Susie Hedalen, Superintendent PO Box 202501 Helena, MT 59620-2501



Phone: 406.444.5643 In-State Toll-free: 1.888.231.9393 opi.mt.gov

Addendum Instructions:

- 1. Log into your account on the Accreditation Platform
 - a. If you forgot your password, please follow the forgot password steps

	Sign in	
Please sign ir	using your email.	
Email Address		
Password		
orgot your pass	vord?	
	Sign in	
Don't have an ac	ount? Sign up now	
Sign in with y	our social or work account	
G	Google	
	Microsoft 365	

- 2. Go to the District Tab \rightarrow Standards
 - a. Add is the addendum standard

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District:		
	~~	2024-2025
District		2024-2025
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E Schools		
≡ Standards		

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3. Once you are under the addendum standard you will select all the areas you are applying for an addendum for.

Add. Addendum for Rubrics L-R

Sel	ect the rubric(s) you would like to provide additional informa
	Standard L
	Standard M
	Standard N
	Standard O
	Standard P
	Standard Q
	Standard R
	Required

- 4. Use the text box to describe evidence or complete narratives
 - a. Please label which area you are writing about
 - i. i.e. Rubric L: (begin text)

Please describe the updated information you are providing.				
Required				

- 5. Please upload any evidence that corresponds with your addendum
 - a. Please label your uploads in reference to the addendum in which you are applying.
 - i. I.e. rubric_L.pdf

If uploading documents, name the document by the rubric(s) it should be applied to. Ex. Rubric_L.pdf or Rubric_L_M_R.pdf.		
+ Browse 🗘 Upload X Cancel		
	Drag and drop files here to upload.	