

Instructional Technology Plan - Annually - 2016

LEA Information

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A. LEA Information

1. 2014-2015 Student Enrollment

	Total Enrollment	Pre-K Enrollment	K-2 Enrollment	3-5 Enrollment	6-8 Enrollment	9-12 Enrollment	Ungraded Enrollment
Student Enrollment	913	0	211	196	218	284	4

2. What is the name of the district administrator entering the technology plan survey data?

David Richards

3. What is the title of the district administrator entering the technology plan survey data?

Superintendent

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Instructional Technology Vision and Goals

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B. Instructional Technology Vision and Goals

1. Please provide the district mission statement.

It is our mission to provide opportunities for students to achieve their personal best, become responsible and productive citizens, and embrace lifelong learning in a safe and positive environment. We believe all children can learn and excel with developmentally appropriate materials, practices, and strategies. We believe all children deserve a quality education in which individual needs are met, exceeded, and supported. School is not just about children: it encompasses families, parents, community, stakeholders, society, the environment and beyond.

2. Please provide the executive summary of the instructional technology plan, including vision and goals.

For the future, Unatego CSD would like to develop a Comprehensive District Educational Plan and then incorporate it into our District Educational Technology Plan. The first two sets of goals would focus on academic performance in ELA and Math through all grades. These goals will emphasize meeting New York State Education Department Performance Standards, as measured by the assessments given at the respective grade levels. The third set of goals will focus on Health, Wellness and Safety Concerns geared to increasing knowledge of health and safety issues in the district for all students and staff. Currently, our fourth set of goals touches on our technology framework. Like spokes on wheel, they all play a part in the overall structure of our plan.

- Classroom Integration of Technology
- Evaluation of Technology for Education
- Administrative Requirements
- Professional Development
- Maintenance Schedules
- Business Requirements
- Infrastructure
- Hardware
- Software Clearly, technology itself must not be the focus or an end, in and of itself, but rather what is important is how technology can be used to accomplish the academic and other performance goals that have been established. Technology provides a set of tools and resources to students and teachers that can expand learning opportunities, increase student motivation and empower teachers and students to learn in new ways. Technology also offers new ways to engage parents and others outside the school in a wider learning community. Technology is no longer a separate curriculum but an appropriate part of every curriculum at every level.

We envision technology being utilized seamlessly and effectively in each educational setting within our district. Technology is a tool that can increase productivity and we want our students to be able to take advantage of it. With exposure to our cutting edge hardware and software, our students will undoubtedly be prepared for our technologically enabled world.

3. Please summarize the planning process used to develop the instructional technology plan. Please include the stakeholder groups participating and outcomes of the instructional technology plan development meetings.

- 2/2016 Technology committee comprised of teachers, administration, instructional technology coordinators met to discuss goal
- 3/2016 Technology committee comprised of teachers, administration, instructional technology coordinators met to discuss current funding opportunities to meet district technology goals
- 4/2016 Technology committee comprised of teachers, administration, instructional technology coordinators met with the district's IT Project Coordinator and finalized the current IPA and technology spending plan
- 8/2016 District Administrators met with Broome Tioga BOCES IT Staff as well as the district's IT Project Coordinator to confirm that the district's current purchasing plan conforms to the goals of the district.

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4. Please provide the source(s) of any gap between the current level of technology and the district's stated vision and goals.

- Access Points
- Cabling
- Connectivity
- Device Gap
- Network
- Professional Development
- Staffing
- Other
- No Gap Present

5. Based upon your answer to question four, what are the top three reasons causing the gap? If you chose "No Gap Present" in question four, please enter N/A.

Funding for staffing and professional development
Building location
Lack of resources

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Instructional Technology & Infrastructure Inventory

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C. Technology and Infrastructure Inventory

1. Please identify the capacity of the telecommunications line coming into the district network hub. The district's Regional Information Center can provide the district with this information if needed.

- Greater than 10 Gbps
- 10 Gbps
- 1 Gbps - < 10 Gbps
- 100 Mbps - < 1Gbps
- 50 Mbps - < 100 Mbps
- 10 Mbps - < 50 Mbps
- Less than 10 Mbps

2. What is the total contracted Internet bandwidth access for the district? Choose one.

- Greater than 10 Gbps
- 10 Gbps
- 1 Gbps - < 10 Gbps
- 100 Mbps - < 1 Gbps
- 50 Mbps - < 100 Mbps
- 10 Mbps - < 50 Mbps
- Less than 10 Mbps

3. What is the name of the agency or vendor from which the district purchases its primary Internet access bandwidth service?

ISP: Level3 via SCRIC

4. Please identify the capacity of the telecommunications line coming into the district's school building(s) from the district hub or district data center. The district's Regional Information Center can provide this information if needed

	Speed in Gbps or Mbps
Minimum Capacity	<ul style="list-style-type: none"> <input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input checked="" type="checkbox"/> 1 Gbps - < 10Gbps <input type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps
Maximum Capacity	<ul style="list-style-type: none"> <input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input checked="" type="checkbox"/> 1 Gbps - < 10Gbps <input type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps

5. Please identify the minimum and maximum circuit speeds at which the classrooms in the district are connected to the school building wiring/network closet.

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Instructional Technology & Infrastructure Inventory

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	Please provide the speed at which classrooms are connected to building wiring/network closet.
Minimum Circuit Speed Within a School Building	<input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input checked="" type="checkbox"/> 1 Gbps - < 10Gbps <input type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps
Maximum Circuit Speed Within a School Building	<input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input checked="" type="checkbox"/> 1 Gbps - < 10Gbps <input type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps

6. What are the minimum and the maximum port speeds of the switches that are less than five years old in use in the district?

	Port speed of switches	Mbps or Gbps
Minimum Capacity of Switches	1	<input type="checkbox"/> Mbps <input checked="" type="checkbox"/> Gbps
Maximum Capacity of Switches	1	<input type="checkbox"/> Mbps <input checked="" type="checkbox"/> Gbps

7. What percentage of the district's wireless protocols are less than 802.11g?
0

8. Do you have wireless access points in use in the district?
 Yes
 No

8a. What percentage of your district's instructional space has wireless coverage?
90

9. Does the district use a wireless controller?
Yes

10. How many computing devices less than five years old are in use in the district?

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Instructional Technology & Infrastructure Inventory

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	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop computers/Virtual Machine (VM)	396	396
Laptops/Virtual Machine (VM)	187	187
Chromebooks	400	400
Tablets less than nine (9) inches with access to an external keyboard	0	0
Tablets nine (9) inches or greater with access to an external keyboard	3	3
Tablets less than nine (9) inches without access to an external keyboard	191	191
Tablets nine (9) inches or greater without access to an external keyboard	0	0
Totals:	1,177	1,177

11. **What percentage of students with disabilities in the school district, as of the submission date of this technology plan, have assistive technology documented on their Individual Education Plan (IEP)?**

27

12. **Please describe any additional assistance or resources that, if provided, would enhance the district's ability to improve access to technologies for students with disabilities.**

None

13. **How many peripheral devices are in use in the district?**

	Number of devices in use
Document Cameras	35
Flat Panel Displays	0
Interactive Projectors	0
Interactive Whiteboards	79
Multi-function Printers	10
Projectors	87
Scanners	27
Other Peripherals	0
Totals:	238

14. **If a number was provided for "Other Peripherals" please specify the peripheral device(s) and quantities for each.**

(No Response)

15. **Does your district have an asset inventory tagging system for district-owned equipment?**

Yes

16. **Does the district allow students to Bring Your Own Device (BYOD)?**

No

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Instructional Technology & Infrastructure Inventory

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17. **Has the school district provided for the loan of instructional computer hardware to students legally attending nonpublic schools pursuant to Education Law, section 754?**

Not Applicable

18. **What barriers may prevent the district from testing 100% of its grade 3-8 students and NYSAA students on computers by the year 2020?**

- Insufficient number of devices meeting testing requirements
- Lack of reliable Internet service
- Insufficient broadband access
- Inadequate staffing levels
- Insufficient testing spaces
- District does not foresee any barriers
- Other

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Software and IT Support

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D. Software and IT Support

1. **What are the operating system(s) in use in the district?**

	Is this system in use?
Mac OS Version 9 or earlier	No
Mac OS 10 or later	Yes
Windows XP	No
Windows 7.0	Yes
Windows 8.0 or greater	No
Apple iOS 7 or greater	Yes
Chrome OS	Yes
Android	No
Other	No

2. **Please provide the name of the operating system if the response to question one included "Other."**

(No Response)

3. **What are the web browsers, both available and supported, for use in the district?**

	Web Browsers available and supported for use
Internet Explorer 7	No
Internet Explorer 8	No
Internet Explorer 9 or greater	Yes
Mozilla Firefox	Yes
Google Chrome	Yes
Safari (Apple)	Yes
Other	No

4. **Please provide the name of the web browser if the response to question three included "Other."**

(No Response)

5. **Please provide the name of the Learning Management System (LMS) most commonly used in the district. A Learning Management System (LMS) is a software application for the administration, documentation, tracking, reporting, and delivery of online and blended learning courses.**

Schoology

6. **Please provide the names of the five most commonly used software programs that support classroom instruction in the district.**

Accelerated Reader, Accelerated Math, SMART Notebook, Castle Learning, Google Docs

7. **Please provide the names of the five most frequently used research databases if applicable.**

(No Response)

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Software and IT Support

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8. Does the district have a Parent Portal?

Yes

8a. Check all that apply to the Parent Portal if the response to question eight is "Yes."

- Attendance
- Homework
- Student Schedules
- Grade Reporting
- Transcripts
- Other

8b. If 'Other' was selected in question eight (a), please specify the other feature(s).

Tied into school messenger for school alerts or notifications.

9. What additional technology-based strategies and tools, besides the Parent Portal, are used to increase parent involvement?

- Learning Management System
- Emergency Broadcast System
- Website
- Facebook
- Twitter
- Other

10. Please list title and Full Time Equivalent (FTE) count (as of survey submission date) of all staff whose primary responsibility is providing technical support. Does not include instructional technology integration FTE time.

Title	Number of Current FTEs
Support via SCRIC	0.00

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Curriculum and Instruction

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E. Curriculum and Instruction

1. What are the district's plans to use digital connectivity and technology to improve teaching and learning?

The district plans on using the following to improve teaching and learning:

1. Awareness
 - NYCATE Conferences
 - NYSCATE connects you to a network of educators who are blazing new paths with educational technology.
2. Data Driven Instruction
 - Renaissance Learning
 - Castle Learning
3. Links Team - Committee of teachers, administrators, board members, and parents to develop a district-wide learning objectives
4. Purchase of new devices allowing more students access to digital technology

2. Does the district's instructional technology plan address the needs of students with disabilities to ensure equitable access to instruction, materials, and assessments?

No

3. Does the district's instructional technology plan address the provision of assistive technology specifically for students with disabilities to ensure access to and participation in the general curriculum?

No

4. Does the district's instructional technology plan address the needs of English Language Learners to ensure equitable access to instruction, materials, and assessments?

- Yes
- No

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Professional Development

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F. Professional Development

- 1. Please provide a summary of professional development offered to teachers and staff, for the time period covered by this plan, to support technology to enhance teaching and learning. Please include topics, audience, and method of delivery within your summary.**

The district currently employs a part time Instructional Technology Coordinator. This Coordinator will be available on a weekly basis to provide teachers a wide range of professional development pertaining to integrating technology into his or her classroom. Some examples of completed and upcoming professional development include:

September 14th, 2015 - Chromebook Training - Integrating Chromebooks into the classroom - 8th and 9th grade teachers via BOCES trainer

October 9th, 2015 - eSchoolView Training - Using teacher web pages to communicate with students and parents - all instructional staff via BOCES Trainer

December 23rd, 2015 - Social Media Awareness, Speaker Doug Greene, Spoke about the dangers of social media

February 12, 2015 - Google Drive Training - Using Google drive to collaborate in the classroom - all instructional staff via Instructional Tech Coordinator

March 11, 2016 - STAR 360 Training - Interpreting data - all instructional staff via Instructional Tech Coordinator

July/August - Open Session Days for Chromebook Training, flipped classroom, and other LMS options - offered to all instructional staff via Instructional Tech Coordinator

September 7, 2016 - RTI Training - K-12 teachers - Using data to drive instruction - DCMO BOCES Facilitator

October 7, 2016 (Anticipated) - Renaissance Learning Training - Using Accelerated Reader and Accelerated Math (Formative Assessments) to help guide instruction as an add on the STAR 360 - Renaissance Learning Professional Trainer

- 2. Please list title and Full Time Equivalent (FTE) count (as of survey submission date) of all staff whose primary responsibility is delivering technology integration training and support for teachers. Does not include technical support.**

Title	Number of Current FTEs
InsTech Coordinator	0.20
	0.20

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Technology Investment Plan

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G. Technology Investment Plan

1. **Please list the top five planned instructional technology investments in priority order over the next three years. Infrastructure is considered an instructional technology investment.**

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Technology Investment Plan

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	Anticipated Item or Service	Estimated Cost	Is Cost One-time, Annual or Both?	Funding Sources May choose more than one source
1	Chromebooks	55,000	One Time	<input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
2.	Desktops	30,000	One Time	<input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
3.	Other	400,000	One Time	<input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
4.	Network Cabling	100,000	One Time	<input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
5.	Server/Network Software	100,000	One Time	<input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
Totals:	0	685,000	0	0

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Technology Investment Plan

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2. **If "Other" was selected in question one, for items purchased or for a funding source, please specify.**

Building Security Solutions, Card Access and Mass Notification

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Status of Technology Initiatives and Community Involvement

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H. Status of Technology Initiatives and Community Connectivity

1. Please check any developments, since your last instructional technology plan, that affect the current status of the technology initiatives.

- Changes in District Enrollment
- Changes in Staffing
- Changes in Funding
- Technology Plan Implementation
- Computer-based Testing
- Catastrophic Event
- Developments in Technology
- Changes in Legislation
- Other
- None

2. In this section, please describe how the district plans to increase student and teacher access to technology, at home and in the community.

The districts current technology vision includes a future of one-to-one devices for all students to use.

3. Please check all locations where Internet service is available to students within the school district's geographical boundaries.

- Home
- Community
- None

3a. Please identify categories of available Internet locations within the community.

Businesses and Public Libraries

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Instructional Technology Plan Implementation

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I. Instructional Technology Plan Implementation

- Please provide the timeline and major milestones for the implementation of the technology plan as well as the action plan to integrate technology into curriculum and instruction to improve student learning.**

9/1/2015 - 150 Chromebooks deployed to students in the JR/SR High School as well as iPad classroom sets to every elementary classroom with the desired outcome of making technology more accessible to all students. Fall of 2015 - Step 1 of the One to One device integration - all 8th and 9th grade classrooms have a one to one devices for the students.

10/14/2015 - Professional Development for all 8th and 9th grade instructional staff - Integrating Chromebooks into the classroom

October 2015 - Use Survey Monkey to poll the 8th and 9th grade teachers about additional PD needs

November 2015 Technology Committee Meeting - Review PD needs survey and plan additional staff development

January - 2016 Technology Committee Meeting - Discuss additional grade level device needs for the fall of 2016 and budgetary requirements

June 2016 - Professional Development for future grade level teachers that will be receiving Chromebooks - preparing for Chromebooks in your classroom.

7/25/2016 - Vendor walkthrough and security analysis - Focusing on aging or broken cameras, door security and mass notification.

8/2016 - Purchase of Renaissance Learning Software to provide data driven instruction to our students in both ELA and Math

9/1/2016 - 250 Chromebooks deployed to students in the JR/SR High School as well as

9/1/2016- 75 additional iPads to elementary classrooms

9/1/2016 - 5th grade 1:1 Chromebook initiative

10/2016 - Anticipated SMART Bond proposal to State Ed.

10/7/2016 - Anticipated Staff Development on Renaissance Learning

Summer of 2017 - Purchase and deploy Chromebooks or similar devices to the 6th grade to complete 1:1 initiative grades 5-12

Renaissance Learning will assess student achievements and prescribe interventions for remediation and enrichment. Providing devices with internet access to all students in a 1:1 environment allows students access to software and other resources that improve student learning. The 1:1 device initiative also allows students access to technology they otherwise wouldn't have at home.

2017-2018 (Anticipated) - The plan for the 2017-2018 school year is to add two more grade levels to the 1:1 initiative with Chromebooks and, at the same time, provide more electronic tablets to the elementary students where necessary.

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Monitoring and Evaluation

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J. Monitoring and Evaluation

1. **Please describe the proposed strategies that the district will use to evaluate, at least twice a year, whether the district’s instructional technology plan is 1) meeting the vision and goals as outlined in the plan and 2) making a positive impact on teaching and learning in the district.**

The technology committee will continue to meet on a regular basis during the next school year. They will monitor student achievement benchmarks as well as the use and integration of technology in the classroom.

October Technology Committee Meeting - Review Survey Monkey data and plan additional PD accordingly

LINKS Committee Meeting July 12, 2016 - Develop student learning plan

LINKS Committee Meeting February 16, 2017 - Review STAR 360 Data to confirm instructional goals are being met

LINKS Committee Meeting May 18, 2017 - Review STAR 30 Data to confirm instructional goals are being met

2. **Please fill in all information for the policies listed below.**

	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	http://www.unatego.org/Downloads/Acceptable_Use_Policy.pdf	2013
Internet Safety/Cyberbullying*	http://www.unatego.org/Downloads/DASA.pdf	2014
Parents' Bill of Rights for Data Privacy and Security	http://www.unatego.org/Downloads/Student_Privacy_Parents_Bill_of_Rights.pdf	2014

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Survey Feedback

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K. Survey Feedback

Thank you for submitting your district's instructional technology plan (ITP) survey via the online collection tool. We appreciate the time and effort you have spent completing the ITP survey. Please answer the following questions to assist us in making ongoing improvements to the online survey tool.

1. Was the survey clear and easy to use

Yes

2. Was the guidance document helpful?

Yes

3. What question(s) would you like to add to the survey? Why?

(No Response)

4. What question(s) would you omit from the survey? Why?

(No Response)

5. Other comments.

(No Response)

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Appendices

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Appendices

1. **Upload additional documentation to support your submission**

(No Response)