

Non-Pilot Districts:

Accessing OneDrive Folder & Completing Supporting Documents

The UA supports districts to develop a coherent plan that aligns priorities, requirements, and resources.

On May 1, non-pilot district teams will receive a direct link to an individualized district secure OneDrive folder. This folder will contain all required forms.

Accessing Your District OneDrive Folder

1. Click the district -specific link provided in the message sent on **May 1**.
2. The link will open your district's secure OneDrive directly in your web browser.
3. All documents should be completed online. The fillable PDFs save automatically in real time as they are edited.
4. Open and complete documents directly in OneDrive - **Do not download**. All changes are saved automatically and visible to ODE.

Locating Your Application Documents

1. Open the **FY 2026–2027** folder.
2. Inside this folder you see two subfolders:
 - **Incomplete Forms:** Contains blank district specific forms that must be completed.
 - **Completed & Signed Forms:** Used to store finished forms once they are completed.

Completing and Submitting Forms

1. Open a document in the Incomplete folder
2. Complete the form directly online in OneDrive.
3. When the document is finished, copy or move the file into the “complete” folder to indicate it is ready for review.

Only move documents to the **Completed & Signed Forms** folder once they are fully finished. Files remaining in the **Incomplete Forms** folder indicate that additional work is still needed.

To Move the File

1. Right-click the file name in the **Incomplete Forms** folder
2. Select **move to**
3. Chose the **Completed & Signed Forms** folder

(Alternatively, you may drag and drop the file into the Complete & Signed Forms folder.)

If you have any trouble accessing or using the folder, please contact Serena Robinson at Serena.Robinson@ode.oregon.gov