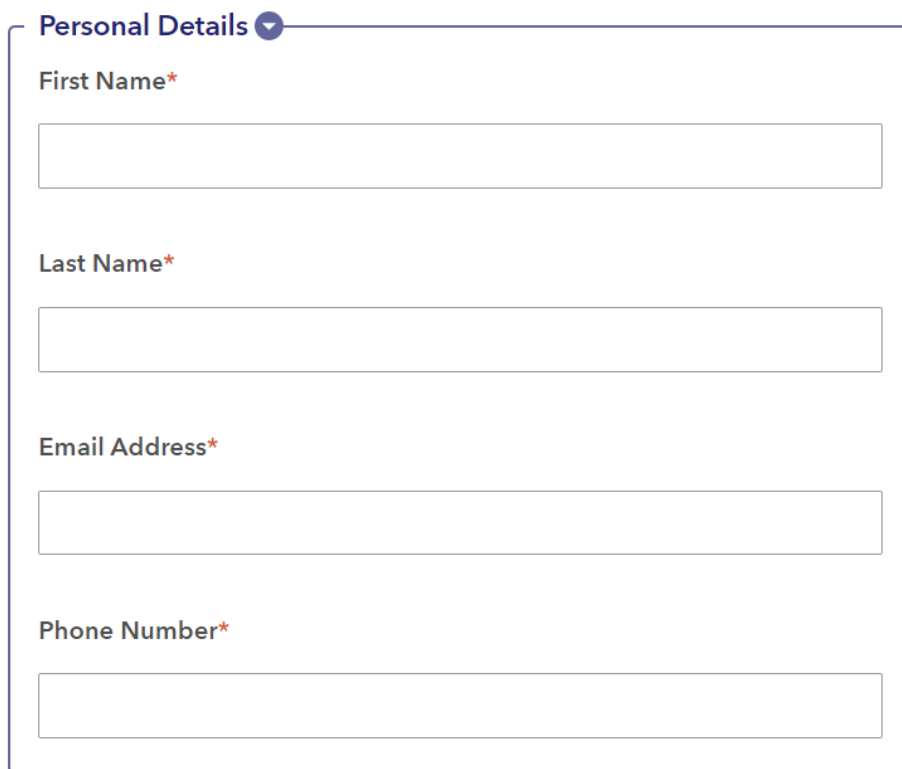
Step 1: User receives link to registration survey and access code from their County Office of Education

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



The screenshot shows a web form titled "School Re-Opening Registration Form" in a dark blue header. Below the header, the text "Enter the key*" is displayed above a white text input field. At the bottom of the form is a dark blue button with the word "Submit" in white text.

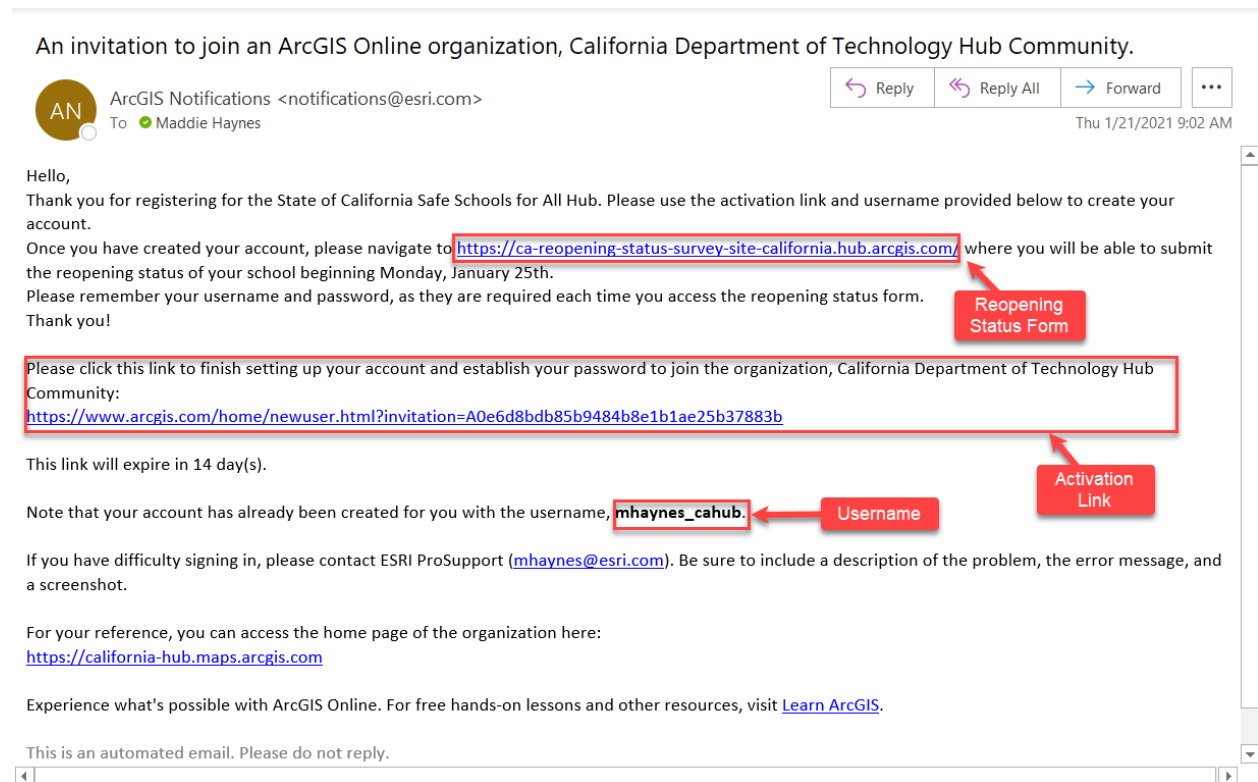
Step 3: User completes registration form:



The screenshot shows the "Personal Details" section of the registration form, which is enclosed in a rounded rectangle with a blue border. The section title "Personal Details" is at the top left with a downward arrow icon. Below the title are four labeled text input fields, each with a red asterisk indicating a required field: "First Name*", "Last Name*", "Email Address*", and "Phone Number*".

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:



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:
Select one

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

School County*

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

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

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

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

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

☐

3

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

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

Submit

7

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

Step 7b: FOR CHARTER SCHOOLS and PRIVATE SCHOOLS

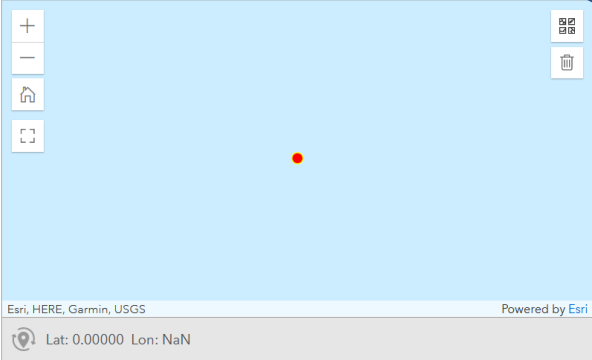
Operational Status Details ▾

LEA or Private*

☐ District ☒ Charter ☐ Private ☐ School or District Not Found

School County*

Location



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

Primary Mode of Instruction - Middle Schools*

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

☐ In-Person

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

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

Submit

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

Step 7c: FOR SCHOOLS OR DISTRICTS NOT FOUND IN THE DROPDOWN 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