Methods of Administration (MOA)
Access to Career and Technical Education (CTE)
Superintendent Attestation Statement for MOA Survey

SECTION I: Instructions

Districts have two options for completing this form: 1) print, sign, scan, then upload to ISAM **or** 2) create a *Digital ID*, sign electronically, then upload to ISAM.

If you do not have a *Digital ID* and would like to use this option, you can create one following the steps below.

1. Click the 'Superintendent Signature' box. In the 'Add a *Digital ID*' pop-up window select the second option that reads, ' A new *Digital ID* I want to create now', then click 'Next'.
2. Select the second option that reads, 'Windows Certificate Store' and click 'Next'.
3. Enter your identity information that will accompany your signature. *Organization Unit is synonymous with Department or Division.*
4. Click 'Finish'.

Next, you will be prompted to sign the Attestation Statement. Once you sign the Attestation Statement you WILL NOT be able to add or change required information in the form. If you need to edit or review the document, select 'Cancel'.

5. Select 'Sign'.

Next, a window will pop up that will allow you to save the Attestation Statement to your computer. If you would like to rename the file you may do so at this time.

6. Click 'Save'.

The document has been saved to computer and is now ready to submit to the agency via Intervention and Stage Activity Manager (ISAM).

SECTION II: Attestation Statement

District Name	Superintendent Name

Districts identified for an MOA on-site review are required to administer a survey to students, parents, and teachers by **August 31, 2018.** Survey results are submitted electronically and reviewed by the TEA. The individual results of the survey are confidential, but the global results will be shared with the district for future planning.

For information on MOA intervention requirements, please visit the MOA website or your district's event summary page in ISAM. This attestation statement should be completed and submitted to TEA via ISAM by **September 14, 2018**.

Date	Superintendent Signature
I, the superintendent of schools, attest that the MOA Survey has been administered via Survey Monkey to the students, parents, and teachers of my district.	