

SACS Submission Process

Created by the San Bernardino County Superintendent of Schools for the SACS post-release webinar held in October 2022.

Note: submission must be **unlocked** for any/all of these steps.

Dataset is in DRAFT status
In this status, only the creator can see, edit, delete, or copy the dataset
This is not visible in any queues
This is visible on the Dashboard on the All and Draft tabs for the creator
To promote to PENDING INTERNAL REVIEW status, user must have Edit Dataset or Dataset Approval roles
This file cannot be demoted



Dataset is in PENDING INTERNAL REVIEW status
In this status, the creator and anyone with the Dataset Approval role or the creator can see or edit
This is visible in the LEA Draft Dataset queue
This is visible on the Dashboard on the All and Draft tabs for the user who created it. Otherwise it is only accessible in the LEA Draft Dataset Approval queue
To promote to NEW DATASET SUBMISSION status, user must have Dataset Approval role
To demote to DRAFT status, user must have Dataset Approval role or have created the file and have Edit Dataset role



Dataset is in NEW DATASET SUBMISSION status
In this status, anyone within this entity with any role except Edit Draft Dataset can see, edit (if role can edit), and copy the dataset
This is visible in the Edit Dataset and Dataset Approval queues
This is visible on the Dashboard on the All and Official tabs for all users
To promote to DATA ENTRY status, user must have Edit Dataset or Dataset Approval roles
To demote to PENDING INTERNAL REVIEW status, user must have Edit Dataset or Dataset approval roles



Dataset is in DATA ENTRY status
In this status, anyone within this entity with any role except Edit Draft Dataset can see, edit (if role can edit), and copy the dataset
This is visible in the Edit Dataset and Dataset Approval queues
This is visible on the Dashboard on the All and Official tabs for all users
To promote to 1ST LEVEL LEA REVIEW status, user must have Dataset Approval role and use the Dataset Approval queue
To demote to NEW DATASET SUBMISSION status, user must have the Dataset Approval role and use the Dataset Approval queue



Dataset is in 1ST LEVEL LEA REVIEW status
In this status, no one at the entity level can edit (but it won't tell you that until you try to edit something)
This is visible by the 1st level review entity (COE for districts, districts for charters) in the Oversight queue
This is visible on the Dashboard on the All and Official tabs
The entity cannot promote to a new status at this point
The entity cannot demote; the oversight agency is the only one who can demote this to UPDATE DATASET status