

**Nevada Department of Education**



**ePAGE – Electronic Plans, Applications, Grants and Expenditures**

**Training Manual**

# ePAGE Training Manual

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# ePAGE Training Manual

## Application Security

### Logging In

1. On the application home page, select the **ePAGE Sign-In** link.

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ePAGE Home  
Search  
Contact NDE  
Document Library  
Help  
**ePAGE Sign-In**

Public Access  
**Production**

## ePAGE - Electronic Plans, Applications, Grants and Expenditures Home

Announcements	Reminders
<b>Training Sessions for ePAGE (8/5/2010)</b> NDE will convert ePAGE to a new platform over Labor Day. To assist users, sessions will be held in Carson City on Sept. 14th & in Las Vegas on Sept. 15th. Participation in person is preferred, but conferencing from Carson City can be arranged (viewing conferencing screens can be difficult, though). Limited	

# ePAGE Training Manual

2. On the Sign-In page, enter **Email Address** and **Password**. Click **Submit**.

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**ePAGE Sign-In**

**Sign-In**

Email Address:

Password:

[Forgot your password?](#)

Public Access  
Development

# ePAGE Training Manual

## User Administration

1. Some users will have the ability to administer user accounts in ePAGE. Those users may locate the **Administer** link on the left-hand navigation menu and click on **User Access**.



The screenshot displays the ePAGE user interface. At the top, there is a header with the Nevada Department of Education logo on the left and the Great Seal of the State of Nevada on the right. The main title is "ePAGE Electronic Plans, Applications, Grants and Expenditures Home". On the left side, there is a vertical navigation menu with the following items: ePAGE Home, Administer, Search, Planning, Funding, Address Book, Contact NDE, Document Library, Help, and ePAGE Sign Out. The "Administer" link is highlighted with a yellow box, and a sub-menu is open showing "User Access" as the selected option. Below the navigation menu, the user's name "Doe, John" is displayed. The main content area shows "Associated Organizations" with a table listing "Carson City SD (13) - Carson City County". There are also sections for "Announcements" and "Reminders".

**Nevada**  
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**THE GREAT SEAL OF THE STATE OF NEVADA**

ePAGE Home

**Administer** ▶ **User Access**

Search ▶ Carson City SD (13) - Carson City County

Planning ▶

Funding ▶

Address Book

Contact NDE

Document Library

Help

ePAGE Sign Out

Doe, John

**Associated Organizations**

Number	Organization Name
13	<a href="#">Carson City SD</a>



**Announcements**

**Training Sessions for ePAGE (8/5/2010)**  
NDE will convert ePAGE to a new platform over Labor Day. To assist users, sessions will be held in Carson City on Sept. 14th & in Las Vegas on Sept. 15th. Participation in person is preferred, but conferencing from Carson City can be arranged

**Reminders**

# ePAGE Training Manual

2. To modify existing users, enter any of the optional criteria and click **Search**. To create a new user click on **Create User**.



## Nevada

DEPARTMENT OF EDUCATION

- ePAGE Home
- Administer ▶
- Search ▶
- Planning ▶
- Funding ▶
- Address Book
- Contact NDE
- Document Library
- Help
- ePAGE Sign Out

### User Access

Carson City SD (13) - Carson City County

**Create User**

#### Search Users

Last Name:	<input type="text"/>
Email Address:	<input type="text"/>
Role:	<input type="text"/>
Organization Name:	<input type="text" value="Begins With"/>
Organization Number:	<input type="text"/>

Doe, John



**Production**

Session Timeout

**00:59:57**

# ePAGE Training Manual

3. Complete all fields and click **Create**. The new user will receive an email that will require him/her to change his/her temporary password.



## Nevada

DEPARTMENT OF EDUCATION

ePAGE Home

- Administer ▶
- Search ▶
- Planning ▶
- Funding ▶
- Address Book
- Contact NDE
- Document Library
- Help
- ePAGE Sign Out

[Doe, John](#)

**Production**

Session Timeout  
**00:59:52**

### Create User

Carson City SD (13) - Carson City County

Create User	
Email Address:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Phone Number:	<input type="text"/>
Phone Extension:	<input type="text"/>
Fax Number:	<input type="text"/>



# ePAGE Training Manual

4. Once a user has been created, roles need to be assigned to that user. To assign roles to a user, click **Create Role**.



**Administer Roles**

Carson City SD (13) - Carson City County

[Return to User Access](#)

[Create Role](#)

Roles			
User ID	Organization	Role	Delete
Miller, Tony (tmiller) has not been assigned to any roles or has been deactivated.			

[Doe, John](#)

**Production**

# ePAGE Training Manual

5. Select the appropriate role for that user from the drop down menu and click **Create**.

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**Create Role**

Email Address: dgreiner@hmbnet.com

Organization: LEA: ALL

Role: NDE Allocation Loader

**ePAGE Home**  
Administer  
Search  
Reports  
Inbox  
Document Library  
Help for Current Page  
Contact NDE  
Developer Tools  
ePAGE Sign Out

Administrator, ePAGE

**Development**  
Session Timeout  
00:58:26

## ePAGE Training Manual

The following table provides a brief synopsis of some of the main district-level ePAGE roles.

<b>Role</b>	<b>Description</b>
User Access Administrator	Allows the user to create, update, and delete users/roles for an organization. This role does NOT give the user any access to view or edit the Funding Application or Planning Tool.
School District Planning Tool Data Entry	Allows the user to edit the Active Plan.
School District Data View	Allows the user to view unapproved Funding Applications and the Active Plan.
School District [Funding Application] Update	Allows the user to edit the specified Funding Application. This role does not include access to edit the Planning Tool.
School District Fiscal Representative	Allows the user to give the first approval for a Funding Application and the final approval for Reimbursement Requests. Includes the roles Data View and Data Entry.
School District Superintendent/Authorized Representative	Allows the user to give the final approval to the Funding Application. Includes the Data View role and all of the School District [Funding Application] Update roles.

# ePAGE Training Manual

- After searching for an existing user, an Administrator will have the ability to update user information, reset password, and remove roles. When a user has no roles assigned, he/she is deemed inactive.

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**User Access**

Carson City SD (13) - Carson City County

[Create User](#)

**Search Users**

Last Name:

Email Address:

Role:

Organization Name:

Organization Number:

ePAGE Home

Administer ▶

Search ▶

Planning ▶

Funding ▶

Address Book

Contact NDE

Document Library

Help

ePAGE Sign Out

Doe, John

**Production**

Session Timeout  
00:59:36

There are 1 matching record(s). Displaying 1 through 1.

User ID	Email Address	First Name	Last name	Reset Password	Administer Roles
tmiller	am@hmbnet.com	Tony	Miller	Reset Password	

# ePAGE Training Manual

## Funding Application

### Accessing Funding Applications

1. From the application home page, select **Funding** then **Funding Application** from the left-hand menu. Alternately, the organization name at the top of the page can be clicked.

The screenshot displays the ePAGE application interface. At the top left is the Nevada Department of Education logo, and at the top right is the state seal. The main header reads "ePAGE - Electronic Plans, Applications, Grants and Expenditures Home". Below this, the current user's organization is identified as "Carson City SD (13) - Carson City County - 2011". A left-hand navigation menu includes items like "ePAGE Home", "Administer", "Search", "Planning", "Funding", "Address Book", "Contact NDE", "Document Library", "Help", and "ePAGE Sign Out". The "Funding" menu is highlighted in yellow, and its sub-menu is open, showing "Funding Applications" and "Requests For Funds". Below the menu, a "Reminders" section contains a notice titled "Training Sessions for ePAGE (8/5/2010)" with details about the transition to a new platform and the dates of the sessions.

# ePAGE Training Manual

- 2. The Funding Application page allows users to view all the different applications an LEA is applying for by fiscal year. The grants are broken out into two different groups: entitlement and competitive. Click on the appropriate application to access the grant detail pages. Starting in FY 2014, the Consolidated/Title I Funding Application will be merged with the Consolidated Funding Application.

## Funding Applications

Carson City SD (13) - Carson City County - 2013

2013 ▾ All Active Applications ▾

Entitlement Funding Application	Revision	Status	Status Date
<a href="#">Consolidated/TITLE I</a>	3	Executive Director Approved	2/11/2013
<a href="#">Consolidated</a>	1	Revision Started	9/12/2012
<a href="#">Special Education</a>	1	Executive Director Approved	1/28/2013
<a href="#">IDEA Special Project</a>	1	Executive Director Approved	2/4/2013
<a href="#">Special Education DIG</a>	0	Executive Director Approved	11/5/2012

Competitive Funding Application	Revision	Status	Status Date
<a href="#">21st Century</a>	2	Executive Director Approved	2/7/2013
<a href="#">21st Century Summer School</a>	0	Not Started	7/20/2012

# ePAGE Training Manual

## Application Workflow

1. The Funding Application sections page contains information on the status of the funding application and links to all of the funding application pages.
2. The current application status is listed next to "Application Status:". The next available application statuses are displayed next to "Change Status To:". Please note that the application must be moved from Not Started to Draft Started so that edits can be made.

## Sections

Carson City SD (13) - Carson City County - 2014 - Consolidated - Rev 0

<b>Application Status:</b>	<b>Not Started</b>
<b>Change Status To:</b>	<u>Draft Started</u>

[View NDE History Log](#)

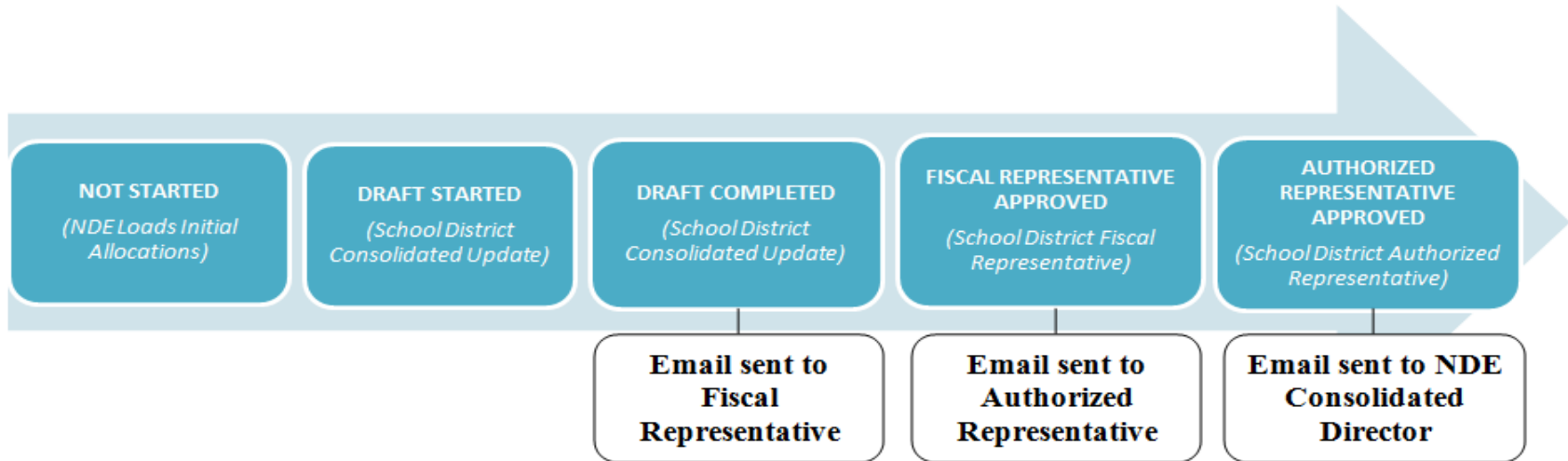
[View Change Log](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )		Validation	Print
	All	<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/>	History Log		<a href="#">Print</a>
	<a href="#">History Log</a>		<a href="#">Print</a>
	<a href="#">Create Comment</a>		
<input type="checkbox"/>	Allocations		<a href="#">Print</a>
	<a href="#">Allocations</a>		<a href="#">Print</a>
<input type="checkbox"/>	Title I	Messages	Print

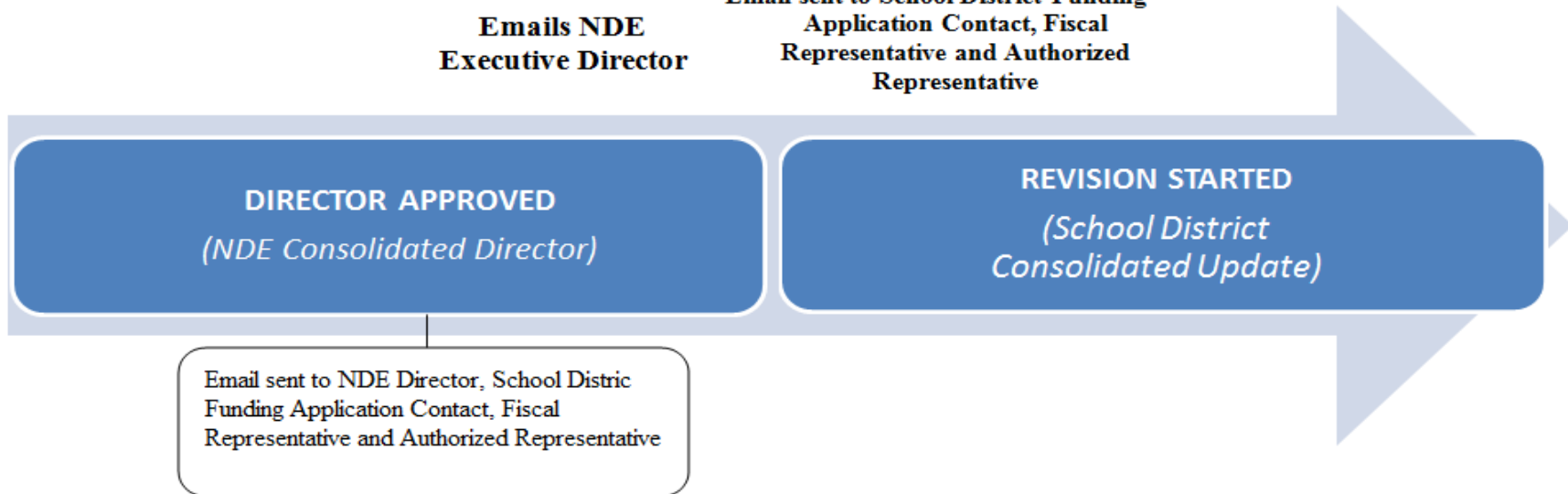
# ePAGE Training Manual

3. Below is a summary of the application workflow for most Entitlement Funding Applications.

## *PROCESS STARTS WITH THE LEA*



## *THEN MOVES TO NDE*





# ePAGE Training Manual

## Create Comment

1. Click on the **Create Comment** link.



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ePAGE Home  
Administer ▶  
Search ▶  
Planning ▶  
Funding ▶  
Address Book  
Contact NDE  
Document Library  
Help  
ePAGE Sign Out

**Sections**

Carson City SD (13) - Carson City County - 2011 - Consolidated - Rev 0

**Application Status:** Draft Started

**Change Status To:** [Draft Completed](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Print
All		<a href="#">Print</a>
<input type="checkbox"/> History Log		<a href="#">Print</a>
History Log		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<input type="checkbox"/> Allocations		<a href="#">Print</a>
Allocations		<a href="#">Print</a>

Doe, John

**Production**

Session Timeout  
**00:59:59**

# ePAGE Training Manual

- To email a comment being entered into the History Log, check the box **Send Email to ePAGE Contacts**. Choose the appropriate contact or enter a custom email address and click **Add**. Once the contact has been added it will display at the bottom of the page. Hover over the **Save And Go To** button and click **Sections** to save and email the comment.

Document Library	
Help	
ePAGE Sign Out	
Doe, John	Check Spelling
Production	0 of 4000 characters
Session Timeout 00:59:25	<input checked="" type="checkbox"/> Send Email to ePAGE Contacts
<b>Available Contact Groups</b>	
District Grant Contacts	Choose One <input type="button" value="Add"/>
District Contacts	Funding Application Contact Homeless Education Liaison Planning Tool Contact LEA Superintendent Business Administrator <input type="button" value="Add"/>
NDE Contacts	NDE Grants Management Contact NDE Director NDE Executive Director <input type="button" value="Add"/>
Additional Recipients	<input type="text"/> <input type="button" value="Add"/>
<u>Recipient Summary</u>	
<b>Contact Group(s) Selected</b>	
Homeless Education Liaison	

# ePAGE Training Manual

3. To view a list of recipients click **Recipient Summary**.

Help  
ePAGE Sign Out

Doe, John

Production  
Session Timeout  
00:57:38

Check Spelling  
0 of 4000 characters

Send Email to ePAGE Contacts

**Available Contact Groups**

District Grant Contacts  
Choose One

District Contacts  
Funding Application Contact  
Homeless Education Liaison  
Planning Tool Contact  
LEA Superintendent  
Business Administrator

NDE Contacts  
NDE Grants Management Contact  
NDE Director  
NDE Executive Director

Additional Recipients

**Recipient Summary**

Contact Group(s) Selected


Homeless Education Liaison

## ePAGE Training Manual

- The NDE may mark a comment Attention Needed. This means that NDE has identified an issue that needs to be addressed at some point but will still allow your application to be approved. When NDE checks this box it causes the comment to display at the top of the History Log and for all revisions. When the issue has been addressed, NDE will uncheck that box and that comment will fall back into its normal location in the list.

### History Log

Carson City SD (13) - Carson City County - 2013 - Consolidated/TITLE I - Rev 4 - History Log

Save And Go To 




[View Current Revision](#)

Attention Needed	Date	User	Status (S)/Comment (C)	S/C
<input checked="" type="checkbox"/>	2/7/2013 12:50:55 PM	Karen Stephens	Steve, The Planning Tool Fiscal Resources for Title I-D needs to be updated to reflect the FY12 carry-over of \$39,164.39 to match the allocation total of \$88,304.39. Presently the Title I-D Planning Tool Fiscal Resource reflects the original allocation of \$49,140. Let me know if you have any questions.	C
	5/12/2013 7:37:00 PM	ePAGE Administrator	Status changed to 'Revision Started'.	S
	2/11/2013 2:09:56 PM	Marcia Calloway	Status changed to 'Executive Director Approved'.	S
	2/11/2013 2:09:50 PM	Marcia Calloway	Status changed to 'Director Approved'.	S
<input type="checkbox"/>	2/7/2013 12:50:39 PM	Fawn Lewis	Title I Part A revision 3 approved.	C
	2/7/2013 10:24:04 AM	Steven Pradere	Status changed to 'Authorized Representative Approved'.	S

# ePAGE Training Manual

## Allocations

1. Click on the **Allocations** link.



**ePAGE Home**

- Administer ▶
- Search ▶
- Planning ▶
- Funding ▶
- Address Book
- Contact NDE
- Document Library
- Help
- ePAGE Sign Out

**Sections**

Carson City SD (13) - Carson City County - 2010 - Consolidated - Rev 6

**Application Status:** Revision Started

**Change Status To:** Revision Completed

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Changes	Validation	Print
All	<a href="#">Changes</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> History Log			<a href="#">Print</a>
<a href="#">History Log</a>			<a href="#">Print</a>
<a href="#">Create Comment</a>			
<input type="checkbox"/> Allocations			<a href="#">Print</a>
<a href="#">Allocations</a>			<a href="#">Print</a>
<input type="checkbox"/> Teacher/Principal Training & Recruiting, Title II-A	<a href="#">Changes</a>	<a href="#">Messages</a>	<a href="#">Print</a>
Supplemental Schedule Summary	<a href="#">Changes</a>	<a href="#">Messages</a>	<a href="#">Print</a>

Doe, John

**Production**

Session Timeout  
**00:56:19**

# ePAGE Training Manual

- The allocations page displays the current allocations for each grant listed across the top by allocation type.



- ePAGE Home
- Administer ▶
- Search ▶
- Planning ▶
- Funding ▶
- Address Book
- Contact NDE
- Document Library
- Help
- ePAGE Sign Out

Doe, John

**Production**

Session Timeout  
**00:57:17**

## Allocations

Carson City SD (13) - Carson City County - 2010 - Consolidated - Rev 6 - Allocations

Save And Go To ▶

	(1)	II-A TQ	(2)	II-D Tec	(3)	III LEP	(4)	III Imm	(5)	IV SDFS	(6)
Original	352,002.00		10,843.16		140,375.00		0.00		18,151.00		
Incoming Carryover	70,950.84		2,499.95		65,912.75		13,106.11		954.34		
Outgoing Carryover	0.00		0.00		0.00		0.00		0.00		
Additional Funds	0.00		0.00		6,420.00		0.00		0.00		
Release Funds	0.00		0.00		0.00		0.00		0.00		
Forfeited Funds	0.00		0.00		0.00		0.00		0.00		
FFR Release Funds	0.00		0.00		0.00		0.00		0.00		
<b>Total</b>	<b>422,952.84</b>		<b>13,343.11</b>		<b>212,707.75</b>		<b>13,106.11</b>		<b>19,105.34</b>		

## ePAGE Training Manual




- If the chosen funding application permits it, the bottom half of the allocations page allows users to transfer funds between grants. Once the desired changes are complete, click on the **Save And Go To** link at the top of the page to save all data.

	(1) <u>II-A TQ</u>	(2) <u>II-D Tec</u>	(3) <u>III LEP</u>	(4) <u>III Imm</u>	(5) <u>IV SDFS</u>	(6) <u>V Innov</u>	(7) <u>Mck-Vent</u>	Total
From II-A TQ	(11,115.43)	11,115.43			0.00	0.00		0.00
From II-D Tec	0.00	0.00			0.00	0.00		0.00
From III LEP			0.00					0.00
From III Imm				0.00				0.00
From IV SDFS	0.00	0.00			0.00	0.00		0.00
From V Innov	0.00	0.00			0.00	0.00		0.00
From Mck-Vent							0.00	0.00
<b>Total</b>	330,174.57	15,586.91	140,294.00	0.00	0.00	0.00	71,000.00	557,055.48

# ePAGE Training Manual

## Save And Go To

The **Save And Go To** button can be found on almost all of the funding application pages. This button allows the user to save changes and move directly to any desired page inside the funding application.

ePAGE Home	<b>Spending Plan</b>	
Administer ▶	Carson City SD (13) - Carson City County - 2011 - Consolidated - Rev 0 - LEP, Title III	
Search ▶	Save And Go To ▶	Current Page
Planning ▶		Next Page
Funding ▶		Previous Page
Address Book		Sections
Contact NDE		History Log ▶
Document Library		Allocations ▶
Help		Teacher/Principal Training & Recruiting, Title II-A ▶
ePAGE Sign Out		Enhancing Education Through Technology, Title II-D ▶
Doe, John		LEP, Title III ▶ Supplemental Schedule Summary
Production		McKinney-Vento Homeless Assistance Program ▶ Spending Plan
Session Timeout		Contacts ▶ <b>Spending Plan Details</b>
00:59:53		Substantially Approved Dates ▶ Eligible Nonpublic Service
		Assurances ▶ Plan Relationships
		NDE Consultant Checklist ▶



# ePAGE Training Manual

## Supplemental Schedule

1. Click **Supplemental Schedule Summary** under the appropriate grant.




ePAGE Home

Administer ▶

Search ▶

Planning ▶

Funding ▶

Address Book

Contact NDE

Document Library

Help

ePAGE Sign Out

Doe, John

Production

Session Timeout

00:59:58

### Sections

Carson City SD (13) - Carson City County - 2010 - Consolidated - Rev 8

**Application Status:**    **Revision Started**

**Change Status To:**    Revision Completed

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Changes	Validation	Print
<b>All</b>	<a href="#">Changes</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> <b>History Log</b>			<a href="#">Print</a>
<a href="#">History Log</a>			<a href="#">Print</a>
<a href="#">Create Comment</a>			
<input type="checkbox"/> <b>Allocations</b>			<a href="#">Print</a>
<a href="#">Allocations</a>			<a href="#">Print</a>
<input type="checkbox"/> <b>Teacher/Principal Training &amp; Recruiting, Title II-A</b>	<a href="#">Changes</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Supplemental Schedule Summary</a>	<a href="#">Changes</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Spending Plan</a>	<a href="#">Changes</a>		<a href="#">Print</a>
<a href="#">Spending Plan Plus/Minus</a>			
<a href="#">Spending Plan Details</a>			<a href="#">Print</a>
<a href="#">Eligible Nonpublic Service</a>			<a href="#">Print</a>
<a href="#">Plan Relationships</a>			<a href="#">Print</a>
<input type="checkbox"/> <b>Enhancing Education Through Technology, Title II-D</b>		<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Supplemental Schedule Summary</a>			<a href="#">Print</a>
<a href="#">Spending Plan</a>			<a href="#">Print</a>

# ePAGE Training Manual

- The LEA has the option to copy last year's supplemental schedule details into the current year. This option will be available when the application is in an editable state and the total spending plan amount is zero. To copy the prior year's data, click the **Copy [Previous Fiscal Year] Supplemental Schedule Detail** link.



- ePAGE Home
- Administer ▶
- Search ▶
- Planning ▶
- Funding ▶
- Address Book
- Contact NDE
- Document Library
- Help
- ePAGE Sign Out

## Supplemental Schedule Summary

Carson City SD (13) - Carson City County - 2011 - Consolidated - Rev 0 - Teacher/Principal Training & Recruiting, Title II-A

Go To ▶

[Copy 2010 Supplemental Schedule Detail](#)

	Object Code	Total
<a href="#">Modify</a>	100 - Salaries	\$0.00
<a href="#">Modify</a>	200 - Retirement Fringe Benefits	\$0.00
<a href="#">Modify</a>	300 - Purchased Professional/Technical Services	\$0.00
<a href="#">Modify</a>	400 - Purchased Property Services	\$0.00
<a href="#">Modify</a>	500 - Other	\$0.00
<a href="#">Modify</a>	510 - Student Transportation Services	\$0.00
<a href="#">Modify</a>	590 - Staff Travel	\$0.00

Doe, John

**Production**

Session Timeout  
**00:59:49**

# ePAGE Training Manual

3. Before the data is copied forward the user will be asked to confirm by clicking the **Copy** button.



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DEPARTMENT OF EDUCATION



ePAGE Home	
Administer	▶
Search	▶
Planning	▶
Funding	▶
Address Book	
Contact NDE	
Document Library	

## Supplemental Schedule Copy Confirmation




---

Carson City SD (13) - Carson City County - 2011 - Consolidated - Rev 0 - Teacher/Principal Training & Recruiting, Title II-A

By clicking "Copy" you are confirming the filling of the 2011 Supplemental Schedule Detail from the most recently approved 2010 application.

# ePAGE Training Manual

- To add or modify the supplemental schedule click the **Modify** link next to the appropriate object code.

- [ePAGE Home](#)
- [Administer](#) ▶
- [Search](#) ▶
- [Planning](#) ▶
- [Funding](#) ▶
- [Address Book](#)
- [Contact NDE](#)
- [Document Library](#)
- [Help](#)
- [ePAGE Sign Out](#)

Doe, John

Production  
 Session Timeout  
 00:59:11

## Supplemental Schedule Summary

Carson City SD (13) - Carson City County - 2011 - Consolidated - Rev 0 - Teacher/Principal Training & Recruiting, Title II-A

Go To ▶

	Object Code	Total
<a href="#">Modify</a>	100 - Salaries	\$212,366.57
<a href="#">Modify</a>	200 - Retirement Fringe Benefits	\$31,764.15
<a href="#">Modify</a>	300 - Purchased Professional/Technical Services	\$123,416.69
<a href="#">Modify</a>	400 - Purchased Property Services	\$0.00
<a href="#">Modify</a>	500 - Other	\$0.00
<a href="#">Modify</a>	510 - Student Transportation Services	\$0.00
<a href="#">Modify</a>	580 - Staff Travel	\$0.00
<a href="#">Modify</a>	600 - Supplies	\$16,035.00
<a href="#">Modify</a>	610 - General Supplies	\$0.00
<a href="#">Modify</a>	612 - Non-Technology Items of Higher Value	\$0.00

# ePAGE Training Manual

- To add new rows click the **Add Item** link at the top of the supplemental schedule table. To remove rows click the **Remove** link to the left of the appropriate row. Once the changes have been completed, click the save button at the top of the page. Use the drop down at the top of the page to switch between object codes.

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DEPARTMENT OF EDUCATION

**Supplemental Schedule**  
Carson City SD (13) Public District - FY 2016 - Consolidated - Rev 7 - Title I

Save Save and Return

100 - Salaries - \$655,902.87

Add Item

Object Code	Purpose Code	Project Time (FTE)	Quantity	Salary, Rental, or U
100 - Salaries	1000 Instruction	1.00	1	\$9
Title of Position/Purpose of Item				
Admin 112 - Classified parapro for full day kindergarten Fremont				
100 - Salaries	1000 Instruction	5.00	1	\$94
Title of Position/Purpose of Item				
BORD 112 - Parapro for ESL, SFA, and instructional aides				

Remove

Remove

Administrator, ePAGE  
Development  
Session Timeout  
00:59:50

# ePAGE Training Manual

## Spending Plan

1. Click **Spending Plan** underneath the appropriate grant on the sections page.



ePAGE Home

Administer ▶

Search ▶

Planning ▶

Funding ▶

Address Book

Contact NDE

Document Library

Help

 ePAGE Sign Out

Doe, John

**Production**

Session Timeout  
**00:59:51**

### Sections

Carson City SD (13) - Carson City County - 2011 - Consolidated - Rev 0

**Application Status:** Draft Started

**Change Status To:** [Draft Completed](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Print
All	<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> History Log		<a href="#">Print</a>
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<input type="checkbox"/> Allocations		<a href="#">Print</a>
<a href="#">Allocations</a>		<a href="#">Print</a>
<input type="checkbox"/> Teacher/Principal Training & Recruiting, Title II-A	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Supplemental Schedule Summary</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Spending Plan</a>		<a href="#">Print</a>
<a href="#">Spending Plan Details</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Eligible Nonpublic Service</a>		<a href="#">Print</a>
<a href="#">Plan Relationships</a>	<a href="#">Messages</a>	<a href="#">Print</a>

# ePAGE Training Manual

- The spending plan is a read only page that displays a summary of the supplemental schedule data by object and purpose codes.



- ePAGE Home
- Administer ▶
- Search ▶
- Planning ▶
- Funding ▶
- Address Book
- Contact NDE
- Document Library
- Help
- ePAGE Sign Out

## Spending Plan

Carson City SD (13) - Carson City County - 2011 - Consolidated - Rev 0 - Teacher/Principal Training & Recruiting, Title II-A

Go To ▶

Purpose Code	1000 Instruction	2100 Student Support Services	2200 Instructional Support Services	2300 - 2500, & 2900 Gen. & Sch. Adm.	2600 Safety and Operations	2700 Transportation
Salaries 100	18,000.00	0.00	39,144.57	43,062.00	0.00	
Retirement Fringe Benefits 200	1,681.82	0.00	1,077.09	16,150.95	0.00	
Purchased Professional/Technical Services 300	0.00	0.00	87,074.29	0.00	0.00	

Doe, John

Production

Session Timeout  
00:59:59

# ePAGE Training Manual

## Spending Plan Plus/Minus

1. Click **Spending Plan Plus/Minus** underneath the appropriate grant on the sections page to view budget changes since the previous revision. Please note that this page will only display for revision 1 and higher.

### Sections

Carson City SD (13) Public District - FY 2016 - Consolidated - Rev 7

Application Status: [LEA Revision Started](#)

Change Status To: [LEA Revision Completed](#)

[View NDE History Log](#)

[View Change Log](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Revision	Validation	Print <input type="checkbox"/> Select Items
All			<a href="#">Print</a>
<input type="checkbox"/> History Log			<a href="#">Print</a>
<a href="#">History Log</a>			<a href="#">Print</a>
<a href="#">Create Comment</a>			
<input type="checkbox"/> Allocations			<a href="#">Print</a>
<a href="#">Allocations</a>			<a href="#">Print</a>
<input type="checkbox"/> Title I			<a href="#">Print</a>
<a href="#">Supplemental Schedule Summary</a>			<a href="#">Print</a>
Spending Plan			<a href="#">Print</a>
<a href="#">Spending Plan Plus/Minus</a>			<a href="#">Print</a>
<a href="#">Spending Plan Details</a>			<a href="#">Print</a>
<a href="#">School Eligibility</a>			<a href="#">Print</a>
<a href="#">Set Asides</a>			<a href="#">Print</a>
<a href="#">PPA List</a>			<a href="#">Print</a>
<a href="#">Nonpublic School Service</a>			<a href="#">Print</a>
Plan Relationships			<a href="#">Print</a>



# ePAGE Training Manual

- The Spending Plan Plus/Minus displays values that have changed with red dollar amount under the Purpose Code/Object Code combination. Reductions are displayed with parenthesis around the amount in red.

## Spending Plan Plus/Minus

Carson City SD (13) - Carson City County - 2013 - Consolidated/TITLE I - Rev 3 - Title I



Go To

Purpose Code Object Code	1000 Instruction	2100 Student Support Services	2200 Instructional Support Services	2213 Expenditures for Prof. Dev.	2300 - 2500, & 2900 Gen. & Sch. Adm.	2600 Other
Salaries 100	\$494,721.15 \$37,650.34	\$82,250.59 (\$1,562.84)	\$3,500.00 \$3,500.00	\$21,000.00 \$13,500.00	\$60,075.89 \$10,757.25	
Retirement Fringe Benefits 200	\$336,538.70 \$13,096.83	\$43,881.55 (\$1,564.04)	\$68.72 \$68.72	\$757.30 \$241.50	\$24,930.68 \$2,822.70	
Purchased Professional/Technical Services 300	\$1,500.00	\$0.00	\$1,000.00	\$75,550.00 (\$1,000.00)	\$0.00	
Purchased Property Services 400	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other 500	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	
Student Transportation Services 510	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Staff Travel	\$0.00	\$150.00	\$0.00	\$31,500.00	\$0.00	

# ePAGE Training Manual

## Spending Plan Details

1. Click **Spending Plan Details** under the appropriate grant.



**Nevada**  
DEPARTMENT OF EDUCATION

ePAGE Home  
Administer ▶  
Search ▶  
Planning ▶  
Funding ▶  
Address Book  
Contact NDE  
Document Library  
Help  
ePAGE Sign Out

Doe, John  
Production  
Session Timeout  
00:59:55

### Sections

Carson City SD (13) - Carson City County - 2011 - Consolidated - Rev 0

**Application Status:** Draft Started

**Change Status To:** [Draft Completed](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Print
All	<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> History Log		<a href="#">Print</a>
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<input type="checkbox"/> Allocations		<a href="#">Print</a>
<a href="#">Allocations</a>		<a href="#">Print</a>
<input type="checkbox"/> Teacher/Principal Training & Recruiting, Title II-A	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Supplemental Schedule Summary</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Spending Plan</a>		<a href="#">Print</a>
<a href="#">Spending Plan Details</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Eligible Nonpublic Service</a>		<a href="#">Print</a>
<a href="#">Plan Relationships</a>	<a href="#">Messages</a>	<a href="#">Print</a>

# ePAGE Training Manual

- Once all required sections of the spending plan details page have been completed, hover over the **Save And Go To** button and click Sections to save all changes.



*Nevada*  
DEPARTMENT OF EDUCATION



- ePAGE Home
- Administer ▶
- Search ▶
- Planning ▶
- Funding ▶
- Address Book
- Contact NDE
- Document Library
- Help
- ePAGE Sign Out

Doe, John

**Production**  
Session Timeout  
**00:59:54**

## Spending Plan Details

Carson City SD (13) - Carson City County - 2011 - Consolidated - Rev 0 - Teacher/Principal Training & Recruiting, Title II-A

Save And Go To ▶

The local educational agency will target funds to schools within the jurisdiction of the local educational agency that -

- (1) have the lowest proportion of highly qualified teachers;
- (2) have the largest average class size; or
- (3) are identified for school improvement under section 1116(b).

### FTEs Paid With Title II-A Funds

<input type="text" value="1.40"/> Certified/Licensed Regular Teachers	<input type="text" value="0.00"/> Certified/Licensed Special Education Teachers
---	---

### Allowable Activities - (Check at least one of the following)

P=Public, NP=Nonpublic

Hiring of highly qualified teachers, including teachers who become highly qualified through State and local alternative routes to certification and special education teachers to reduce class size

# ePAGE Training Manual

## Plan Relationships

1. The Plan Relationships page is read only and divided into three sections: Goals, District/Agency Plan Action Steps, and School Plan Action Steps. This data is retrieved by pulling data from the planning tool that relates to the selected grant. Nodes can be expanded or collapsed by clicking plus (+) or minus (-).



**ePAGE Home**

- Administer ▶
- Search ▶
- Planning ▶
- Funding ▶
- Address Book
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- Help
- ePAGE Sign Out

**Plan Relationships**

Carson City SD (13) - Carson City County - 2011 - Consolidated - Rev 0 - Teacher/Principal Training & Recruiting, Title II-A

Go To ▶

**Related Goals**

[Expand All](#) [Collapse All](#)

**Related District Plan Plan Action Steps**

[Expand All](#) [Collapse All](#)

- + **G** 1) [Mathematics](#)
- + **G** 2) [Reading/Language Arts](#)
- + **G** 3) [Academic Support, Enrichment, Engagement, and School Climate](#)

**Related School Plan Action Steps**

[Expand All](#) [Collapse All](#)

- + **G** 1) [Mathematics](#)
- + **G** 2) [Reading/Language Arts](#)

Doe, John

**Production**

Session Timeout  
00:59:58

# ePAGE Training Manual

## Related Documents

1. The Related Documents allow the LEA to attach a document to their grant application. The LEA may upload various document formats, such as PDF, Word, Excel, and PowerPoint.

## Sections

Carson City SD (13) - Carson City County - 2013 - Consolidated - Rev 1

Application Status: **Revision Started**

Change Status To: Revision Completed

[View NDE History Log](#)

[View Change Log](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Changes	Validation	Print
All	<a href="#">Changes</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> History Log			<a href="#">Print</a>
<a href="#">History Log</a>			<a href="#">Print</a>
<a href="#">Create Comment</a>			
<input type="checkbox"/> Allocations	<a href="#">Changes</a>		<a href="#">Print</a>
<a href="#">Allocations</a>	<a href="#">Changes</a>		<a href="#">Print</a>
<input type="checkbox"/> Teacher/Principal Training & Recruiting, Title II-A	<a href="#">Changes</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Supplemental Schedule Summary</a>	<a href="#">Changes</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Spending Plan</a>	<a href="#">Changes</a>		<a href="#">Print</a>
<a href="#">Spending Plan Plus/Minus</a>			<a href="#">Print</a>
<a href="#">Spending Plan Details</a>			<a href="#">Print</a>
<a href="#">Eligible Nonpublic Service</a>			<a href="#">Print</a>
<a href="#">Plan Relationships</a>			<a href="#">Print</a>
<a href="#">Related Documents</a>			<a href="#">Print</a>

# ePAGE Training Manual

2. The LEA User will click Upload to attach the document that satisfies the Grant Application requirement.

**Related Documents**

Carson City SD (13) Public District - FY 2016 - Consolidated - Rev 7 - Title I

Go To

Type	Document Template	Optional Documents	Document/Link
Title I-Sal Diff [Upload up to 20 document(s)]	N/A		<a href="#">Upload New</a>
Title I-Budget [Upload up to 20 document(s)]	N/A		<a href="#">Upload New</a>
Title I-Other [Upload up to 20 document(s)]	N/A		<a href="#">Upload New</a>
Title I-Revised [Upload up to 20 document(s)]	N/A		<a href="#">Upload New</a>
Request for Funds Receipts [Upload up to 20 document(s)]	N/A		<a href="#">Upload New</a>

## ePAGE Training Manual

- The LEA User can then browse to the file system and select the document they wish to upload. Instead of a document, if the user has a link to their website that satisfies the requirement, they may enter the URL of that item. Please note that the link/URL must be publicly available. After a document or URL has been entered, the LEA can assign name. This step is optional. If a name is not selected, then the system will simply display the name of the Requirement or Document Type.

### Related Documents

Carson City SD (13) - Carson City County - 2013 - Consolidated/TITLE I - Rev 4 - Title I

**Please select a file to upload, or insert a hyperlink to a publicly accessible document residing elsewhere.**

Upload Data File:	<input type="button" value="Choose File"/> No file chosen
URL:	<input type="text"/>
Document Name:	<input type="text"/>
	<input type="button" value="Create"/> <input type="button" value="Cancel"/>

# ePAGE Training Manual

## Contacts

1. Click on the **Contacts** link to assign a Funding Application contact.

## Sections

Carson City SD (13) Public District - FY 2016 - Consolidated - Rev 7

Application Status: [LEA Revision Started](#)

Change Status To: [LEA Revision Completed](#)

[View NDE History Log](#)

[View Change Log](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Revision	Validation	Print ■ Select Items
All			<a href="#">Print</a>
+ <a href="#">History Log</a>			<a href="#">Print</a>
+ <a href="#">Allocations</a>			<a href="#">Print</a>
+ <a href="#">Title I</a>			<a href="#">Print</a>
+ <a href="#">Title I-D LEA Subpart(2)</a>			<a href="#">Print</a>
+ <a href="#">Teacher/Principal Training &amp; Recruiting, Title II-A</a>			<a href="#">Print</a>
+ <a href="#">EL, Title III</a>			<a href="#">Print</a>
+ <a href="#">Immigrant, Title III</a>			<a href="#">Print</a>
- <a href="#">Contacts</a>			<a href="#">Print</a>
<a href="#">Contacts</a>			<a href="#">Print</a>
+ <a href="#">Substantially Approved Dates</a>			<a href="#">Print</a>
+ <a href="#">Assurances</a>			<a href="#">Print</a>
+ <a href="#">Application Checklist</a>			<a href="#">Print</a>
All			<a href="#">Print</a>




# ePAGE Training Manual

- The contacts page displays a list of users with edit rights to that Funding Application. The LEA would select which user should serve as the Primary Contact for that Funding Application. Additionally, the Homeless Contact must be selected for the Consolidated Funding Application.

## Contacts

Carson City SD (13) Public District - FY 2016 - Consolidated - Rev 7 - Contacts

Save And Go To 

Type	Required Contacts Contact(s)
Funding Application Contact [Select between 1 and 20 contact(s)]	 <u>Valerie Dockery</u> <input type="text"/>
Homeless Contact [Select 1 contact(s)]	<input type="text"/>

# ePAGE Training Manual

## NDE Director Checklist

This tool is to help communicate feedback to the local educational agency (LEA) on the initial submission of the Consolidated Application.

1. Click on the **NDE Director Checklist** link.

<a href="#">Supplemental Schedule Summary</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Spending Plan</a>		<a href="#">Print</a>
<a href="#">Spending Plan Details</a>		<a href="#">Print</a>
<a href="#">Eligible Nonpublic Service</a>		<a href="#">Print</a>
<a href="#">Plan Relationships</a>		<a href="#">Print</a>
<input type="checkbox"/> <b>McKinney-Vento Homeless Assistance Program</b>		<a href="#">Print</a>
<a href="#">Supplemental Schedule Summary</a>		<a href="#">Print</a>
<a href="#">Spending Plan</a>		<a href="#">Print</a>
<a href="#">Spending Plan Details</a>		<a href="#">Print</a>
<a href="#">Plan Relationships</a>		<a href="#">Print</a>
<input type="checkbox"/> <b>Contacts</b>		<a href="#">Print</a>
<a href="#">Contacts</a>		<a href="#">Print</a>
<input type="checkbox"/> <b>Substantially Approved Dates</b>		<a href="#">Print</a>
<a href="#">Substantially Approved Dates</a>		<a href="#">Print</a>
<input type="checkbox"/> <b>Assurances</b>		<a href="#">Print</a>
<a href="#">Assurances</a>		<a href="#">Print</a>
<input type="checkbox"/> <b>NDE Director Checklist</b>		<a href="#">Print</a>
<a href="#">NDE Director Checklist</a>		<a href="#">Print</a>
<b>All</b>	<a href="#">Messages</a>	<a href="#">Print</a>

# ePAGE Training Manual

- 2. Once an application becomes **Authorized Representative Approved**, the checklist page will be editable. Selecting **Attention Needed** from the drop down will allow the NDE Director to mark sections that need improvement.

**Nevada**  
DEPARTMENT OF EDUCATION

**NDE Director Checklist**

Pershing County SD (14) - Pershing County - 2011 - Consolidated - Rev 0 - NDE Director Checklist

Save And Go To

This tool is to help communicate feedback to the local educational agency (LEA) on the initial submission of the Consolidated Ap

- NDE Director in the Office of Federal Programs will review the initial application and mark each section as OK or Not Applicable before appro
- If the application is returned not approved, the LEA will make the necessary adjustments and resubmit for approval. Only those items that are Attention Needed are to be addressed.
- LEAs will review the checklist and make changes to the sections marked Attention Needed. Only the checked items in the sections marked Att explained. Each section marked Attention Needed also has a place for notes that should be checked for additional comments.
- After the item is corrected, Attention Needed will be changed to OK by the NDE Director before approval.
- Consolidated Application has been presented and approved by your LEA BOE prior to submission to the NDE.

manning, peyton

Session Timeout  
00:55:24

**Consolidated Checklist** [Expand All Sections] [Collapse All Sections]

1. Title II-D

1. Spending Plan - At least 25% of the total allocation is budgeted for technology professional development.

2. Spending Plan - Indirect Cost amount does not exceed the allowable percentage.

3. Spending Plan Details - The Spending Plan Details have been completed in a satisfactory manner.

Not Reviewed  
Not Reviewed  
OK  
Attention Needed  
Not Applicable

# ePAGE Training Manual

## Changes, Validations, and Print

The Sections page has a number of miscellaneous features that are critical to the Funding Application.

1. The Changes column only displays on application revisions and allows the user to easily identify any changes between the current application revision and the previous one.
2. The Validations column displays messages next to any page or section that has identified a warning or an error. The application will not be allowed to move forward through the approval process with an error identified. However, a warning message will allow the application to move forward.
3. The Print column allows the user to generate a PDF version of a particular page, a section, or the entire funding application.

## Sections

Carson City SD (13) - Carson City County - 2013 - Consolidated - Rev 1

Application Status: **Revision Started**

Change Status To: [Revision Completed](#)

[View NDE History Log](#)  
[View Change Log](#)


Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Changes	Validation	Print
All	<a href="#">Changes</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> History Log			<a href="#">Print</a>
<a href="#">History Log</a>			<a href="#">Print</a>
<a href="#">Create Comment</a>			
<input type="checkbox"/> Allocations	<a href="#">Changes</a>		<a href="#">Print</a>
<a href="#">Allocations</a>	<a href="#">Changes</a>		<a href="#">Print</a>
<input type="checkbox"/> Teacher/Principal Training & Recruiting, Title II-A	<a href="#">Changes</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Supplemental Schedule Summary</a>	<a href="#">Changes</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Spending Plan</a>	<a href="#">Changes</a>		<a href="#">Print</a>
<a href="#">Spending Plan Plus/Minus</a>			<a href="#">Print</a>
<a href="#">Spending Plan Details</a>			<a href="#">Print</a>
<a href="#">Eligible Nonpublic Service</a>			<a href="#">Print</a>
<a href="#">Plan Relationships</a>			<a href="#">Print</a>
<a href="#">Related Documents</a>			<a href="#">Print</a>

# ePAGE Training Manual

## Planning Tool

### Accessing Planning Tool

1. To access the Planning Tool, hover over **Planning** on the left-hand menu, then click **Planning Tool**.






The screenshot displays the ePAGE web application interface. At the top, there is a header with the Nevada Department of Education logo on the left and the state seal on the right. The main content area is titled "ePAGE - Electronic Plans, Applications, Grants and Expenditures Home". Below the title, the current user is identified as "Carson City SD (13) - Carson City County". A left-hand navigation menu includes options like "Administer", "Search", "Planning", "Funding", "Address Book", "Contact NDE", "Document Library", "Help", and "ePAGE Sign Out". The "Planning" menu is expanded, showing "Planning Tool" as the selected option. Below the menu, a table lists school districts, with "Carson City SD" selected. The "Announcements" section contains a notice about training sessions for ePAGE on 8/5/2010. The "Reminders" section is currently empty. At the bottom left, the user's name "Doe, John" and a "Production" session timeout of "00:52:41" are visible.

Announcements	Reminders
<b>Training Sessions for ePAGE (8/5/2010)</b> NDE will convert ePAGE to a new platform over Labor Day. To assist users, sessions will be held in Carson City on Sept. 14th & in Las Vegas on Sept. 15th. Participation in person is preferred, but conferencing from Carson City can be arranged (viewing conferencing screens can be difficult, though). Limited seating; RSVPs are mandatory. Times & locations will be provided when you RSVP	

# ePAGE Training Manual

- The Planning Tool home page displays the LEA's District and School plans by fiscal year. Once the appropriate fiscal year is selected click **District Plan**.



**ePAGE Home**

- Administer ▶
- Search ▶
- Planning ▶
- Funding ▶
- Address Book
- Contact NDE
- Document Library
- Help
- ePAGE Sign Out

## Planning Tool

Carson City SD (13) - Carson City County - 2011

2011 ▼ Active Plan ▼

Fiscal Year	District Improvement Status
2011	
2010	OK

Doe, John

**Production**

Session Timeout  
00:57:27

**Plan**

District Plan

School Plan | 013-000: District Initiative (97) ▼

# ePAGE Training Manual

## Needs Assessment

1. Inside the **Plan Sections** table, click **Needs Assessment**.

---

### District Plan Sections

---

Carson City SD (13) Public District - FY 2016 - District Plan - Rev 0

Plan Status: LEA Plan Started

Change Status To:



[View Change Log](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Print <input type="checkbox"/> Select Items
All		<a href="#">Print</a>
<input type="checkbox"/> History Log		<a href="#">Print</a>
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<input type="checkbox"/> Needs Assessment		<a href="#">Print</a>
<a href="#">Needs Assessment</a>		<a href="#">Print</a>
<input type="checkbox"/> Plan Overview		<a href="#">Print</a>
<a href="#">Plan Overview</a>		<a href="#">Print</a>
All		<a href="#">Print</a>

[Return](#)

# ePAGE Training Manual

2. Once the Needs Assessment data has been entered, click **Save**.



## Nevada

DEPARTMENT OF EDUCATION

ePAGE Home  
Administer ▶  
Search ▶  
Planning ▶  
Funding ▶  
Address Book  
Contact NDE  
Document Library  
Help  
ePAGE Sign Out

[Doe, John](#)

**Production**

Session Timeout  
**00:59:34**

### Needs Assessment

Carson City SD (13) - Carson City County - 2010

#### Needs Assessment

Needs Assessment data: Enter most recent local education agency needs assessment.

From CCSD 0809 District Improvement Plan:  
Key Strengths: The following subgroups made AYP in ELA:  
- Elementary Schools: District, American Indian/Alaskan Native, Asian/Pacific Islander, White/caucasian, IEP (safe harbor)  
- Middle Schools: District, American Indian/Alaskan Native, Asian/Pacific Islander, White/caucasian  
- High Schools: All subpopulations

The following made AYP in Math:  
Elementary Schools - All subpopulations  
Middle Schools- District, American Indian/Alaskan Native, Asian/Pacific Islander, White/caucasian, IEP (safe harbor), LEP (safe harbor)



# ePAGE Training Manual

## Plan Overview

Inside the **Plan Sections Table**, click **Plan Overview**

### District Plan Sections

Carson City SD (13) Public District - FY 2016 - District Plan - Rev 0

Plan Status: LEA Plan Started

Change Status To:

[View Change Log](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Print <input type="checkbox"/> Select Items
All		<a href="#">Print</a>
<input type="checkbox"/> History Log		<a href="#">Print</a>
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<input type="checkbox"/> Needs Assessment		<a href="#">Print</a>
<a href="#">Needs Assessment</a>		<a href="#">Print</a>
<input type="checkbox"/> Plan Overview		<a href="#">Print</a>
<a href="#">Plan Overview</a>		<a href="#">Print</a>
All		<a href="#">Print</a>

[Return](#)

# ePAGE Training Manual


## Create Goal

1. To create new goals click the **Create Goal** link from within the District Plan's Plan Overview Page.

**Plan Overview**































---

Carson City SD (13) Public District - FY 2016 - District Plan - Rev 0

Go To 

**Create Goal**

**Plan Items** ( [Expand All](#) [Collapse All](#) )

     1) <a href="#">Mathematics</a>
     2) <a href="#">Reading/Language Arts</a>
     3) <a href="#">Academic Support, Enrichment, Engagement, and School Climate</a>
     4) <a href="#">The Learner Centered Model for teacher professional development will be built on implementation of a guaranteed and viable curriculum implemented via the unit design process.</a>
     5) <a href="#">Develop HQSI skills in all staff members through a training and monitoring process.</a>
     6) <a href="#">To promote the co-teaching model to improve inclusion for special needs students and to continue to implement the Instructional Consultation process at all schools.</a>

# ePAGE Training Manual

- Users have the option of entering an original goal or selecting from the **Recommended Goals** drop down. Once the appropriate goal information has been entered, click **Save**.

**Nevada**  
DEPARTMENT OF EDUCATION

**THE GREAT SEAL OF THE STATE OF NEVADA**

ePAGE Home  
Administer  
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Help  
ePAGE Sign Out

Doe, John  
Production  
Session Timeout  
00:59:54

### Create Goal

Carson City SD (13) - Carson City County - 2010

#### Create Goal

Recommended Goals: Reading/Language Arts

Goal Title: Reading/Language Arts

Goal Description: standards, at a minimum attaining proficiency or better in reading/language arts.

Check Spelling  
124 of 2000 characters

Performance Measure: The percentage of students, in the aggregate and for each subgroup (students from major race/ethnic groups, economically disadvantaged students, children with disabilities, students with limited English proficiency), who are at or above the proficient level in reading/language arts on the State's assessment (ESEA Section 1111(h)(1)(C)(i)).

# ePAGE Training Manual

## Update Goal

1. Click on the desired goal title to edit the goal. To modify the display order, use the up and down arrows next to each goal. To remove a goal click on the trash can icon.































## Plan Overview

Carson City SD (13) Public District - FY 2016 - District Plan - Rev 0

Go To 

Create Goal

Plan Items ( [Expand All](#) [Collapse All](#) )

     1) <u>Mathematics</u>
     2) <u>Reading/Language Arts</u>
     3) <u>Academic Support, Enrichment, Engagement, and School Climate</u>
     4) <u>The Learner Centered Model for teacher professional development will be built on implementation of a guaranteed and viable curriculum implemented via the unit design process.</u>
     5) <u>Develop HQSI skills in all staff members through a training and monitoring process.</u>
     6) <u>To promote the co-teaching model to improve inclusion for special needs students and to continue to implement the Instructional Consultation process at all schools.</u>

# ePAGE Training Manual

## Create Objective

1. Expand the appropriate goal and click on the **Create Objectives**.

### Plan Overview

Carson City SD (13) Public District - FY 2016 - District Plan - Rev 0

Go To 

Create Goal

Plan Items ( [Expand All](#) [Collapse All](#) )

     1) **Mathematics**






Description:






Carson City School District students will improve math achievement throughout the district. There will be an emphasis on the subgroups which did not meet proficiency targets, shown growth or closed the achievement gap as reported in the STAR system.





Performance Measure:






Measurable Objective 1: The percentage of students, in the aggregate and for each subgroup (economically disadvantaged students, children with disabilities, students with limited English proficiency) who are at or above the proficient level in mathematics on state assessment will equal the targets set via the STAR system for elementary and secondary schools. Measurable Objective 2: District mean RIT scores on the math subtest of the MAP (Measures of Academic Progress) assessment will meet or exceed the national mean at all grade levels. At least 50% of CCSD students will meet or exceed expected growth as measured by Fall to Spring MAP scores. Measurable Objective 4: Carson City School district will utilize formative assessments to measure student progress on the math Common Core State Standards throughout the school year.


[Create Objective](#)






     1.1) [Continuously Improve Instructional Practices](#)






     1.2) [Use Assessment Data to Drive Instruction and Identify Students in need of support](#)

    1.3) [State Content Standards Alignment](#)

     2) **Reading/Language Arts**

     3) **Academic Support, Enrichment, Engagement, and School Climate**

     4) **The Learner Centered Model for teacher professional development will be built on implementation of a guaranteed and viable curriculum implemented via the unit design process.**

     5) **Develop HQSI skills in all staff members through a training and monitoring process.**

# ePAGE Training Manual

- The user has the option of entering an original objective or selecting from the **Recommended Objective** drop down. Once relevant objective information has been entered, click **Save**.

**Nevada**  
DEPARTMENT OF EDUCATION

**Seal of the State of Nevada**

ePAGE Home  
Search ▶  
Planning ▶  
Funding ▶  
Address Book  
Contact NDE  
Document Library  
Help  
ePAGE Sign Out

Doe, John

Session Timeout  
00:59:56

### Create Objective

Carson City SD (13) - Carson City County - 2011

#### Create Objective

Goal Title: Mathematics

Recommended Objectives:

Objective Title:

Check Spelling  
0 of 500 characters

Objective Description:

Check Spelling  
0 of 2500 characters

Estimated Cost (Optional):

Save Cancel

# ePAGE Training Manual

## Create Action Step

1. Action steps can be created in either the District or School plan. Action steps relate to Strategies. In the selected plan, expand the appropriate **Objective** and click on the **Create Action Step** link.

## Plan Overview

Carson City SD (13) Public District - FY 2016 - District Plan - Rev 0

Go To 

Create Goal

Plan Items ( [Expand All](#) [Collapse All](#) )

    1) [Mathematics](#)






Description:

Carson City School District students will improve math achievement throughout the district. There will be an emphasis on the subgroups which did not meet proficiency targets, shown growth or closed the achievement gap as reported in the STAR system.

Performance Measure:

Measurable Objective 1: The percentage of students, in the aggregate and for each subgroup (economically disadvantaged students, children with disabilities, students with limited English proficiency) who are at or above the proficient level in mathematics on state assessment will equal the targets set via the STAR system for elementary and secondary schools. Measurable Objective 2: District mean RIT scores on the math subtest of the MAP (Measures of Academic Progress) assessment will meet or exceed the national mean at all grade levels. At least 50% of CCSD students will meet or exceed expected growth as measured by Fall to Spring MAP scores. Measurable Objective 4: Carson City School district will utilize formative assessments to measure student progress on the math Common Core State Standards throughout the school year.





Create Objective





     1.1) [Continuously Improve Instructional Practices](#)





Description:




Guided by the work of Robert Marzano and others on effective instructional strategies and the work of Hord, et. al. on Professional Learning Communities, district and site administrators and faculty will continuously focus on improving practices related to effective instruction and student engagement. Focus will be on the Common Core State Standards for math.

[Create Action Step](#)

    1.1.1) [Alignment of Curriculum to Standards](#)

    1.1.2) [Differentiated Instruction](#)

    1.1.3) [Conduct Observations and Utilize Data](#)

    1.1.4) [Prof Develop - Impact Student Achievement Gaps](#)

# ePAGE Training Manual

2. Check the box **Add to Action Step Bank** to make the Action Step available for use in the School Plans. Once the relevant Action Step information has been entered, click **Save**.

The screenshot shows the 'Create Action Step' interface in the ePAGE system. At the top, there are logos for the Nevada Department of Education and the State of Nevada. A navigation menu on the left includes options like 'Administer', 'Search', 'Planning', 'Funding', 'Address Book', 'Contact NDE', 'Document Library', 'Help', and 'ePAGE Sign Out'. The user is identified as 'Doe, John' in 'Production' mode with a session timeout of 00:59:57. The main form area is titled 'Create Action Step' and is for 'Carson City SD (13) - Carson City County - 2010'. It contains several input fields: 'Goal Title' (Mathematics), 'Strategy Title' (High Quality Professional Development of Instructional Staff), 'Action Step Title' (empty), 'Action Step Description' (empty), and 'Benchmark Indicator: (Optional)' (empty). Each of these text fields has a 'Check Spelling' button and a character count (0 of 600, 0 of 4000, and 0 of 500 respectively). At the bottom of the form, there is a checkbox labeled 'Add to Action Step Bank', which is highlighted with a yellow rectangular box.



# ePAGE Training Manual

## Request for Funds




### Accessing Request for Funds

1. To access the Requests for Funds, click the **Requests for Funds** item in the left hand menu.

The screenshot shows the Nevada Department of Education's ePAGE interface. At the top left is the Nevada Department of Education logo. Below it is a navigation menu with the following items: ePAGE Home, Search, Inbox, Planning, Funding, **Requests For Funds** (highlighted in yellow), Grant Summary, Address Book, Document Library, Help for Current Page, Contact NDE, and ePAGE Sign Out. Below the menu, the user's name 'Greiner, Dave' is displayed, along with a 'Development' status and a 'Session Timeout' of 00:59:37. The main content area on the right shows 'ePAGE - Elec' and 'Carson City SD (13'. Below this is an 'Announcements' section with a notice about 'FY16 21st CCLC e' and 'On June 24-25, 2' receiving a 'Func'. At the bottom of the main content area is a table with the header 'District c' and rows for 'Car', 'Clark', 'Elko', 'Lyon', 'Wash', 'State C', 'Community E', and 'Aftersc'.

# ePAGE Training Manual

- The Requests for Funds page allows users to view all available grants by fiscal year. Click on the appropriate grant to start requesting funds.

ePAGE Home
Administer
Search
Inbox
Planning
Funding
Address Book
Contact NDE
Document Library
Help
ePAGE Sign Out

## Requests For Funds

Carson City SD (13) - Carson City County - 2010




2010 Consolidated/TITLE I

Grant	Available Budget	Total Available Amount	Received Amount	Net Available Amount
<a href="#">Title I</a>	\$1,696,128.34	\$1,696,128.34	\$1,653,913.24	\$42,215.10
<a href="#">Neglected, Title I</a>	\$0.00	\$0.00	\$0.00	\$0.00
<a href="#">Delinquent, Title I-D</a>	\$29,000.00	\$29,000.00	\$29,000.00	\$0.00
<a href="#">Migrant Education, Title I-C</a>	\$0.00	\$0.00	\$349.59	(\$349.59)
<a href="#">School Improvement, Title I</a>	\$0.00	\$0.00	\$4,500.00	(\$4,500.00)

# ePAGE Training Manual

## Create Request for Funds

1. Click on the link **Create New Request For Funds**.

ePAGE Home

Administer ▶

Search ▶

Planning ▶

Funding ▶

Address Book

Contact NDE

Document Library

Help

ePAGE Sign Out

[Doe, John](#)

**Production**

Session Timeout  
**00:59:30**

### Project Summary

Carson City SD (13) - Carson City County - 2010 - Title I

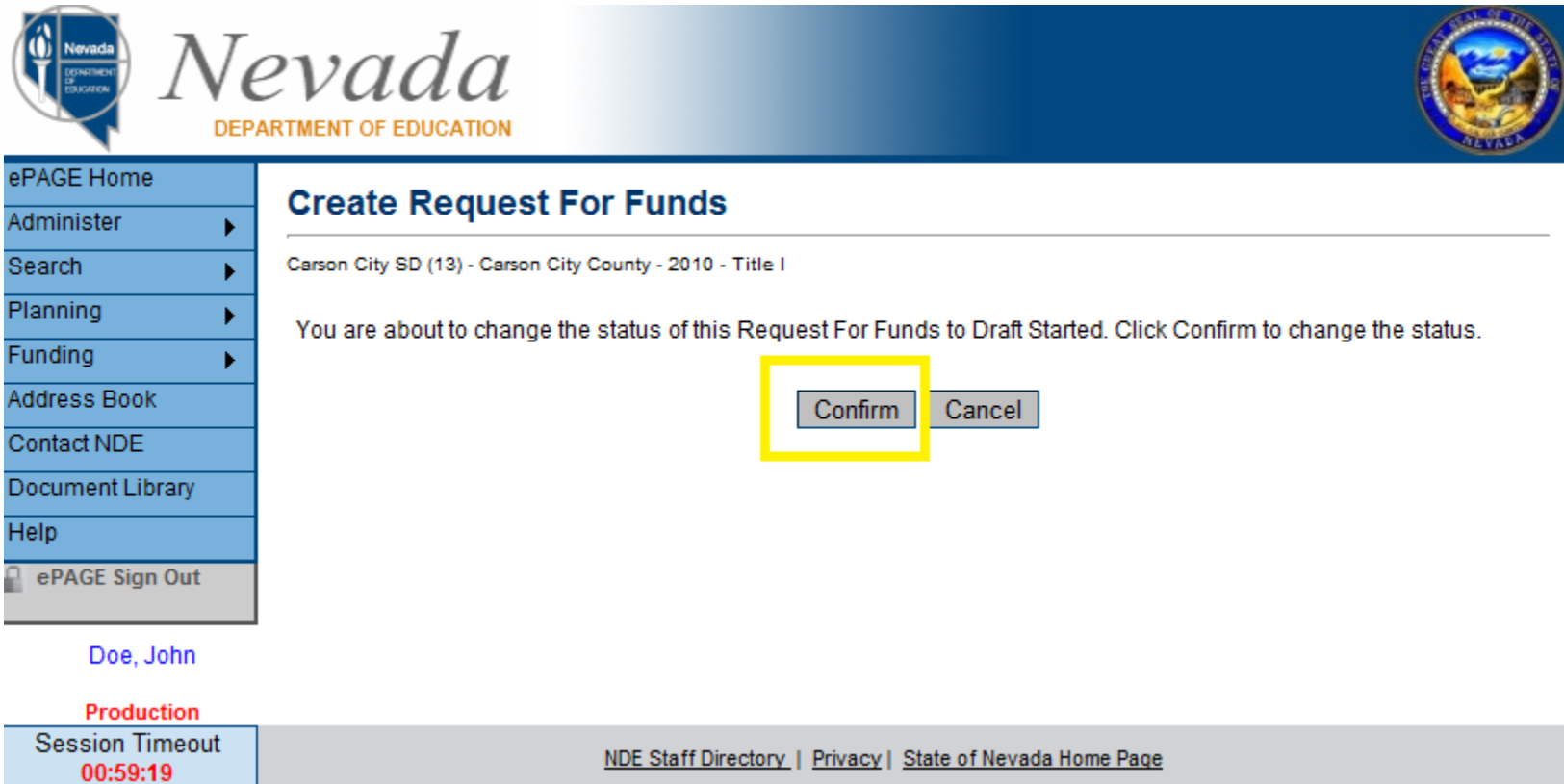
Project Information	
Project Number	10-633-13000
C.F.D.A. Number	84.010
Initial Substantially Approved Date	7/24/2009
Project End Date	6/30/2010
Allocation	\$1,696,128.34
Available Budget	\$1,696,128.34
Project Status	Normal [Hold]

[Create New Request For Funds](#)

Requests For Funds				
Amount	Request Period	Status	Status Date	Voucher #
\$776,558.35	<u>August 9, 2010</u>	Released for Payment	August 19, 2010	300 1009526
\$582,125.75	<u>March 11, 2010</u>	Released for Payment	April 12, 2010	300 974489
\$202,432.84	<u>November 3, 2009</u>	Released for Payment	November 10, 2009	300 934163

# ePAGE Training Manual

2. Click **Confirm** to verify the intention to start the request.






The screenshot displays the ePAGE system interface. At the top left is the Nevada Department of Education logo, and at the top right is the State of Nevada seal. A blue navigation sidebar on the left contains links for ePAGE Home, Administer, Search, Planning, Funding, Address Book, Contact NDE, Document Library, Help, and ePAGE Sign Out. The main content area is titled 'Create Request For Funds' and shows details for 'Carson City SD (13) - Carson City County - 2010 - Title I'. A message states: 'You are about to change the status of this Request For Funds to Draft Started. Click Confirm to change the status.' Below this message are two buttons: 'Confirm' (highlighted with a yellow box) and 'Cancel'. At the bottom left, the user's name 'Doe, John' and the environment 'Production' are shown. A session timeout timer displays '00:59:19'. The footer contains links for 'NDE Staff Directory', 'Privacy', and 'State of Nevada Home Page'.

# ePAGE Training Manual

## Expenditure Details

1. Click the **Expenditure Details** link on the RFF sections page.

ePAGE Home

Administer ▶

Search ▶

Planning ▶


Funding ▶

Address Book

Contact NDE

Document Library

Help

 ePAGE Sign Out

---

Doe, John

**Production**

Session Timeout  
**00:58:37**

### Request For Funds Sections

---

Carson City SD (13) - Carson City County - 2010 - Title I

**Request Status:**      **Draft Started**

**Change Status To:**    [Draft Completed](#)  
or  
[Delete Request For Funds](#)

Description	Validation	Print
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<a href="#">Expenditure Details</a>		<a href="#">Print</a>
<a href="#">Request</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Assurances</a>		<a href="#">Print</a>
<a href="#">All</a>	<a href="#">Messages</a>	<a href="#">Print</a>

# ePAGE Training Manual

- The **Expenditure Details** page will only display the cells that have an approved budget. The approved budget amount is displayed when the user hovers over the cell.



- ePAGE Home
- Administer ▶
- Search ▶
- Planning ▶
- Funding ▶
- Address Book
- Contact NDE
- Document Library
- Help
- ePAGE Sign Out

Doe, John

**Production**

Session Timeout  
**00:59:36**

## Expenditure Details

Carson City SD (13) - Carson City County - 2010 - Title I

Save And Go To ▶

Purpose Code Object Code	1000 Instruction	2100 Student Support Services	2200 Instructional Support Services	2300 - 2500, & 2900 Gen. & Sch. Adm.	2700 Transportation	3300 Comn Parent Involvement
Salaries 100	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Retirement Fringe Benefits 200	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Purchased Professional/Technical Services 300	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Purchased Property Services 400	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Student Transportation Services 510	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Staff Travel 580	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Supplies 600	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Approved Budget: 412,320.15  
Funds Requested: 0.00  
Amount Remaining: 412,320.15

# ePAGE Training Manual

- Expenditure Details should be entered on a year-to-date basis. Once this is complete, hover over the **Save And Go To** button at the top, and click **Sections**.



*Nevada*  
DEPARTMENT OF EDUCATION



- ePAGE Home
- Administer ▶
- Search ▶
- Planning ▶
- Funding ▶
- Address Book
- Contact NDE
- Document Library
- Help
- ePAGE Sign Out

## Expenditure Details

Carson City SD (13) - Carson City County - 2010 - Title I

Save And Go To ▶

Purpose Code	1000 Instruction	2100 Student Support Services	2200 Instructional Support Services	2300 - 2500, & 2900 Gen. & Sch. Adm.	2700 Transportation	3300 Comm Parent Involvement
Salaries 100	250,000.00	52,000.00	0.00		0.00	0.00
Retirement Fringe Benefits 200	30,000.00	27,000.00	30,000.00		0.00	0.00
Purchased						

Doe, John



Production

Session Timeout  
00:53:08

# ePAGE Training Manual

## Request

1. Click the **Request** link on the RFF sections page.

Nevada

DEPARTMENT OF EDUCATION

---

ePAGE Home

Administer ▶

Search ▶

Planning ▶

Funding ▶

Address Book

Contact NDE

Document Library

Help

ePAGE Sign Out

### Request For Funds Sections

---

Carson City SD (13) - Carson City County - 2010 - Title I

**Request Status:**      **Draft Started**

**Change Status To:**    [Draft Completed](#)  
    or  
    [Delete Request For Funds](#)

Description	Validation	Print
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<a href="#">Expenditure Details</a>		<a href="#">Print</a>
<a href="#">Request</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Assurances</a>		<a href="#">Print</a>
<b>All</b>	<a href="#">Messages</a>	<a href="#">Print</a>

Doe, John

Production

Session Timeout  
00:59:13



# ePAGE Training Manual

- 2. The **Total Amount Requested** will automatically calculate using the year-to-date expenditures entered on the **Expenditure Details** page in addition to the **Cash Balance on Hand**.


## Request

Carson City SD (13) - Carson City County - 2013 - Title I

Go To 




### Payment Details

General Information	
Project Number	13-633-13000
C.F.D.A. Number	84.010
Voucher Number	3001229783

Fiscal Summary	
Allocation	\$1,587,573.26
Available Budget	\$1,419,674.00
Fiscal Information As Of	1/4/2013 
Cash Received	\$154,136.07
Total Cash Basis Expenditures	\$331,915.77
Cash Balance On Hand	(\$177,779.70)
Cash Available	\$1,265,537.93
Total Amount Requested	\$177,779.70

# ePAGE Training Manual

- On the **Fiscal Information As Of** line, click on the calendar icon to select a date that shows the ending date for the period of expenditures.

ePAGE Home

Administer ▶

Search ▶

Planning ▶

Funding ▶

Address Book

Contact NDE

Document Library


Help

ePAGE Sign Out

## Request

Carson City SD (13) - Carson City County - 2010 - Title I

Save And Go To ▶

General Information	
Project Number	10-633-13000
C.F.D.A. Number	84.010
Voucher Number	
Fiscal Summary	
Allocation	\$1,696,128.34
Available Budget	\$1,696,128.34
Fiscal Information As Of	<input type="text" value=""/> 
Cash Received	\$1,653,913.24
Total Cash Basis Expenditures	\$1,684,442.00
Cash Balance On Hand	(\$30,528.76)
Cash Available	\$42,215.10

Doe, John

Production

Session Timeout

00:56:03

# ePAGE Training Manual

- Once all of the required fields have been completed, hover over the **Save And Go To** button and click Sections.

The screenshot displays the ePAGE interface for the Nevada Department of Education. The top header features the Nevada Department of Education logo and the state seal. A navigation menu on the left lists various system functions. The main content area is titled 'Request' and shows details for a specific request. A 'Save And Go To' button is highlighted with a yellow box. Below this, there are two summary tables: 'General Information' and 'Fiscal Summary'.

**Navigation Menu:**

- ePAGE Home
- Administer
- Search
- Planning
- Funding
- Address Book
- Contact NDE
- Document Library
- Help
- ePAGE Sign Out

**User Profile:** Doe, John  
**Production**  
 Session Timeout: 00:52:30

**Request Details:** Carson City SD (13) - Carson City County - 2010 - Title I

**General Information Table:**

Project Number	10-633-13000
C.F.D.A. Number	84.010
Voucher Number	<input type="text"/>

**Fiscal Summary Table:**

Allocation	\$1,696,128.34
Available Budget	\$1,696,128.34
Fiscal Information As Of	08/06/2010
Cash Received	\$1,653,913.24
Total Cash Basis Expenditures	\$1,684,442.00
Cash Balance On Hand	(\$30,528.76)
Cash Available	\$42,215.10

The Request for Funds validation and workflow function in the same manner as that for funding applications.

# ePAGE Training Manual

## Final Financial Report

### Starting FFR



1. Select **Funding** then **Funding Application** from the left-hand menu.
2. On the resulting page, select the fiscal year in which the LEA has expended dollars and **All Active Applications** from the drop down menus. Click the appropriate Funding Application.
3. When the sections page opens, the current application status must show as **NDE Director Approved** in order to start the FFR process. Once the application is in NDE Director Approved status, click the **FFR LEA Draft Started** link under the **Change Status To** header.

The screenshot displays the Nevada Department of Education ePAGE interface. At the top left is the Nevada Department of Education logo. The main header area contains the text "Nevada DEPARTMENT OF EDUCATION". On the left side, there is a vertical navigation menu with the following items: ePAGE Home, Administer, Search, Reports, Inbox, Planning, Funding, Requests For Funds, Grant Summary, LEA Document Library, Address Book, Document Library, Help for Current Page, Contact NDE, Developer Tools, and ePAGE Sign Out. The main content area is titled "Sections" and shows details for "Carson City SD (13) Public District - FY 2016 - Consolidated - Rev 7". The "Application Status" is "NDE Director Approved". Under the "Change Status To:" header, there are two links: "LEA Revision Started" and "FFR LEA Draft Started", with the latter highlighted in yellow. Below this, there are links for "View NDE History Log" and "View Change Log". A "Description" section is visible with sub-sections for "All", "History Log" (with sub-links "History Log" and "Create Comment"), "Allocations" (with sub-link "Allocations"), and "Title I".

# ePAGE Training Manual

## Final Financial Report

1. On the Sections page, click the **Final Financial Report** link located under each grant.

Nevada

DEPARTMENT OF EDUCATION

ePAGE Home

Administer ▶

Search ▶

Inbox

Planning ▶

Funding ▶

Address Book

Contact NDE

Document Library

Help

ePAGE Sign Out

### Sections

Carson City SD (13) - Carson City County - 2010 - Consolidated - Rev 7

**Application Status:** FFR Draft Started

**Change Status To:** [FFR Draft Completed](#)  
or  
[FFR Cancelled](#)

[View NDE History Log](#)  
[View Change Log](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Changes	Validation	Print
All		<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> History Log			<a href="#">Print</a>
<a href="#">History Log</a>			<a href="#">Print</a>
<a href="#">Create Comment</a>			
<input type="checkbox"/> Allocations			<a href="#">Print</a>
<a href="#">Allocations</a>			<a href="#">Print</a>
<input type="checkbox"/> Teacher/Principal Training & Recruiting, Title II-A			<a href="#">Print</a>
<a href="#">Final Financial Report</a>			<a href="#">Print</a>
<a href="#">Supplemental Schedule Summary</a>			<a href="#">Print</a>
<a href="#">Spending Plan</a>			<a href="#">Print</a>



Miller, Anthony

Production

Session Timeout  
00:59:50

# ePAGE Training Manual

- The **FFR** page will only display the cells that have an approved budget. To view the approved budget amount, hover over the cell.

## Nevada

DEPARTMENT OF EDUCATION

ePAGE Home

Administer ▶

Search ▶

Inbox

Planning ▶

Funding ▶

Address Book

Contact NDE

Document Library

Help

ePAGE Sign Out

Miller, Anthony

**Production**

Session Timeout  
**00:58:49**

### Final Financial Report


Carson City SD (13) - Carson City County - 2010 - Consolidated - Rev 7 - Teacher/Principal Training & Recruiting, Title II-A

Save And Go To ▶

Purpose Code	1000 Instruction	2200 Instructional Support Services	2300 - 2500, & 2900 Gen. & Sch. Adm.	Expenditures for Prof. Dev.	Expenditures for Nonpublic Schools	Total
Salaries 100	0.00	0.00	0.00	0.00		0.00
Retirement Fringe Benefits 200	0.00	0.00	0.00	0.00		0.00
Purchased Professional/Technical Services		0.00		0.00	0.00	0.00


# ePAGE Training Manual

3. Enter the amount of cash expenditures and hover over the **Save And Go To** button, then click Sections.



## Nevada

DEPARTMENT OF EDUCATION



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ePAGE Home

Administer ▶

Search ▶

Inbox

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Funding ▶

Address Book

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Help

ePAGE Sign Out

### Final Financial Report

Carson City SD (13) - Carson City County - 2010 - Consolidated - Rev 7 - Teacher/Principal Training & Recruiting, Title II-A

Save And Go To ▶

Purpose Code Object Code	1000 Instruction	2200 Instructional Support Services	2300 - 2500, & 2900 Gen. & Sch. Adm.	Expenditures for Prof. Dev.	Expenditures for Nonpublic Schools	Total
Salaries 100	<input type="text" value="18,000.00"/>	<input type="text" value="39,000.00"/>	<input type="text" value="43,062.00"/>	<input type="text" value="112,160.00"/>		<input type="text" value="212,222.00"/>
Retirement Fringe Benefits 200	<input type="text" value="1,660.00"/>	<input type="text" value="1,130.00"/>	<input type="text" value="16,097.00"/>	<input type="text" value="12,887.00"/>		<input type="text" value="31,774.00"/>
Purchased Professional/Technical Services		<input type="text" value="0.00"/>		<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Miller, Anthony

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## FFR Adjustments




1. On the Sections page, click the **FFR Adjustments** link.

	<a href="#">Spending Plan</a>			<a href="#">Print</a>
	<a href="#">Spending Plan Details</a>			<a href="#">Print</a>
	<a href="#">Eligible Nonpublic Service</a>			<a href="#">Print</a>
	<a href="#">Plan Relationships</a>			<a href="#">Print</a>
<input type="checkbox"/>	<b>McKinney-Vento Homeless Assistance Program</b>			<a href="#">Print</a>
	<a href="#">Final Financial Report</a>			<a href="#">Print</a>
	<a href="#">Supplemental Schedule Summary</a>			<a href="#">Print</a>
	<a href="#">Spending Plan</a>			<a href="#">Print</a>
	<a href="#">Spending Plan Details</a>			<a href="#">Print</a>
	<a href="#">Plan Relationships</a>			<a href="#">Print</a>
<input type="checkbox"/>	<b>Contacts</b>			<a href="#">Print</a>
	<a href="#">Contacts</a>			<a href="#">Print</a>
<input type="checkbox"/>	<b>Assurances</b>			<a href="#">Print</a>
	<a href="#">Assurances</a>			<a href="#">Print</a>
<input type="checkbox"/>	<b>Final Financial Report</b>			<a href="#">Print</a>
	<a href="#">FFR Adjustments</a>			<a href="#">Print</a>
	All			<a href="#">Print</a>



# ePAGE Training Manual

- Review reported cash expenditures. Enter the specific amount to carry over in order for it to be available in the next year’s funding application. If a district chooses not to carry over all remaining funds, then it must check the box acknowledging that it does not want to carry over the total amount remaining. If a district does not do this, the FFR will fail the validation. When the FFR Adjustments page is completed, hover over the **Save And Go To** button, then click Sections.

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## FFR Adjustments

Carson City SD (13) - Carson City County - 2010 - Consolidated - Rev 7 - Final Financial Report

Save And Go To ▶

Grant	Adjusted Allocation	Current Allocation	Reported Expenditures	Adjusted Expenditures	Cash Received	Amount Remaining	Amount to Carry Over	Acknowledge Carryover Less Than Amount Remaining
II-A TQ	\$411,837.41	\$422,952.84	\$243,996.00	\$243,996.00	\$241,698.13	\$178,956.84	0.00	<input type="checkbox"/>
II-D Tec	\$24,458.54	\$13,343.11	\$0.00	\$0.00	\$2,088.20	\$13,343.11	0.00	<input type="checkbox"/>
III LEP	\$212,707.75	\$212,707.75	\$0.00	\$0.00	\$68,945.74	\$212,707.75	0.00	<input type="checkbox"/>
III Imm	\$13,106.11	\$13,106.11	\$0.00	\$0.00	\$13,786.32	\$13,106.11	0.00	<input type="checkbox"/>
IV SDFS	\$19,105.34	\$19,105.34	\$0.00	\$0.00	\$18,803.69	\$19,105.34	0.00	<input type="checkbox"/>

Miller, Anthony

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The FFR validation, submission, and approval function in the same manner as the funding application.