Best Practice – Annual Reporting Arrests and Convictions (Act 24 – Required for each Employee) (Marion Center Area SD)

How To – To create this item on your portal, follow the directions below.

1) Log into Comply
2) Supervision Management → Templates
3) Search for and locate the Template called *Best Practice – Annual Reporting Arrests and Convictions (Act 24 – Required for each Employee) (Marion Center Area SD)* → View
4) From the item's detail page, select Actions → Duplicate
5) From the edit compliance item page, customize the item to the unique needs of your school district.
    a. Title – edit as needed
    b. Description – edit as needed
    c. Compliance Cycle Type – leave as Item Timeline
    d. Start Date and End Date – Item recurs, dates are modified within the recurrence section
    e. Instructions – edit as needed
    f. Person of Contact – add person(s) of contact
    g. What is required of the user? – leave as is (box checked for Completed Questionnaire)
    h. Reminders – edit as needed
    i. Questionnaire – editing questionnaire will occur in step 7
    j. Resources – edit as needed / add links and/or documents as needed
    k. Recurrence – edit as needed / item currently Recurs every (1) year(s) on August 1 through August 31. Recurrence does not end
    l. Approval Stages – add at least one stage of approval
    m. Tags – add tag as needed
    n. Act 48 – ignore / not applicable
6) Save, Publish, and Close the item
7) From Questionnaire Management → Templates
    a. Locate the Template titled, Arrest/Conviction Report and Certification Form → Actions → Edit
    b. From the Edit Questionnaire page, customize the form…
        - Title – edit title as needed and be sure to remove template copy
        - Questions – edit questions and add questions as needed
        - When finished Save → Close
8) Locate and return to your item from Supervision Management → All Items page → View

9) From the Roster section, click the blue Add Users icon
   a. There are three basic ways to add users.
      - Search for and add users by utilizing the blue Get All Users button
      - Search for and add users individually by utilizing the search field in the left hand column
      - Search for and add users by utilizing Groups
   b. Once added, users will be assigned to the item, and they will receive an email. Included in the email is their due date, person of contact, instructions, and a link back to the item within Comply.