



Stepwell District Findings Letter Text Instructions

As you use Stepwell’s Activity Setup feature to create Student Record review and Policies and Procedures review activities, you will be asked to upload the text that you would like to see populated at the top of the findings letter. At the end of a monitoring review activity, Stepwell produces a letter for your district summarizing the findings and any resulting correction activities.

Stepwell will populate the following information at the top of the letter:

Date [populated by Stepwell] LEA Name and Number [populated by Stepwell] Re: Identified noncompliance from [monitoring review workflow name populated by Stepwell]
--

Stepwell will also populate a paragraph of standardized text below the date and review information. In the Stepwell Letter of Findings template, we have included sample text in an editable Word document. You may choose to keep the sample text or edit the text to suit your needs.

1. Simply open the “Findings Text Template,” edit as needed, and save it to your local drive.
2. When you set up a new Student Record Review or Policies and Procedures Review monitoring activity, Stepwell’s user interface will guide you to browse to your local drive and upload your saved text document to use for that activity.