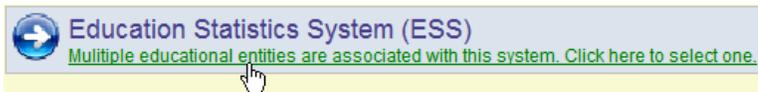


## Input Based Accountability System (IBAS) Survey DIRECTIONS for PRINCIPALS

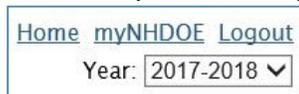
1. Login to your myNHDOE account: <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>
2. Enter your Username and Password.
3. If you do not have a Username/Password or you have forgotten them, follow the online instructions. If you still have problems, contact your i4see Contact for assistance: <https://my.doe.nh.gov/Profiles/PublicReports/PublicReports.aspx?ReportName=i4seeContacts>
4. Once you are logged in you should be able to see the **Education Statistics System (ESS)** link. Click on that link. If you do not see this system, contact your i4see Contact for assistance.



5. If multiple education entities are associated with this system, choose the **General User** role. This **General User** role allows principals to make edits to the IBAS survey and to submit them for their Superintendent's approval.



6. Check the year in the upper right. Make sure that 2017-2018 is selected.



7. Once you are logged into ESS, you should see a list of surveys. Select "**2017-2018– RSA 193-E Adequate Public Education, Input Based Accountability System (IBAS) Survey**" by clicking on the Green Arrow. 
8. The next page will show your school's information and your contact information. If this is correct, **click on the Green Arrow**.  If it is not correct, you can click **EDIT** and make corrections.
9. The next page should be titled: **NHDOE Survey - 2017-2018– RSA 193-E Adequate Public Education, Input Based Accountability System (IBAS) Survey**. Beneath the School ID and School Name, you will see your school's **Current Status**. *The Survey can only be edited by a principal if it has a status of "Started" or "Returned"*.

Make sure  
you in a  
General User  
role

New Hampshire Department of Education  
Public School Approval Program  
101 Pleasant Street, Concord, NH 03301-3852  
Telephone: (603) 271-0849

10. *If requested*, fill out the “person responsible” information and click on “Save”.

Person Responsible:	<input type="text"/>
Telephone:	<input type="text"/>
Email Address:	<input type="text"/>
<a href="#">Save</a>	

11. There will be several tabs showing in the survey. If you are completing the Survey because your School Approval status has or is expiring, complete ALL the tabs. Don't forget to upload your school's recent fire inspection and health inspection. If you are completing the survey to meet RSA 193-E:3-b I (b)(3), demonstration that the school provides the opportunity for an adequate education, then fill out ALL the tabs **except** “School Approval”, “Fire Inspection”, “Health Inspection”, and “EOP”. Please note that, although completion of the Fire Inspection and EOP tabs are not required to meet RSA 193-E:3-b I (b)(3), annual submission of the fire inspection and emergency operation plan (EOP) are required by other laws (RSA 153:14 and RSA 189:64, respectively). You *may* use this survey to submit them to the Department of Education or you can mail them directly to the Department of Education to the attention of: Marjorie Schoonmaker.

*Important!*

12. A **RED** tab means this section was previously reviewed by DOE staff and some earlier replies **do not** appear to meet the standard or the information is not complete. 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.

13. Any statement marked “No” or “Other” requires a complete explanation in the “Comments” section.

14. The ARTS section has 4 sections: Music, Visual Arts, Theater, and Dance. Please answer **all** of them.

15. When attaching documents in the survey, such as the fire inspection report, health inspection report, and EOP, you must **click SAVE** at the bottom of the page before you can attach the report/plan.

16. **SAVE** often or your work will be lost. **CANCEL** resets the answers to the previously saved values.

17. The final tab “Program Information” is a data collection tab used by the DOE and *is optional*. The DOE is compiling statistics regarding which educational program is currently being used throughout the state. More than one program may be selected especially if one is used for general instruction and others are used for remediation or enrichment.

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To **Submit the Survey** and/or **Log Out**:

18. Click **Save**, if you plan to return later to finish the survey. Then click **Logout** in the top right corner.
19. Click **Save**, if you are finished with the survey and ready to submit it to your superintendent for review or approval.
20. *After saving*, click **Submit** at the top of the page.

Current Status: [Started](#) **Submit** ←

Please Use the Save Hyperlink at the top or bottom of the survey to save your responses before clicking the submit button!

**SAVE YOUR WORK OFTEN!** The form times out 30 minutes after you last saved the form.

Created On: 4/28/2016 2:20:25 PM  
Created By: A231380

Last Updated: 4/28/2016 2:21:30 PM  
Last Updated By: A231380

21. Check **Yes to submit this survey to the NHDOE!** then **Submit**.

**Submit To NHDOE:**

If you are ready to submit this survey to the NHDOE place a check in the checkbox below and click the Submit button. Otherwise, click the Cancel button to return to the survey.

Yes, submit this survey to the NHDOE!

22. Then click **Logout** in the top right corner.

*Only submit the survey when it's ready for the Superintendent's approval!*