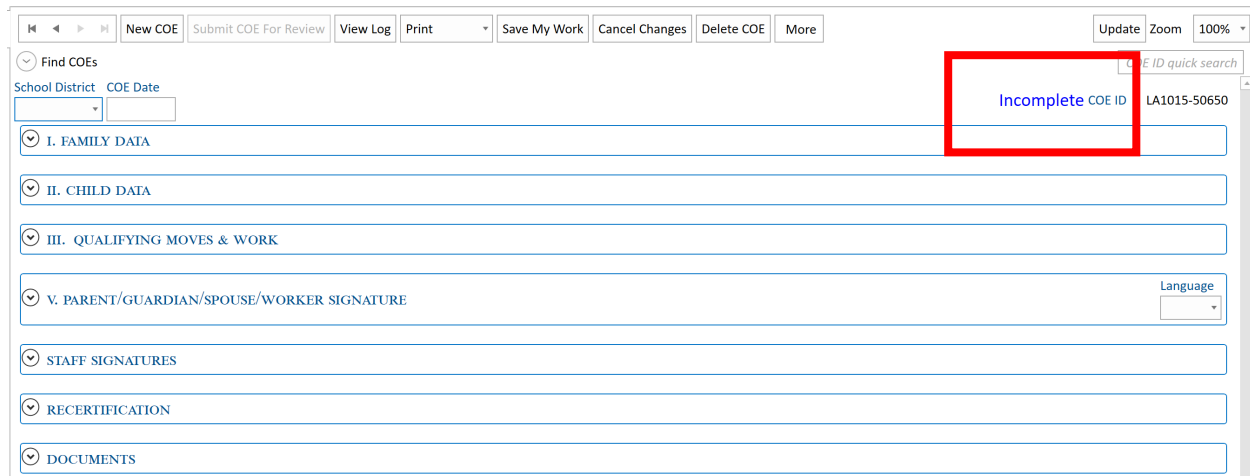


Steps to Submit a Certificate of Eligibility (COE) in MERIL2

Last Revised 10/20/20

1) COE Statuses

There are seven statuses for COEs in the MERIL3 system: Incomplete, New, Eligible, Verified, Reviewed, Accepted, Rejected. Those seven statuses are listed below with screenshots (there is no screenshot for “reviewed” because there was no COE in that stage at the time of the creation of this document).



The screenshot shows the MERIL2 system interface. At the top, there is a navigation bar with buttons: New COE, Submit COE For Review, View Log, Print, Save My Work, Cancel Changes, Delete COE, and More. On the right, there are buttons for Update and Zoom (set to 100%). Below the navigation bar, there is a search section labeled "Find COEs" with fields for "School District" and "COE Date". To the right of these fields is a search box labeled "COE ID quick search" containing the text "Incomplete COE ID LA1015-50650". Below the search section, there are several expandable sections: I. FAMILY DATA, II. CHILD DATA, III. QUALIFYING MOVES & WORK, V. PARENT/GUARDIAN/SPOUSE/WORKER SIGNATURE (with a Language dropdown), STAFF SIGNATURES, RECERTIFICATION, and DOCUMENTS. A red box highlights the search result "Incomplete COE ID LA1015-50650".

Accepted COE ID LA81-50269

Incomplete – The COE has not yet been submitted and is being worked on.

New – The COE is submitted but is still in the review process.

Eligible – The COE has been approved by the first reviewer and is waiting on the next level of review.

Verified: The student information on the COE has been verified with MERIL2, WebSnap and MSIX

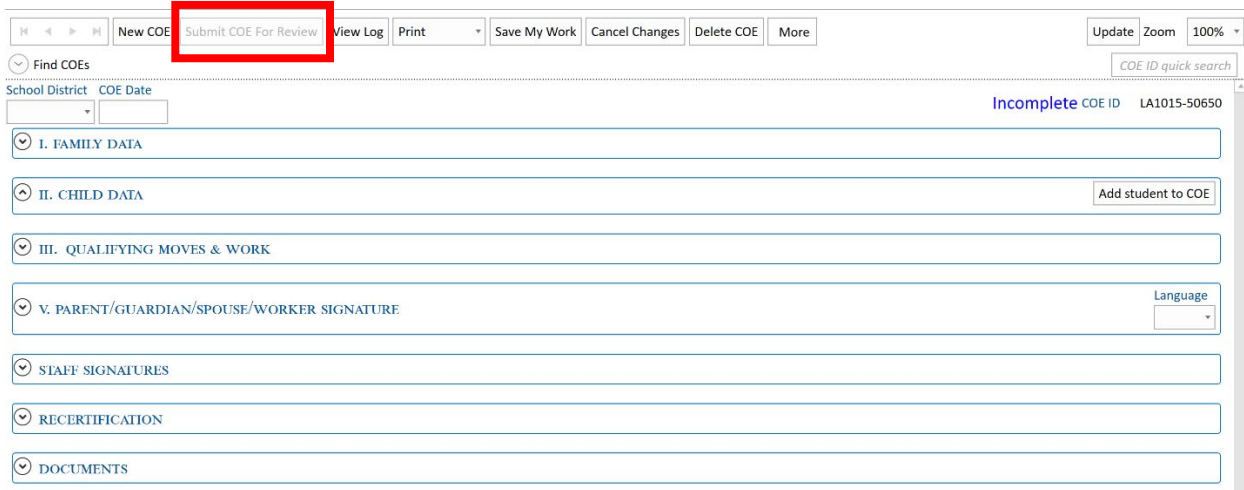
Reviewed: The COE has been reviewed and sent to the state for final approval.

Accepted – The COE has been approved by SEA Reviewer and is fully completed.

Clarification – The COE is in your system and you must correct any errors and resubmit and upload revised changes. It could be rejected by any of the reviewers in the review process.

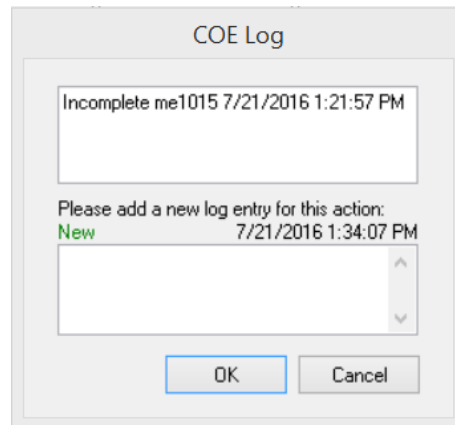
2. Submitting and uploading

Once a COE is complete and ready to submit, press the “Submit COE for Review” button. If the COE is not completed, this option will be greyed out until all necessary sections are complete.



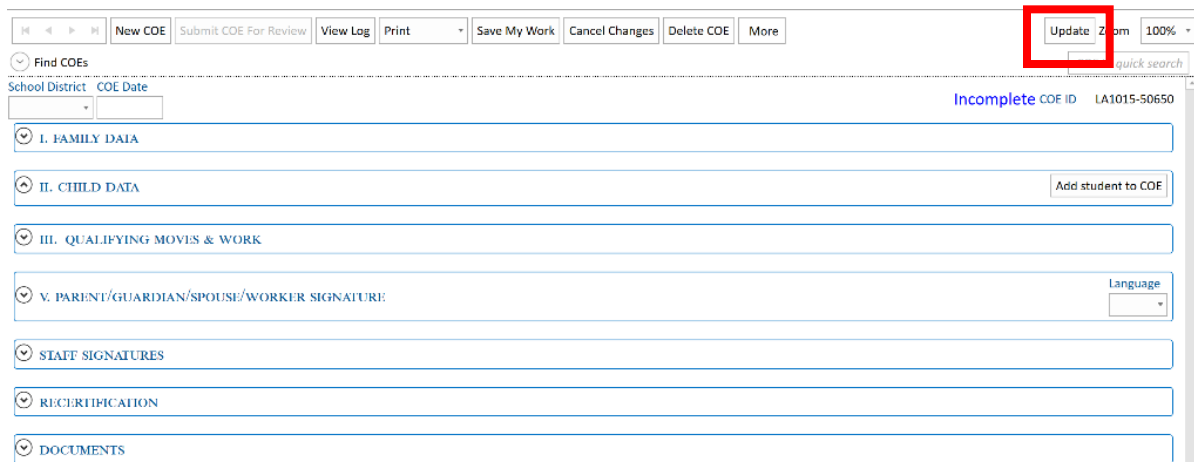
The screenshot shows the top navigation bar of the COE system. The 'Submit COE For Review' button is highlighted with a red box. Other buttons include 'New COE', 'View Log', 'Print', 'Save My Work', 'Cancel Changes', 'Delete COE', and 'More'. On the right, there are 'Update', 'Zoom', and '100%' options. Below the navigation bar, there is a 'Find COEs' section with a search box and a 'COE ID quick search' field. The main content area shows a list of sections: I. FAMILY DATA, II. CHILD DATA, III. QUALIFYING MOVES & WORK, V. PARENT/GUARDIAN/SPOUSE/WORKER SIGNATURE, STAFF SIGNATURES, RECERTIFICATION, and DOCUMENTS. The 'Incomplete COE ID LA1015-50650' is displayed in the top right corner.

Once you press the submit button, the COE log will pop up. This log is where a recruiter enters any information they think is important for the review team to know regarding the COE. The COE log is where all activity on the COE will be recorded. Submitting the COE will change the COE status to “New”



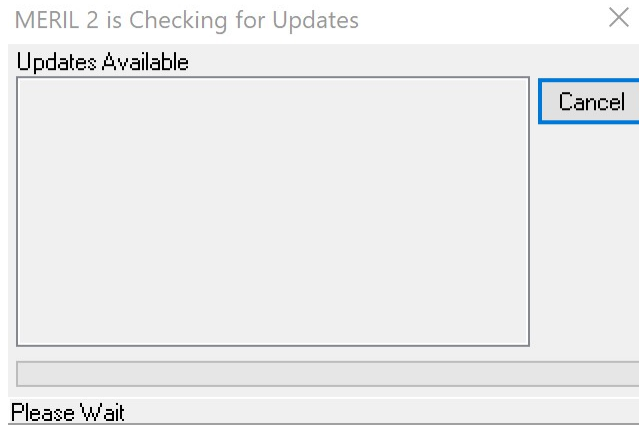
The screenshot shows a dialog box titled 'COE Log'. It contains a text area with the text 'Incomplete me1015 7/21/2016 1:21:57 PM'. Below this, there is a prompt: 'Please add a new log entry for this action:'. The word 'New' is highlighted in green, followed by the date and time '7/21/2016 1:34:07 PM'. There is a text input field below the prompt. At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons.

Once a COE is submitted and ready to upload, go to “Update”

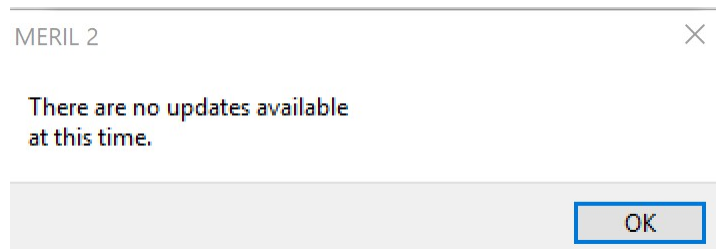


The screenshot shows the same COE submission interface as the first image. The 'Update' button in the top right corner is highlighted with a red box. The 'Submit COE For Review' button is now greyed out. The 'Incomplete COE ID LA1015-50650' is still displayed in the top right corner.

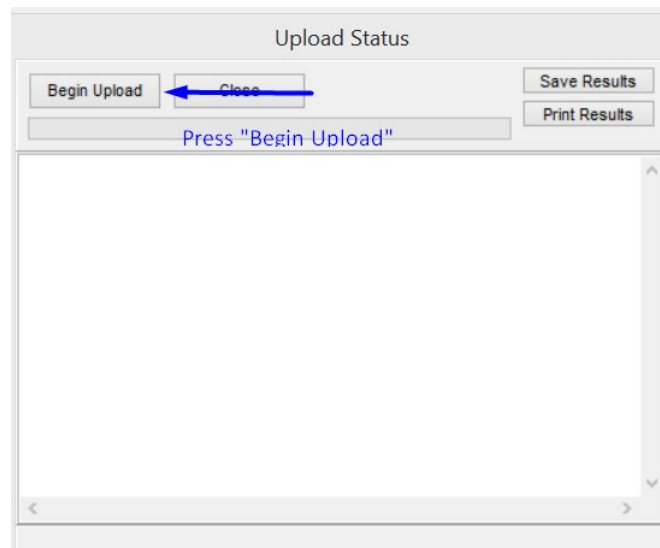
The system will check for Updates first before uploading each time. Make sure the system completes the check for updates before uploading.



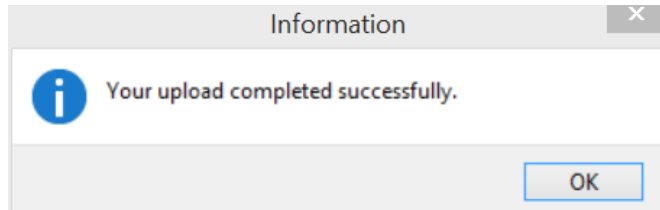
If there are no updates, the window below will appear then click "OK"



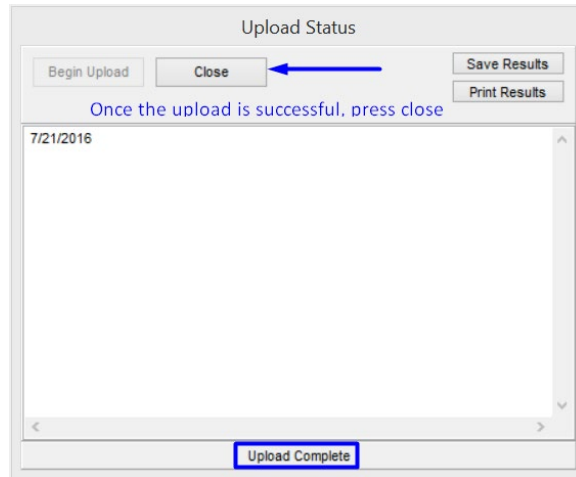
Then Click "Begin Upload". If the Upload is successful, it will display "Upload Complete"



The upload is not complete until a window pops up and says: "Your upload completed successfully"



Once upload is successful, press close and your COE is ready for review!

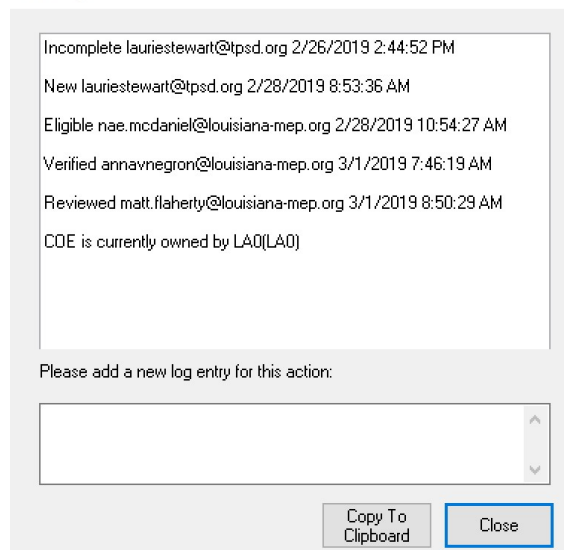


3. Checking COE Status

In order to check for COE status, follow the directions in step two to see if the COE's status has changed.

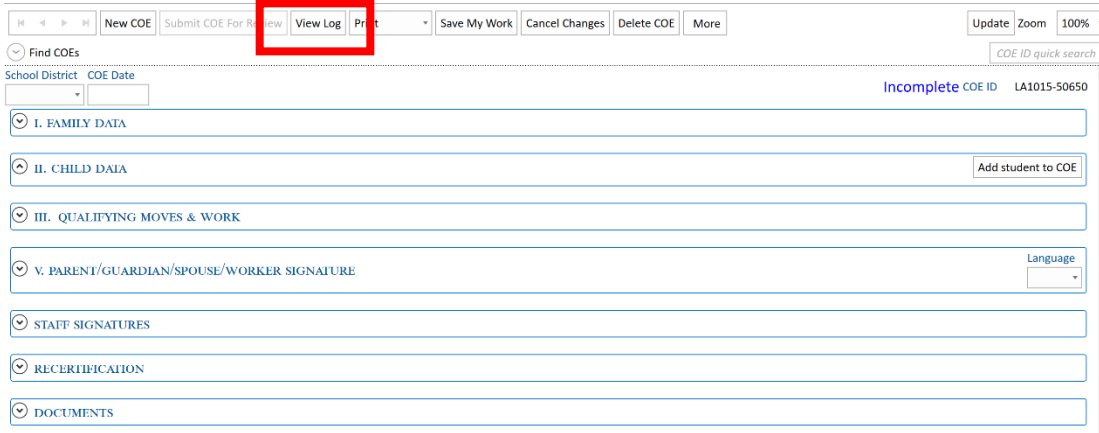
If a COE says "New" "Eligible" or "Reviewed" the COE is still in the review process. The COE log below shows a COE that has been reviewed and is "currently owned" by Melanie's MERIL2 system.

COE Log



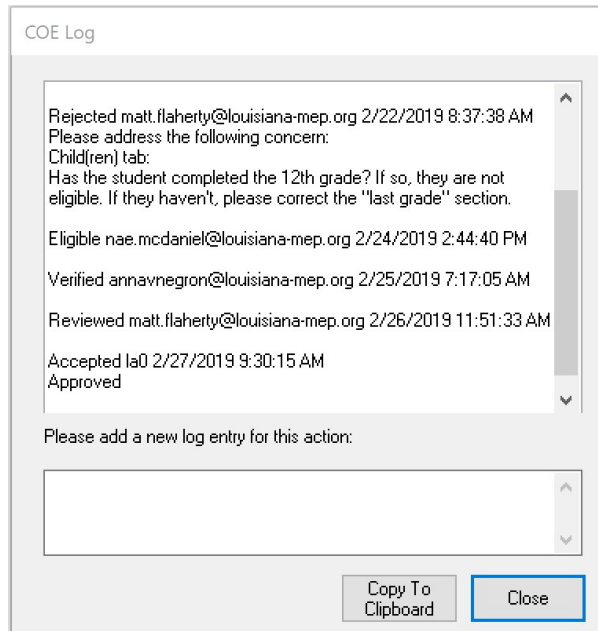
If the COE says Accepted, the COE has been approved and it is fully complete.

If the COE says “Clarification” the COE is in your system and you must correct any errors and resubmit and upload changes. In order to see the reason for the Rejection in the COE log, press the “View Log” button in the top right corner.



The screenshot shows the top navigation bar of the COE system. The 'View Log' button is highlighted with a red rectangle. Other buttons include 'New COE', 'Submit COE For Review', 'Print', 'Save My Work', 'Cancel Changes', 'Delete COE', and 'More'. On the right side, there are 'Update' and 'Zoom 100%' options. Below the navigation bar, there is a 'Find COEs' section with 'School District' and 'COE Date' dropdown menus. A search bar for 'COE ID quick search' is also present. The main content area shows a list of COE sections: I. FAMILY DATA, II. CHILD DATA, III. QUALIFYING MOVES & WORK, V. PARENT/GUARDIAN/SPOUSE/WORKER SIGNATURE, STAFF SIGNATURES, RECERTIFICATION, and DOCUMENTS. The 'Incomplete COE ID LA1015-50650' is displayed at the top right of the main content area.

Once you press “View Log” the COE log will pop up with the reason for the rejection. If you make a correction to the COE, write your comments about the corrections in the log before submitting the revised COE.



The screenshot shows the 'COE Log' window. It contains a list of actions with timestamps and user information:

- Rejected matt.flaherty@louisiana-mep.org 2/22/2019 8:37:38 AM
Please address the following concern:
Child(ren) tab:
Has the student completed the 12th grade? If so, they are not eligible. If they haven't, please correct the "last grade" section.
- Eligible nae.mcdaniel@louisiana-mep.org 2/24/2019 2:44:40 PM
- Verified annavnegron@louisiana-mep.org 2/25/2019 7:17:05 AM
- Reviewed matt.flaherty@louisiana-mep.org 2/26/2019 11:51:33 AM
- Accepted la0 2/27/2019 9:30:15 AM
Approved

Below the list, there is a text input field with the prompt: 'Please add a new log entry for this action:'. At the bottom right, there are two buttons: 'Copy To Clipboard' and 'Close'.