



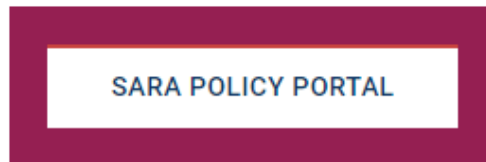
## Instructions for Amending a Proposed SARA Policy Modification Process Proposal During an Amendment Period

***Please use the instructions below to amend a proposal during the amendment period. Following these guidelines will help ensure your proposal moves forward for consideration as expeditiously as possible.***

**IMPORTANT NOTE:** Amended proposals will be made publicly available on the NC-SARA website shortly after a review to ensure completeness. Amendments will also be reviewed before posting to ensure the changes fall within the scope of the initial proposal submission. Adding content to the proposal that does not fall within the scope of the initial submission may not qualify as an amendment and may need to be addressed in a future cycle of the SARA Policy Modification Process.

### **Step 1:**

From the [Participate in SARA Policy Modifications webpage](#), select “SARA POLICY PORTAL”.



### **Step 2:**

On the next screen, log in to the portal by selecting “Log in” in the upper right corner of the page. Use the same login credentials you used when you submitted your proposal.

- If you are a regional education compact staff member or a SARA State Portal Entity (SPE) staff member, use your regular SARA Portal username and password.

### **Step 3:**

After logging in, select the drop-down arrow on the left side of the screen next to “Current Cycle: Active Policy Proposals” and select “All Cycles: My Proposals.” You will see a listing of the proposal(s) you have submitted. You may amend any of the proposals on this list that are from the current SARA Policy Modification Process cycle and have not been previously cancelled or withdrawn.

**Step 4:**

- Select the name of the proposal you wish to amend.

**Step 5:**

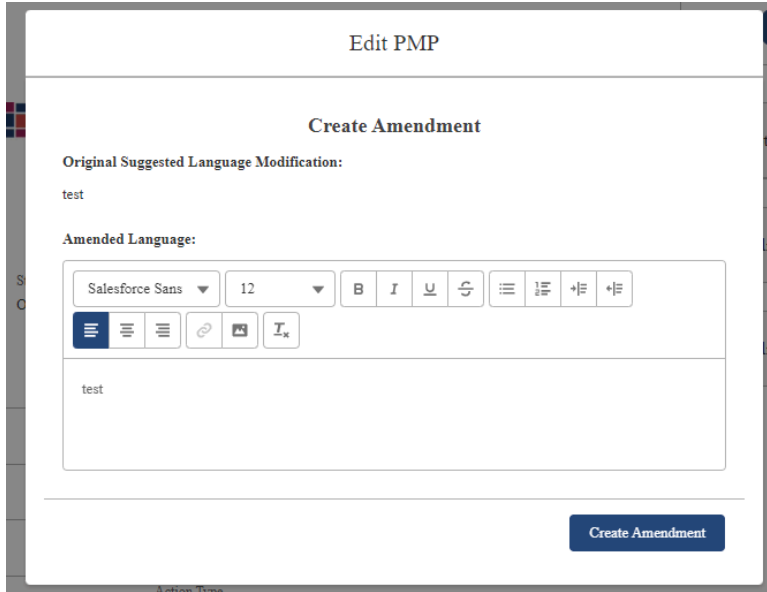
- Select “**Edit PMP**” in the upper right corner.

**Step 6:**

- Review the information in the pop-up screen and, if you wish to proceed, select “**I Understand.**”

**Step 7:**

- On the next screen enter the amended language in the **Amendment Suggested Language Modification** box. *Please be sure to strike through and use red font for language you are proposing to delete from policy, and underline and use red font for language you are proposing to add to policy.*
- Enter the amended language in the **Amendment Blackline** box. *The text entered in this box should be black font only, and no text should have a strikethrough. Underline text in this box only if you are proposing that the underline be included in the SARA Policy Manual if the proposal is approved.*
- If you have new information to add to the **Amendment Problem to be Solved**, **Amendment Rationale for Change**, and/or **Amendment Notes** boxes, enter it where appropriate. If you have no new information to add to one or more of those boxes, leave the default text (which is from either the original proposal submission, if no previous amendment has been submitted, or from the most recent amendment that has been approved) in the box(es).
- After entering information in the boxes, select “**Create Amendment.**”



**Step 8:**

- On the next screen you will have the opportunity to upload files.
  - o **IMPORTANT NOTE:** When making an amendment, any files that were uploaded with the original proposal will be archived and **will not appear** with the amendment. If you would still like to include your previously uploaded files with your amendment, you must upload them on this screen. If you would like to upload new files to be included with your amendment, you must also upload them on this screen.
- Select **“Done”** after uploading each file. After you have uploaded all files, or if you have no files to upload, select **“Finish.”**



**Step 9:**

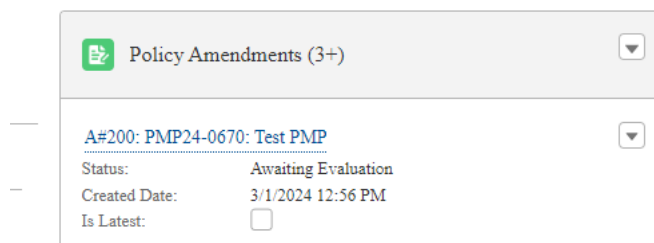
- After selecting “**Finish**,” you will be taken back to the SARA Policy Portal landing page. Once again, select the drop-down arrow on the left side of the screen next to “Current Cycle: Active Policy Proposals” and select “All Cycles: My Proposals.”

**Step 10:**

- Once again, select the name of the proposal you just amended.

**Step 11:**

- Refer to the tile titled “Policy Amendments” on the right side of the screen to view your amended proposal. Initially, the amendment status will be listed as “Awaiting Evaluation.”



- Once your amendment has been reviewed and approved, it will be made publicly available and the amendment status will change to “Accepted”. The proposal submitter will receive an automated message confirming the amendment has been received and posted in the SARA Policy Portal to the email address used to submit the original proposal.
- **NOTE** - If you need to edit an amendment after you have submitted it *but before* it has been approved for public posting, the submitter can select the proposal as seen in the screenshot under “Step 11” above and follow the steps in this guide to make further adjustments. Once an amendment has been approved for public posting, a new amendment would need to be submitted during an open amendment period to further alter a proposal.

**For further assistance with, or questions about, this process,  
please email [info@nc-sara.org](mailto:info@nc-sara.org).**