



Annual Policy and Compliance Acknowledgement Frequently Asked Questions

1. What is the Annual Policy and Compliance Acknowledgement?

In compliance with state and federal laws, Dallas ISD requires that all employees complete an Annual Policy and Compliance Acknowledgement at the beginning of every school year. The District has developed an easy-to-use application for this acknowledgement process.

2. What will all employees be required to acknowledge?

Employees will acknowledge their responsibility to read the Employee Handbook, the Annual Employee Notification of District Policies, the Confidentiality Requirements, and the Family Relationship Disclosure, and abide by the standards, policies, and procedures defined or referenced in these documents.

You can also go to <https://www.dallasisd.org/Page/41690> to preview the documents and view other resources.

3. Are employees governed only by the policies in the handbook or notice?

Employees are governed by all District policies. As an employee, it is your responsibility to read and become informed of the contents, requirements, and expectations of District policies.

4. Where can I find Dallas ISD board policies?

The Dallas ISD Board Policy Manual is located at <https://pol.tasb.org/PolicyOnline?key=361>.

5. Where do I go to log into the application?

Go to <https://PolicyAcknowledgement.dallasisd.org>. Log in using your email address and password.

6. Can I log into the application from home or on a cell phone?

Yes. Log in using your email address and password.

7. How do I complete the acknowledgement?

Instructions are available on the main screen of the application.
You can also go to <https://www.dallasisd.org/Page/41690> to view instructions and other resources.

8. What is the deadline for acknowledgement by ALL employees?

Employees should complete the acknowledgement within 60 days of hire date or launch of the annual acknowledgement period.

9. I am a substitute. Do I need to complete the acknowledgement?

A substitute is an employee of the District and is required to complete the acknowledgement using the Compliance Learning Portal.

Go to the [Compliance Learning Portal](https://pznwuubwfdll22r-production.adb.us-phoenix-1.oraclecloudapps.com/ords/r/prod/SUB-COMPLIANCE-PORTAL) at <https://pznwuubwfdll22r-production.adb.us-phoenix-1.oraclecloudapps.com/ords/r/prod/SUB-COMPLIANCE-PORTAL>.

Log in using your employee ID number, last name (as listed in Oracle), and your date of birth.



10. What if I do not complete the acknowledgement by the deadline?

Employees and their supervisors will continue to receive email notifications that the acknowledgement has not been completed.

11. I am a supervisor. How do I know if my employees have not completed the acknowledgement?

Supervisors will receive an email notification with a report containing a list of employees who have not completed the acknowledgement. Please verify that all direct report staff have completed the acknowledgement by the deadline.

12. I am a supervisor. What should I do about employees who are on my list, but who do not report to me?

Contact the Human Capital Management Supervisor for your school or department with the discrepancy. Once Oracle has been updated, that employee will be removed from your list.

Note: The report sent to principals will include all employees assigned to the campus which may include employees from Custodial Services and Food & Child Nutrition Services.

13. I have forgotten my password, and I am unable to log into the application. Who should I contact for assistance?

If you have problems logging into the application, contact the IT Service Desk at (972) 925-5630.

14. How can I be sure that I have completed the acknowledgement?

You should receive an email with a receipt. You can also log into the application to see your current acknowledgement.

15. Do you have a website to learn more about the annual acknowledgement?

Yes, visit <https://www.dallasisd.org/Page/41690>.

16. Who can I contact for more information about the acknowledgement process?

You can send an email to HCMcompliance@dallasisd.org.