

Getting Started with ezMandate

ezMandate is an electronic method of logging time spent complying with reimbursable state-mandated activities. There are no additional costs to your district to use **ezMandate**. You may still capture your time on paper logs if you prefer.

ezMandate should be used to track time on a contemporaneous basis - - track time at or near the time the reimbursable activity took place. "At or near" means no more than 30 days after the activity took place.

LOGIN TO EZMANDATE AND SET YOUR PREFERENCES

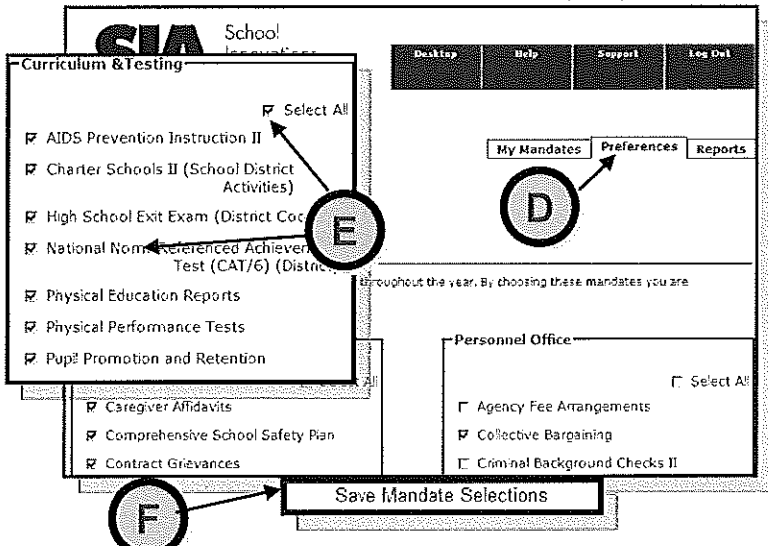
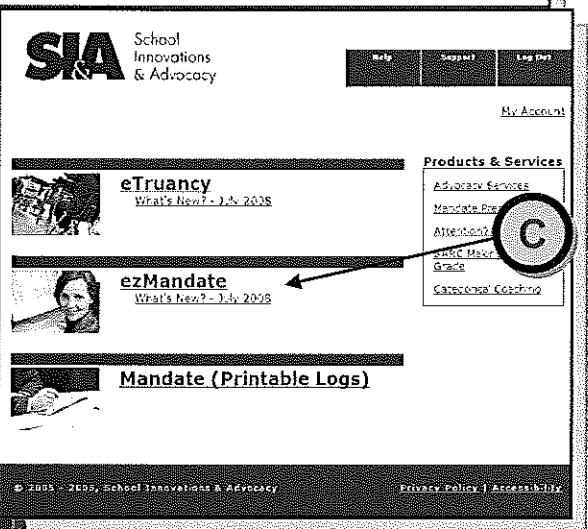
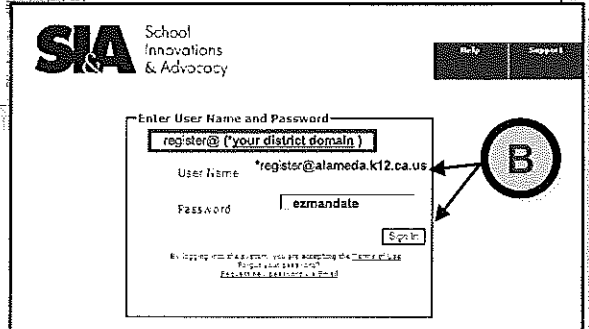
- A. Go to www.sia-us.com and select "Client Login" in the upper right hand corner of the screen.
- B. Enter the predefined username and password:
 1. Type **register@** and your *district's domain* for the username.
Example: *register@alameda.k12.ca.us* *registerCOE@tcae.k12.org*
 2. Type **ezmandate** for the password.
 3. Click the "SIGN IN" button.
You will be asked to enter your email address for verification.

4. After receiving the verification email, click on the link in the email to return to the registration page, which you will fill out all required fields.

5. Continue the registration process by selecting the sites you perform mandated activities, and click the "Click to Complete Registration" button.

Select	Site Name	Site Code	Local blocks
<input type="checkbox"/>	11174-01 EL 2557	11174	3
<input type="checkbox"/>	11174-01 EL 2558	11174	3
<input type="checkbox"/>	11174-01 EL 2559	11174	3
<input type="checkbox"/>	11174-01 EL 2560	11174	3
<input type="checkbox"/>	11174-01 EL 2561	11174	3
<input type="checkbox"/>	11174-01 EL 2562	11174	3
<input type="checkbox"/>	11174-01 EL 2563	11174	3
<input type="checkbox"/>	11174-01 EL 2564	11174	3
<input type="checkbox"/>	11174-01 EL 2565	11174	3
<input type="checkbox"/>	11174-01 EL 2566	11174	3
<input type="checkbox"/>	11174-01 EL 2567	11174	3
<input type="checkbox"/>	11174-01 EL 2568	11174	3
<input type="checkbox"/>	11174-01 EL 2569	11174	3
<input type="checkbox"/>	11174-01 EL 2570	11174	3
<input type="checkbox"/>	11174-01 EL 2571	11174	3
<input type="checkbox"/>	11174-01 EL 2572	11174	3
<input type="checkbox"/>	11174-01 EL 2573	11174	3
<input type="checkbox"/>	11174-01 EL 2574	11174	3
<input type="checkbox"/>	11174-01 EL 2575	11174	3
<input type="checkbox"/>	11174-01 EL 2576	11174	3
<input type="checkbox"/>	11174-01 EL 2577	11174	3
<input type="checkbox"/>	11174-01 EL 2578	11174	3
<input type="checkbox"/>	11174-01 EL 2579	11174	3
<input type="checkbox"/>	11174-01 EL 2580	11174	3

- C. Click the "ezMandate" link.
- D. Click the "Preferences" tab to set the mandates you would like to view.
- E. Add your mandates by selecting the mandates corresponding to your department or site type. (i.e. District Office, Sites—K-8, etc)
- F. Click the "Save Mandate Selections" button to save your preferences.



QUICK GUIDE

Logging Time with ezMandate

ENTERING YOUR MANDATED TIME

- A. Select the month for which you would like to log time and click the "Change" button. Please make sure you are logging your time in the correct year.

HABITUAL TRUANT (TRUANCY CONFERENCING) Requires school pupil's third truancy within the same school year. No pupil shall be deemed "conscientious effort" to hold a conference with the parent and the pupil.

[State Guidelines...](#)

- B. Click the mandate which you are logging time.

Conducting / attending the Conference [State Guidelines](#)

#2

Yes, I conducted/attended a conference that the parent agreed to attend

No, I didn't conduct/attend a conference that the parent agreed to attend

- C. Select "Yes" if time had been spent on the activity.

Date Remove Date Add More Dates

Actual Hours Actual Minutes

Name or ID# of student being conferenced

Remove Student Add Student

- D. Enter the date and number of hours and /or minutes the activity took for that date. Additionally, you can enter data such as Student ID, name, or other descriptive information if applicable.

- E. If the option to add statistics is available, enter the correct number in the **Statistics** box.
- How many pupils were reported truant at least three times during the time reported above?
- Statistics Total: 0 Last Updated:
- Statistics

- F. Make a note of the restrictions and ensure you submit any paper documentation required to SIA.

SAVING & COMPLETING MANDATED TIME

After answering all applicable questions, click the "Save and Continue Later" button to allow you to continue adding time for this mandate/month on your next login.

Save and Continue Later

After all time has been entered for the month, click the "Completed for the Month" button, which will permanently save your entries in the database.

Completed for the month

NOTE:
The "check mark" icon indicates mandates that you have completed for the month.

The "hour glass" icon indicates mandates in which you saved but did not complete your entries.

HABITUAL TRUANT (TRUANCY CONFERENCING) Requires school pupil's third truancy within the same school year. No "conscientious effort" to hold a conference with the parent and the pupil.

[State Guidelines...](#)

HIGH SCHOOL EXIT EXAM (DISTRICT COORD.) To eligible high school pupils to ensure that students grasp academic content standards for Reading, Writing, and Math.

[State Guidelines...](#)

SIA School Innovations & Advocacy

ezMandate

SIA Demo District (60005)

Site: Empire Middle School (200) Change

For: July Change Year: 2008-2009 Change

Mandates with Summary

CATEGORICAL AFFIDAVIT Requires school districts and county offices of education to enroll a student in the school when a Category Affidavit form is used to establish residence for the student.

COLLECTIVE BARGAINING Requires employers and employees to meet, negotiate, and settle contract disputes stemming from these negotiations. Also requires districts and county offices of education to publicly disclose the major provisions of a collective bargaining agreement after negotiations, but before the agreement becomes binding.

COMPREHENSIVE SCHOOL SAFETY PLAN Requires each school district and county office of education to develop and adopt a comprehensive school safety plan relevant to the safety needs of each school.

CONTRACT GRANTING Requires districts and county offices of education to develop and receive contract proposals. The process includes information and formal proposals. A specific contract election process must be provided for the time it is available.

HABITUAL TRUANT (TRUANCY CONFERENCING) Requires school districts and county offices to classify a pupil as a habitual truant upon the pupil's third truancy within the same school year. No pupil shall be deemed a habitual truant unless school districts make a "conscientious effort" to hold a conference with the parent and the pupil.

ezMandate

SIA Demo District (60005)

Site: Empire Middle School (200) Change

For: July Change Year: 2008-2009 Change

School Year 2008/2009

Habitual Truant (Truancy Conferencing)

Summarizes the school district and county's classification of a pupil as a habitual truant upon the pupil's third truancy within the same school year. No pupil shall be deemed a habitual truant unless school districts make a "conscientious effort" to hold a conference with the parent and the pupil.

Did you spend time this month...

Scheduling the conference? [State Guidelines](#)

#1

Yes, I scheduled the conference.

No, I didn't schedule the conference.

Conducting / attending the Conference [State Guidelines](#)

#2

Yes, I conducted/attended a conference that the parent agreed to attend

No, I didn't conduct/attend a conference that the parent agreed to attend

Date Remove Date Add More Dates

Actual Hours Actual Minutes

Name or ID# of student being conferenced

Remove Student Add Student

How many pupils were reported truant at least three times during the time reported above?

Statistics Total: 0 Last Updated:

Statistics

Restrictions:

- SIA conferences are not eligible to be claimed.
- Time can be claimed only for the parent of the student or a non-parent to the agreed conference.

Support Documentation:

- Parent's record of attendance records and conferences for a minimum of three years.

Miscellaneous Costs:

- Submit relevant material, supply costs directly to your SIA consultant.

Buttons: Completed for the month, Save and Continue Later, Print View Window

© 2005 - 2009, School Innovations & Advocacy Privacy Policy | Accessibility

HEADQUARTERS

11130 Sun Center Drive, Suite 100
Rancho Cordova CA 95670
MAIN: 800-487-9234
FAX: 888-487-6441
www.sia-us.com

LIVE HELP DESK

877-954-4357
Monday-Friday
9 A.M. to 4 P.M.
www.sia-us.com

LIVE ONLINE TRAINING

877-954-4357
Tuesday-Thursday
10:30 A.M. and 1 P.M.
https://sia-us.webex.com

