

Web Based Non-Compliance Instructions for Districts or Schools

Welcome to the web based non-compliance system. The following instructions will help your district view non-compliance items and complete the non-compliance plan. If you have difficulty please contact Janet Boyd at 515-281-3198 or janet.boyd@iowa.gov or your School Improvement Consultant.

1. Log into the DE secure web site at: <https://www.edinfo.state.ia.us/appmenu.asp> using your secure log on user name and password.
2. Once at the "Application Menu" click on the "Site Visit" button.
3. This is the district response page with all the non-compliance findings. Click on the "Edit" button to enter the required information for a specific non-compliant finding.
4. Enter the required information including District Action Plan, Projected Date of Completion, and Additional Documentation Required.
5. Click on "Update" at the top of the page.
6. The state must approve each individual non-compliance action plan. The state will verify an item has been brought into compliance with a final approval. Email is generated for each action plan approved and another email will indicate final approval. The process is not complete until each non-compliance finding has received final state approval.