Move On When Reading (MOWR) Literacy Plan Submission Policy and Practices

A.R.S. §15-211 requires all schools with K-3 students to submit a comprehensive literacy plan by October 1st of each year and K-3 literacy benchmark data tri-annually, by October 1st, February 1st, and June 1st.

MOWR Submission Policy

Each year, the following process is used for MOWR literacy plan submission and review.

Dates (Each Year)	Events
July	*Vital Resources* email sent to all MOWR contacts with links to guidance documents for the year and with reminders about due dates
August 1st	MOWR Literacy Plan portal opens for submission
September	Reminder emails sent to all MOWR contacts to submit MOWR literacy plans and first data submission by October 1st
October 1st	MOWR Literacy Plan and MOWR Data Submission #1 due for all schools and districts

October-November	MOWR Literacy Plans are reviewed by the ADE MOWR team
	• Completed plans are approved
	    o Funding release for approved plans is approved by the State Board of Education (SBE)
	    o Once approved by the SBE, funding is released by the ADE School Finance team
	• Plans needing revision are rejected and a notification email with instructions is sent to the MOWR contact for the school/district
	    o The MOWR team works with schools and districts that need support with their revisions
	    o Revised plans are resubmitted by the school/district
	    o Approved plans follow the cycle above

October-November	Schools and districts that fail to submit their MOWR Literacy Plans by the deadline: • These schools will be contacted by the MOWR team to help with submission • The Arizona State Charter Board will be contacted to assist any charter schools that failed to submit by the October 1st deadline • MOWR Funding will not be released to the school or district until the plans are submitted and approved
December	Schools and districts that have not submitted MOWR Literacy Plans or required revisions by December are in danger of losing MOWR funding for the year
December	The ADE MOWR team publishes the MOWR Annual Report