



# Southeast Nebraska Distance Learning Consortium

Administrative Agency: Educational Service Unit No. 5  
900 W Court St Beatrice NE 68310-3526  
phone: 402.223.5277 fax: 402.223.5279

## Board Members

Gil Kettelhut  
ESU No. 3

Jon Fisher  
ESU No. 4

Al Schneider  
ESU No. 5

Don Fritz  
ESU No. 6

Chris Effken  
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Friend Public Schools

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Shickley Public Schools

Bob Morgan  
Southeast Community  
College

Mike Shimeall  
Southern School  
District 1

Tim DeWaard  
Tri-County Public  
Schools

## SNDLC Staff

Charles Doyle  
Director  
[cdoyle@esu5.org](mailto:cdoyle@esu5.org)

Duveen Penner  
Linking Teachers to  
Technology  
[dpenner@esu5.org](mailto:dpenner@esu5.org)

Natalie Brauer  
Secretary  
[nbrauer@esu5.org](mailto:nbrauer@esu5.org)

Date: September 29, 2005  
To: SNDLC Superintendents  
From: Charles Doyle  
Subject: eRate- Technology Plans

Once again it's time to review and recertify your Tech Plan for 2006. To begin the process go to the NDE Technology Plan Certification web site at <http://edweblab.unl.edu/retc>. Log in with your County-District number (00-0000) and password. If you have forgotten your password, refer to your paper copy of last year's technology plan. The user name and password should be in the upper right hand corner of the front page.

After logging into your account, you will be given the choice to "Edit Existing Tech Plan" or "Create a New Tech Plan." Next click on "Create a New Tech Plan." You will now be presented with two Options;

**Option I** will be to select a Tech Plan (such as FY 2005) from which to transfer contact information and School Improvement Goals and Strategies; if you proceed you will be asked to "Select Year for Plan" which would be your FY 2006 the system will then confirm that your new plan has been created. It is within this newly created plan that you can "edit" change and or add current information to your schools technology plan.

**Option II** will be to create a new empty Tech Plan.

Most of you will want to select Option I and transfer your data from FY 2005 to create a new year FY 2006.

Update the contact information and School Improvement Goals and Strategies as needed. Also, you will need to enter technology inventory and budget information for FY 2006. You will need to estimate your budget information for 2006-2007. Once you have determined the actual budget you can go back and update. However, you do need to have a budget amount that will be approximately what you will be requesting as a budget for 2006-2007.

Be prepared to respond to questions regarding your school board policy pertaining to the "Children's Internet Protection Act." This might be a good time to do a review of your district's policy concerning the "Children's Internet Protection Act" and updating if necessary.

When you have finished updating all sections of the plan, click on the Notification section, click the appropriate responses, and then click the "Submit" button. If your Tech Plan is, complete you will receive a certification notice and Cert # within 5 - 7 days. Be sure to print a paper copy of both the plan and the certification notice and file will your E-rate paper for 2006.

The SNDLC office would appreciate your forwarding a copy of the Tech Plan Certification notice to [sndlc@esu5.org](mailto:sndlc@esu5.org). Once we have received notification of your having certified your plan and if the E-rate filing window is open we will start the Form 471 process. Failure to update your technology plan in a timely manner could effect when or if your Form 471 is done by SNDLC.