



## Frequently Asked Questions Regarding AIG Local Plan submission

### 1. How do I upload my AIG plan to the APEX online system?

Districts do not “upload” the entire plan into the APEX system. Instead, districts develop the plan within the APEX system and then submit the plan to the state once the local plan has been approved by the local board of education. Districts may also consider uploading support documents within the Appendix area to further clarify or support the local plan.

### 2. What must be completed in order to submit our local AIG plan through the APEX system?

For each overall standard:

- Provide a summative assessment (via the radial button) plus comments to describe why you have chosen that rating.
- Provide ideas for “strengthening the standard” for the overall standard
- Share the possible sources of evidence for the overall standard

For each individual practice:

- Provide an assessment rating for each practice
- Outline the LEA description for each practice

For the plan itself:

- Complete the local program information (to include information regarding funding, program vision, contact information, etc.).
- Enter the Board Approval date in order to submit your plan.

### 3. Do I need to send a copy of the plan signed by our superintendent?

Because each district has two (2) authorized users of the APEX system, who act on behalf of the superintendent and local school board in the development and submission of the local AIG plan, there is no need to send any additional documentation signed by your superintendent. During the plan review phase, our office will pull the copy of the approved plan directly out of the APEX system.

### 4. What is a “Board Approval document”?

There is no required board approval document; however, districts will be required to enter the date of local school board approval of the plan in order to submit the AIG plan.

Many districts utilize a standard document to show that the local board has approved a plan of some sort (Title I, Title II, School improvement plans, Technology plans, and so on). IF your district utilizes a form like this, you may upload this in the Appendix documents area. IF your district does not have a standardized local board approval form/document – then you will not upload anything in this area.



**5. All of a sudden, I am having trouble logging into the APEX site. What is happening?**

DPI has been made aware that Google's Chrome browser no longer allows users to reach the Secure Apex login page. This impacts Chrome users on the latest version of the browser (51.0.2704.84 m). The issue stems from an older APEX load balancer and a change in how Chrome handles digital certificates.

To resolve this issue, we have scheduled migration of Secure Apex to a new load balancer on Sunday June 19<sup>th</sup>. During the migration there will be a 30 minute outage, during which, no users will be able to access the system.

In the meantime, try using either Internet Explorer or Firefox for login. If your access issue continues, please contact Stephanie ([stephanie.cyrus@dpi.nc.gov](mailto:stephanie.cyrus@dpi.nc.gov)) immediately for troubleshooting.

**6. Can you remind me again about the expectations for the use of Appendix items?**

The Appendix is intended to be used for supplementary resources or materials that might enhance the understanding of your plan's content. You should not use the Appendix items instead of putting the information in your plan itself. The Appendix items should be used to supplement rather than to supplant the content of the district plan.

For example, in the district/LEA response to practice 1b, do not refer to a document in the Appendix rather than explain in the body of the plan the criteria for identification in your district. However, you might include a document in the Appendix as a visual representation of what is described in your plan regarding identification criteria.

For more guidance about the Appendix items, please call or email Stephanie Cyrus at [stephanie.cyrus@dpi.nc.gov](mailto:stephanie.cyrus@dpi.nc.gov) OR (919) 807 – 3698.