

Input Based Accountability System (IBAS)
DIRECTIONS for PRINCIPALS (11.2013)

1. Go to the Department of Education (DOE) website: <http://www.education.nh.gov/>
2. View menu on the left side. **Click on Data Collection & Reports**, and then, **myNHDOE (Single Sign On)**.
3. **Enter your User Account AND Password.**
 - a) If you do not have a User Account/Password or you have forgotten them, follow the online suggestions.
 - b) If you still have problems, contact your district I4SEE person for assistance.
4. The next page should show a list of the Systems you may access. One of the **Systems** should be the **Education Statistics System (ESS)**. If you do not see **Education Statistics System (ESS)**, contact your district I4SEE person for assistance.
5. Next, **click on the ESS line**. The next page should have a list of **Surveys**. **Select “2013-2014 – RSA 193-E Adequate Public Education, Input Based Accountability System (IBAS) Survey.”** **Click on the Green Arrow**.
6. The next page/s will show your school/s information and your information. If this is correct, **click on the Green Arrow**. If it is not correct, you can click on **EDIT** and make corrections.
7. The next page should be the **NHDOE Survey - RSA 193-E:3-b Accountability for the Opportunity for an Adequate Education. – 2013-2014.**
 - a) Beneath the School ID and School Name, you will see the School’s **Current Status**. The Survey can only be edited by a principal if it has a status of “Started” or “Returned”.
 - b) Depending on the school’s type (high school, middle, or elementary) there will be 13 – 15 tabs showing on each Survey page. If you are completing the Survey because the School’s Approval status has or is expiring, complete **ALL** the tabs including the School Approval, Fire and Health tabs.
 - c) A **RED** tab means this section was previously reviewed by DOE staff and some earlier replies **do not** appear to meet the standard and more information/evidence is required. A **GREEN** tab means the section was previously approved; however, please check **EVERY** tab again since new statements may have been added and the section’s approval status could change if all statements are not addressed.
 - d) Any statement marked “No” or “Other” requires a complete explanation in the “Comments” section.
 - e) The ARTS section has 4 sections: Music, Visual Arts, Theater, and Dance. Please answer **all** of them.
 - f) Fire and Health Inspection reports can be faxed, mailed or scanned and emailed to the Office of School Approval. Or they can be scanned and attached to the IBAS Survey. Go to the Fire or Health tab, **click on SAVE** at the bottom of the page and then follow the directions to attach the inspection report.
 - g) **SAVE** often or your work will be lost. **CANCEL** resets the answers to the previously saved values.
8. **To Log Out:**
 - a) **Click Save**, if you plan to return later to finish the survey. **Then click Logout** in the top right corner.
 - b) **Click Save**, if you are finished with the survey and ready to submit it to your superintendent for review or approval. **Scroll** to the top of the page and find **Current Status**.
 - i. Click to the right of **Current Status**.
 - ii. Select **“Yes, submit for review.”** **Click Submit**. Then **click Logout** in the top right corner.