School User Guide for Reading Recovery and Early Literacy Support Applications through Salesforce

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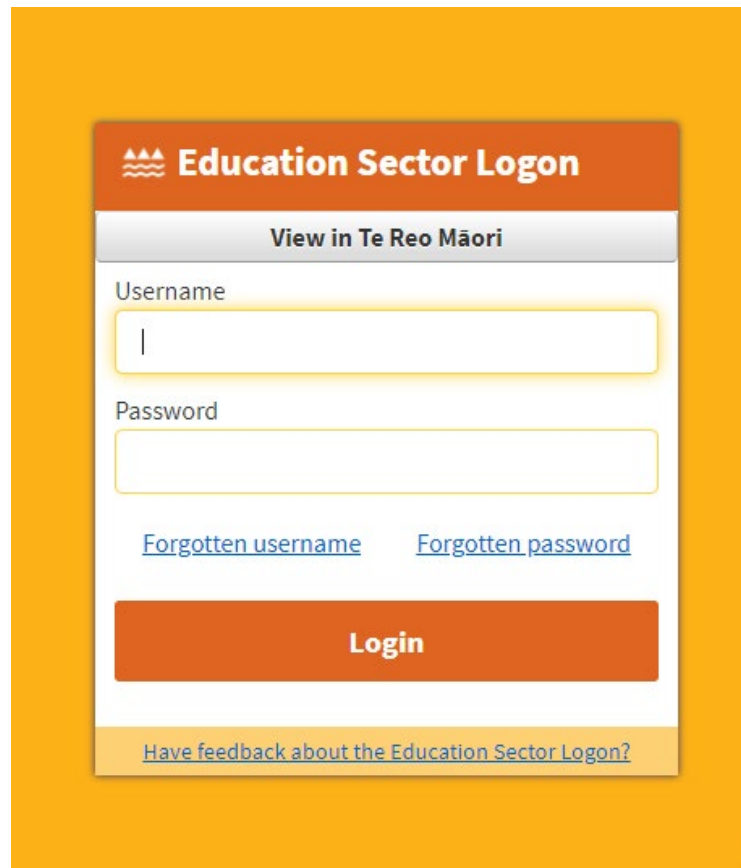**TE TĀHUHU O TE MĀTAURANGA**
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Education Sector Logon

Click on the 'Application Log In' on the TKI Reading Recovery and Early Literacy Support page.

You will be taken to the Education Sector Logon screen.

Enter your ESL Username and ESL Password and then select the Logon button.

You will be taken to the homepage of Reading Recovery Salesforce Solution

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Home Page

This is your home page. You can view the knowledge articles on this page.

The Reading Recovery and Early Literacy Support (RR&ELS) article has information regarding RR&ELS. The article also contains the link to apply for Reading Recovery and Early Literacy Support.

Home button - to get back to this page at any stage of the application

How can we help?

Ask a question...

Knowledge article with information regarding RR&ELS and link to apply
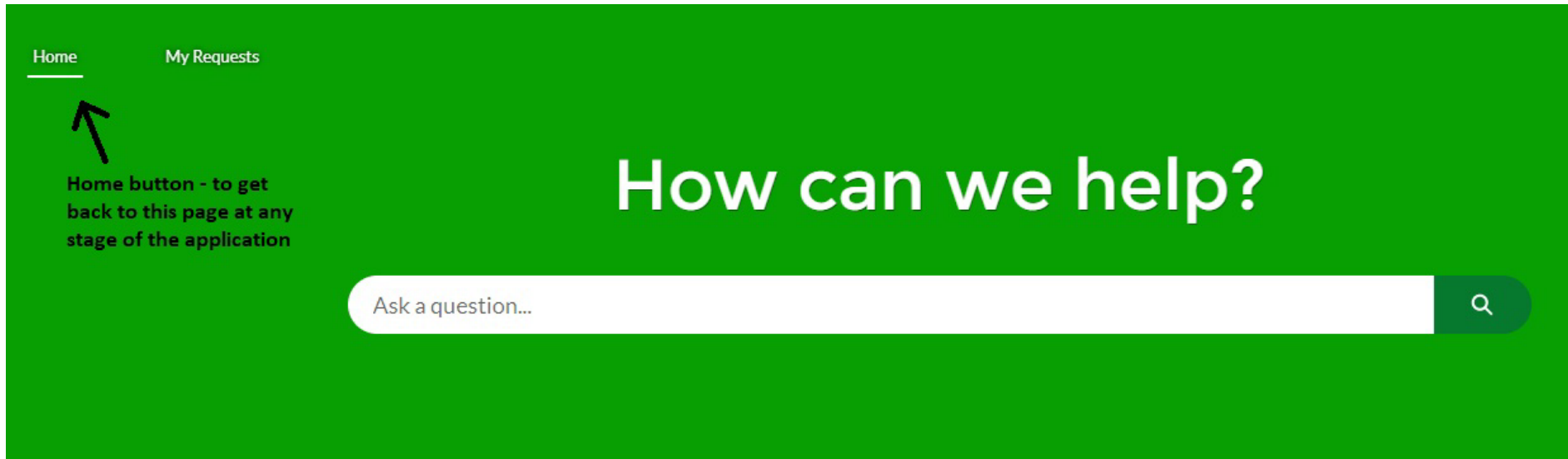
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Reading Recovery And Early Learning Support

Reading Recovery and Early Literacy Support (RR&ELS)

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Knowledge Article – Reading Recovery and Early Literacy Support (RR&ELS)

This page provides you with important information about RR&ELS.

Click on 'Apply now for Reading Recovery and Early Literacy Support' under 'Actions for this product' to get underway.

Please note: if the school is not eligible or if the ESL 'Ready Recovery School user' is not assigned to you by your school's Delegated Authoriser, you will not be able see the 'Apply now for Reading Recovery and Early Literacy Support' link.

If you get a message 'There are no actions available for this product', please contact you school's Delegated Authoriser to assign you as the 'Reading Recovery School User' or contact you regional MoE key contact person to find out if your school is eligible for RR&ELS.

Welcome page

You can track how far through the application process you are on the 'Steps' timeline to the right of the screen.

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School Information

On this screen you enter important information about RR&ELS at your school. All fields in this page are 'mandatory', and you must fill them in before continuing to next steps.

- Information in red box will be auto populated.

- Information in blue box cannot be edited.

- Information (Principal's Email Address and Correspondence Email Address) in the green box can be edited.

Please note: The correspondence email address will be used for all correspondence between the School and the Ministry related to RR&ELS application.

School Information

My School/Kura
Central School

School Number
~~2160~~

Principals first name
first

Principals last name
Principal

* Principals Email Addr

test.test@test.nz

These emails will be used for all correspondence between the School and the Ministry related to this Reading Recovery application

* Correspondence email ⓘ

Test.test@test.govt.nz

Reading Recovery Year
2022

Application close date
17/12/2021

▲▲▲
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A number with up to 2 decimal points can be entered for FTTE

Please take note that the requirement is 0.44 FTTE for a minimum of 4 students taught daily plus a fortnightly training session.

Reading Recovery Year	Application close date
2022	17/12/2021

*Total school Roll

*Junior School Roll (year 0-3)

*Number of children who will turn six between 1 Sept THIS year and 31 August NEXT year

*Number of Students to be taught

> Requirement is 0.44 FTTE for a minimum of 4 students taught daily plus a fortnightly training session

*What FTTE will the school provide? ⓘ

*What FTTE are you requesting from the Ministry?

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Training Reading Recovery Teachers

You can enter how many trainee teachers you wish to nominate for training and the details of those teachers.

Details of proposed trainee teachers can be entered by clicking on 'New'.

Training Reading Recovery Teachers

How many trainee teachers do you wish to nominate for training?

Add a proposed trainee teacher

FULL NAME

New

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Steps

- ✓ Welcome to the 2022 Online Reading Recovery and Early Literacy Support Application.
- ✓ School Information
- 🔵 **Training Reading Recovery Teachers**
- ● Trained teachers
- ● Six Year Old Reading Levels
- ● Reading Recovery Cluster Information
- ● Declaration
- ● Finished

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If you are unsure who will be the proposed trainee, you can enter "to be confirmed" as first name and last name.

Email address address is not manadatory and can be left blank or you may use the applicant's address.

Training Reading Recovery Teachers

Steps

Welcome to the 2022 Online Reading Recovery and

Add a proposed trainee teacher

Enter 'To be confirmed' in first name and last name if teacher not known.

Add a prop

* First Name ⓘ

* Last Name

Futher information

Email Address

☐ Teaching RR at other schools

Number of Years junior class teaching

0-50

0

Cancel

Save

Trained Teachers

You can enter how many trained teachers you wish to nominate for continuing support and the details of those teachers.

Details of proposed trained teachers can be entered by clicking on 'New'.

If you are unsure who will be the proposed trained teacher(s), you can enter "to be confirmed" as first name and last name. Email address can be the applicant's.

Please note: if you didn't enter any trainee teacher in the previous page 'Training Reading Recovery Teachers', you need to enter details of a trained teacher (you will see the message in red box to remind you to do this).

You can 'Edit' or 'Remove' the details of trainee or trained teacher using the option in the red box.

Trained teachers

How many teachers do you wish to nominate for continuing support?

Requirement 0.1 FTTE per student
Schools are expected to at least match staffing requested from the Ministry.

Add a trained teacher

FULL NAME	
test test	▼

Edit

Remove

New

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✓ Welcome to the 2022 Online Reading Recovery and Early Literacy Support Application.

✓ School Information

✓ Training Reading Recovery Teachers

◉ **Trained teachers**

● Six Year Old Reading Levels

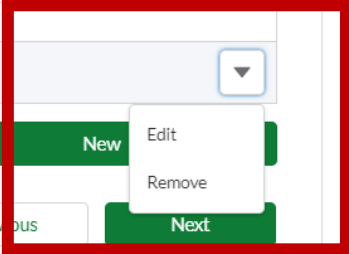○ Reading Recovery Cluster Information

○ Declaration

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Six-Year-Old Reading Levels

You can enter the count of reading level for students who turned 6 years between 1 Sept last year and 31 August this year in this page. You must enter at least 1 student to proceed to the next page. You will get an error message as shown in the second picture if you attempt to proceed without entering the reading level for students who turned 6 years between 1 Sept last year and 31 August this year.

Number of total students in the 6-year-old list who speak languages other than English at home is a mandatory field. Please enter 0 if there are no students who speak languages other than English at home.

Six Year Old Reading Levels

Count of reading level for students who turned 6 between 1 Sept LAST year and 31 August THIS year

New Zealand European

Magenta	Red	Yellow	Blue	Green	Orange	Turquoise	Purple	Gold	Above Gold

Māori

Magenta	Red	Yellow	Blue	Green	Orange	Turquoise	Purple	Gold	Above Gold

Pasifika

Magenta	Red	Yellow	Blue	Green	Orange	Turquoise	Purple	Gold	Above Gold

Other

Magenta	Red	Yellow	Blue	Green	Orange	Turquoise	Purple	Gold	Above Gold

🚫 Please enter at least 1 student

* Total Students in above table where language other than English at home (LOTE@H) ⓘ

0

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✓ School Information

✓ Training Reading Recovery Teachers

✓ Trained teachers

◉ **Six Year Old Reading Levels**

○ Reading Recovery Cluster Information

○ Declaration

○ Finished

Reading Recovery Cluster Information

If your school is part of a Reading Recovery cluster, please tick the box.

Reading Recovery cluster is where one teacher teaches Reading Recovery across more than one school.

Reading Recovery Cluster Information

A Reading Recovery cluster is defined as one teacher across many schools. Each school in the Reading Recovery Cluster will complete their own application, but the base school will manage the FTTE allocation.

☐ Are you part of a Reading Recovery Cluster?

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○ **Reading Recovery Cluster Information**

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Declaration

There are 4 declarations in this section. All 4 are mandatory. Please ensure you read them carefully and obtain necessary consents and approvals before agreeing to them.

Once you have clicked 'Submit', your application is automatically submitted to the Ministry. It's not possible to edit once you have submitted so you may want to double-check all details are correct before moving on.

Finished

And you're all done!

You may want to take a note of your application number for future reference, particularly if you wish to talk to the Ministry about your application. An email will be send that contains your application number.

This will also appear under 'My Requests' when you log-in to the ESL portal. Click "Finish" to close the application.

Finished

Your application number is 00005121

You may contact us at RRandELS.mailbox@education.govt.nz for any query related to your application. Please mention your application number as a reference.

We will contact you through the email address provided in the contact information (if required)

[Finish]

Steps

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- ✓ Trained teachers
- ✓ Six Year Old Reading Levels
- ✓ Reading Recovery Cluster Information
- ✓ Declaration
- ◯ **Finished**

Accessing Draft Applications

Your application will be saved as draft when you click 'Next' at any stage of your application progress, and navigate away from the form by clicking on 'Home', 'My Requests' or by closing the application etc. You can come back and finish the draft application from 'My Incomplete Requests' in 'My Requests' tab.

Please note:

- Use the created date and time as reference to access your latest draft.
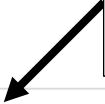
Please note:

- You can create multiple drafts but once you submit the application, you will not be able to access any of the previous drafts.

    Eg: if 2 teachers from a school create a draft application each, the application which is submitted first will be the completed application for the year for the school.

- Only 1 application per year per school can be submitted.

Existing Reading Recovery Application Found

You have already submitted a request for Reading Recovery for this year.

Please contact your Regional Officer if you would like to amend the submitted application

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Steps

✓ Welcome to the 2022 Online Reading Recovery and Early Literacy Support Application.

○ **Existing Reading Recovery Application Found**

School Information

Training Reading Recovery Teachers

Trained teachers

Six Year Old Reading Levels

Cluster Information

Declaration

Finished

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