

**State of Maryland**  
**Interagency Commission on School Construction**

**Business Management System**  
**Adjacent Schools Exclusion/Inclusion Request**  
**(ASEIR)**

**User Guide**



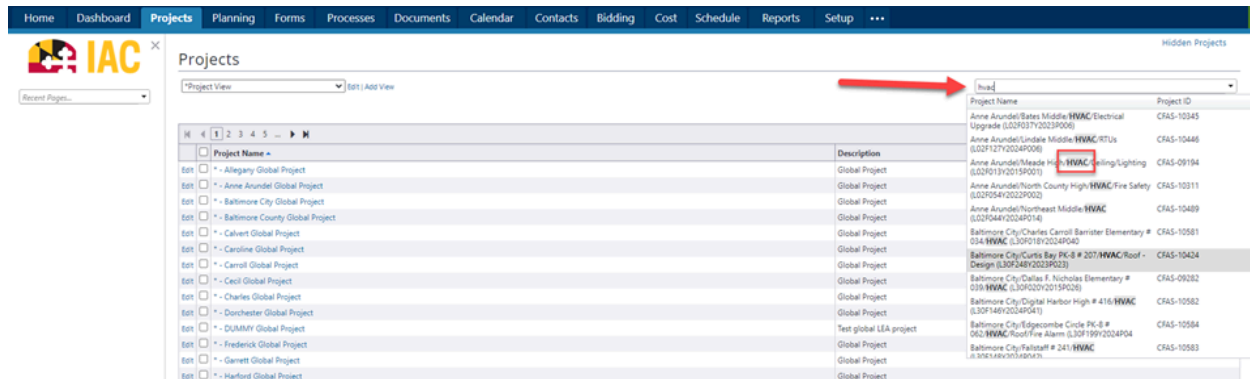
Interagency Commission on School Construction  
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This guide is available for download at [iac.mdschoolconstruction.org](http://iac.mdschoolconstruction.org)

# Adjacent Schools Exclusion/Inclusion Request Process

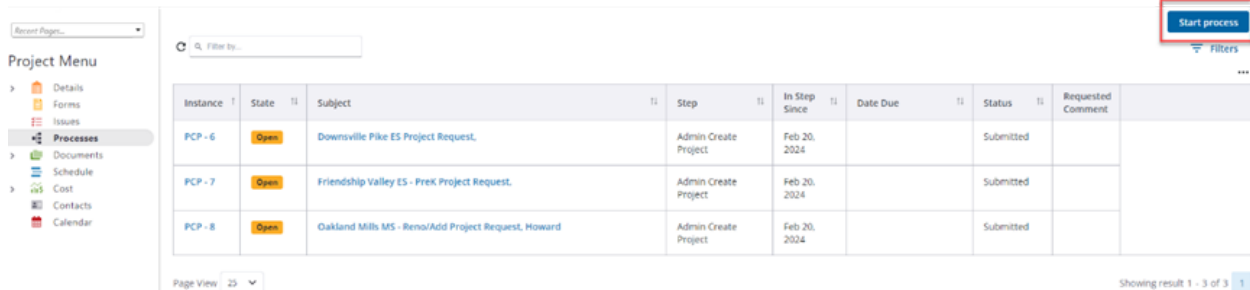
## Starting the Process

To start this process, you must find the specific project in the project list. To find the project, click on the projects tab, and then start typing the name of the project. The application should recognize the first few letters that have been typed and will shorten the list to help you find the project easily.



Once you are within that project, please use these steps to start the process.

1. In the Project Menu, select the "Processes" tab.
2. In the "Project Processes" home screen, click on the start process tab which is situated in the top right corner of the page.



3. Once you have clicked the start process tab, you will be presented with a list of processes that you have access to start or submit.
4. Choose the process by clicking on the name.

Select process ×

Q Adjacent Schools Exclusion/Inclusion Request (ASEIR) ×

**Adjacent Schools Exclusion/Inclusion Request (ASEIR)**  
To request the exclusion or inclusion of a school facility (or facilities) considered to be adjacent to another school facility.

**Aging Schools Programs (ASP)**  
To request school construction funding from the Aging Schools Program (ASP).

**Budget Change (BC)**  
Used to add the initial budget for a project, to move money from one line item to another, and complete other budget changes.

**Built to Learn Funding Application (BTL)**  
To request school construction funding from the Built to Learn Program (BTL).

**CIP Funding Application (CIP)**  
To request school construction funding from the Capital Improvement Program (CIP).

[Download ASEIR](#) [Start ASEIR](#)

5. You will then be presented with the initial step of the process. This will include lengthy instructions on filling out the request.

# Initial Submission Layout

## Adjacent Schools Exclusion/Inclusion Request (ASEIR)

**Start Process** Print Check Spelling Submit Save Draft Cancel

Project: \*Governor Mickey Memorial Overpass Project (L014455669982211)  
Project Number: CFS-1234  
Process: Adjacent Schools Exclusion/Inclusion Request

**Details** Documents (0) Attached Processes (0) Attached Forms (0)

Expand All | Collapse All

**LEA Request Information**

When reviewing applications for funding, the IAC will consider all schools that are physically adjacent to the subject school, which are identified in the IAC's Facility Inventory Database ([https://iac.mdschoolconstruction.org/?page\\_id=898](https://iac.mdschoolconstruction.org/?page_id=898)) unless a request for adjacency exclusion or inclusion is approved through this process. To request an adjacency exclusion or inclusion, please complete the requested fields and attach any and all appropriate supporting documentation, including maps, to the "Documents" tab of this process. Incomplete requests will be returned to the LEA for additional information.

\* Reasons for adjacency exclusion/inclusion:

Geographic Barriers  
Travel Time  
Disparate Program Type  
Regional Plans  
EPOB Error

Note: Please hold Ctrl to select multiple items from the list.

If "Other" please provide reason for adjacency exclusion/inclusion:  
\* Provide justification for the exclusion and/or inclusion of the adjacent school(s):

Rich text editor toolbar: Segue UI: A... 12px B I U Link Image Table Text Undo Redo Print Fullscreen Help

Print Check Spelling Submit Save Draft Cancel

6. Fill out all pertinent information, which includes the justification for the request.
7. Please pay close attention to all required fields, which will be notated by the red asterisk.
8. Once finished, submit the process using the "Submit" button which will be in the top right corner.
9. If for any reason during the filling out of the process fields, you can save your work by clicking on the "Save Draft" button in the top right corner.

## Adjacent Schools Exclusion/Inclusion Request (ASEIR)

**Start Process** Print Check Spelling Submit Save Draft Cancel

Project: \*Governor Mickey Memorial Overpass Project (L014455669982211)  
Project Number: CFS-1234  
Process: Adjacent Schools Exclusion/Inclusion Request

# LEA School Determination Layout

There will be two steps to completing the request. By creating two steps, it allows the application to use existing information to preload data fields based on your specific LEA within your request. Please fill out the second step as well.

Adjacent Schools Exclusion/Inclusion Request (ASEIR) - 17

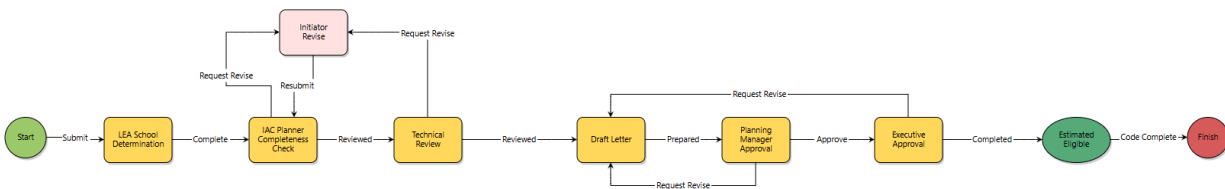
The screenshot shows the 'Adjacent Schools Exclusion/Inclusion Request (ASEIR) - 17' form. At the top right, there are buttons for 'Delete Instance', 'Workflow Override', and 'All Fields View'. Below these are buttons for 'Complete', 'Take Action', 'Check Spelling', 'Print', 'Copy', 'Delegate', 'Save', and 'Cancel'. The form is divided into several sections:

- Project Information:** Project: \*Governor Mickey Memorial Overpass Project (U14455669882211), Process Document: ASEIR - 17, Current Workflow Step: LEA School Determination, Subject: \*Governor Mickey Memorial Overpass Project (U14455669882211), Adjacent Schools Determination Request, Status: Submitted. Project Number: CPS-1234, Overall Due Date: , Step Due Date: .
- Details:** Includes tabs for 'Comments (0)', 'Documents (0)', 'Attached Processes (0)', 'Attached Forms (0)', and 'Attached To (0)'. A sub-section 'LEA Request Information' contains a blue-highlighted instruction: 'When reviewing applications for funding, the IAC will consider all schools that are physically adjacent to the subject school, which are identified in the IAC's Facility Inventory Database (https://iac.mdschoolconstruction.org/?page\_id=898) unless a request for adjacency exclusion or inclusion is approved through this process. To request an adjacency exclusion or inclusion, please complete the requested fields and attach any and all appropriate supporting documentation, including maps, to the "Documents" tab of this process. Incomplete requests will be returned to the LEA for additional information.'
- Geographic Barriers:** A dropdown menu with options: 'Travel Time', 'Dispersed Program Type', 'Regional Plans', and 'I/OIS Error'. A note below says 'Note: Please hold Ctrl to select multiple items from the list.' Below this is a map viewer showing a street view with the text 'There is a water way that is separating the two facilities and cannot be crossed. Th'.
- Facilities to Exclude/Include:** Two scrollable lists. The 'Facilities to exclude' list includes: 'None', 'Frederick Douglass HS # 493', 'Francis M. Wood Building # 178', 'Paul Laurence Dunbar High # 414', 'Paul Laurence Dunbar Middle Building #133', 'Baltimore School for the Arts # 415', 'Lumber Building # 357', and 'Southside Building # 181'. The 'Facilities to include' list includes: 'Abbottston Building # 250', 'Alexander Hamilton Elementary # 145', 'Arlington PK-8 # 234', 'Armidale Gardens PK-8 # 243', 'Arundel PK-2 # 164', 'Baltimore City College # 480', 'Baltimore Leadership School for Young Women', 'Baltimore Polytechnic Institute # 403', 'Baltimore School for the Arts # 415', 'Banneret (transferred)', 'Barclay PK-8 # 254', 'Bay Brook # 1248 4-8 (Formerly Harbor View Special Ed. # 304)', 'Bay Brook PK-8 # 124A', 'Beechfield PK-8 # 246', and 'Belmont Elementary # 217'. A note below says 'Note: Please hold Ctrl to select multiple items from the list.'

Once you have filled out all pertinent fields, you will then need to take action to finish submitting the request. The action will be chosen for you, but you will need to click on the "Take Action" button.

This is a close-up view of the 'Facilities to include' list from the previous screenshot. The list contains the same items as before. At the bottom right of the form, the 'Take Action' button is highlighted with a red rectangle, indicating the next step in the process.

## Process Workflow



## Workflow Steps

1. **Start (LEA entry):** Initial submission of the ASEIR request. Requested by the LEA Facilities Planner.
2. **LEA School Determination (LEA entry):** This step will be for the LEA Facilities Planner as well. This secondary step is contingent on data within the application that is dependent on the information provided in the start step. Please fill out all pertinent information on this step as well.
3. **IAC Planner Completion Check:** The IAC Planner will review all information provided by the LEA. If there are any questions or comments, then the planner will be able to send it back to the process initiator for review.
4. **Technical Review:** The IAC Planner will then do an initial technical review which will include enrollment projections as well as comments.
5. **Draft Letter:** The IAC Planner will review the request, prepare a draft letter, and add any information or comments.
6. **Planning Manager Approval:** The IAC Planning Manager will review the request.
7. **Executive Approval:** The IAC Executive will be able to review the request, along with all comments, and then will be able to approve or disapprove the request.
8. **Estimated Eligible:** The application will compile the “Final Variance Approval/Disapproval letter” which will then be sent through the application by email to the process initiator. This document will be available within the process as well for future reference if needed.