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*"Educating Georgia's Future"*

## **SIP User Manual**

**March 2nd , 2022**

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## 1. Objective

The GaDOE encourages schools to develop their own School Plan by introducing the schools to CLIP/SIP in Student Longitudinal Data System (SLDS). This document is to assist the user in identifying their roles and the process in SIP submission to the district.

## 2. Scope

Scope will include the application used by the School user and the School Administrator to capture the following process

- School Administrator initiates the Application, can work on it and then submit to District.
- School Users can also work on it (Edit, Update, revise etc.) and then Submit to the School Administrator.
- School Administrator reviews the application submitted by the school user and then submits it to the District Administrator or can reject it to send it to the school user.

## 3. Access

School users will access the CLIP/SIP through SLDS, which is available as one of the tab as shown below. School users working on the School Plan will only see their School information



## 4. Home page

**School Administrator** will initiate the SIP by selecting either of the two options

- Clone From Last Year Copy
- Blank SIP

Schools that have created the SIP for the FY21 have the ability to “Clone From Last Year Copy” their responses over to the FY22 SIP.

Cloning option is only available when the SIP application is approved by the district for the previous year.

If the schools have not created for the year FY21, then will have to start working on the application by selecting the “Blank SIP”

**School Improvement Plan (CNA & SIP)**

Home CNA & SIP SandBox Data Dashboard

School Year : 2020 - 2021 District : Dundee County School : Dundee County Elementary School You are logged in as : School Administrator

This is the first time you are creating the SIP application for this year. Please choose from the following options:

Clone From Last Year Copy Blank SIP

School user cannot start working in the School Plan SIP until the School Administrator has initiated the SIP by selecting “Blank Copy “ or “Clone From Last Year Copy” .

**School Improvement Plan (CNA & SIP)**

Home CNA & SIP SandBox Data Dashboard

School Year : 2020 - 2021 District : Dundee County School : Dundee County High School You are logged in as : School User

2020 - 2021 School year SIP is not available until School Administrator selects one of the option(s) below.

Blank SIP

**5. CNA & SIP**

Once the school Administrator initiates the application, then the school user can start working after clicking “CNA & SIP”.

**School Improvement Plan (CNA & SIP)**

Home CNA & SIP SandBox Data Dashboard

School Year : 2020 - 2021 District : Dundee County School : Dundee County Elementary School You are logged in as : School Administrator

Status : Not Started

0%

Started On: 3/24/2020

Last Updated Date :

Last Updated By :

View Working Copy Print Working Copy Submit to School Administrator Submit To District Reject Working Copy

Pending Sections

District Submissions History

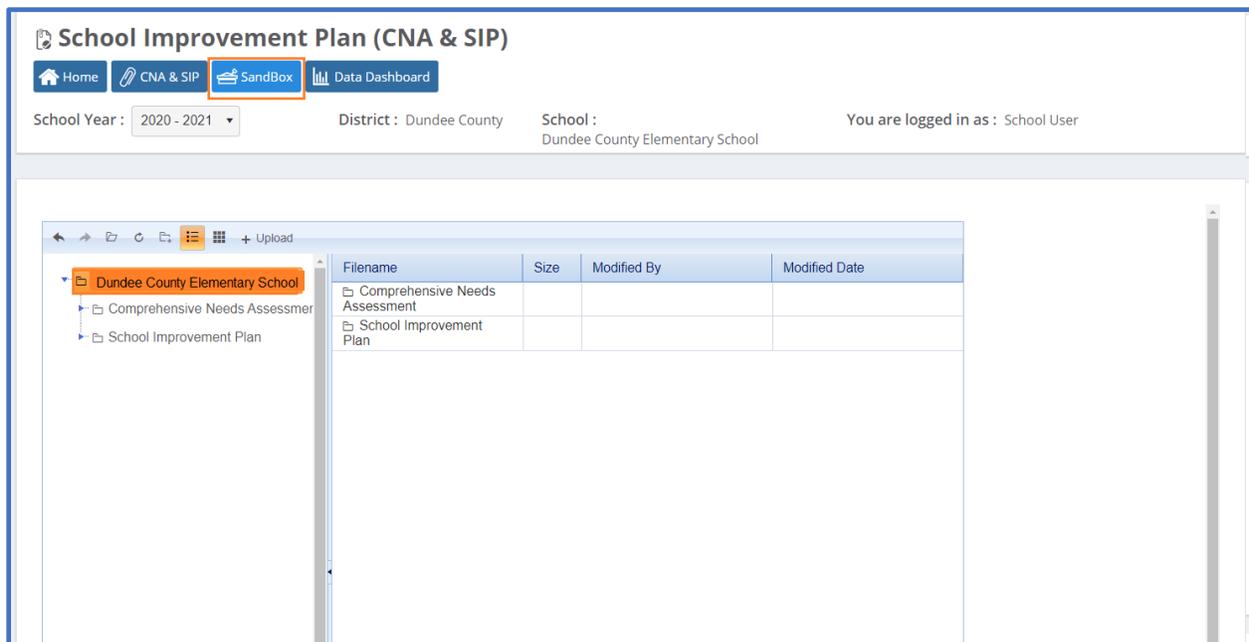
Fiscal Year	Name	Application			Administrator		District	
		Status	Last Updated By	Last Updated Date	Sign Off By	Sign Off Date	Sign Off By	Sign Off Date
No records to display.								

➤ Progress bar –progress bar will show the overall completion status of the process.

- Status, Started On, Last Update Date, and Last Updated By will auto-populated as events happen.
- “View Working Copy” enables the user to start working on the application.
- “Print Working Copy” helps the user to view the copy in the pdf
- “Pending Section” will list the items to be completed before submission.
- “Submit to School Administrator “is enabled to submit the SIP to the school Administrator. If completed, it gets submitted to the School administrator otherwise pending items are listed to complete the submission.
- Once submitted to the School Administrator, “Submit to District” and “Reject working Copy” is enabled to submit the same to District Administrator or Reject it and send it back to school user.

## 6. Sandbox

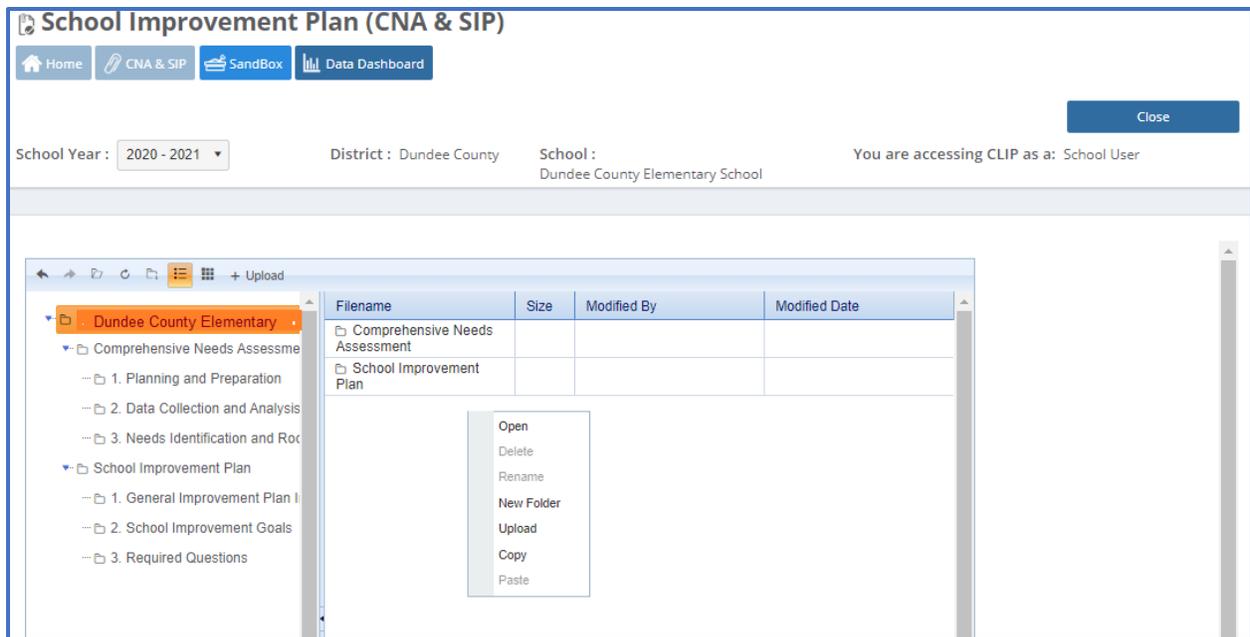
The Sandbox is the collaboration space for the school to upload the files. To Upload a document, the user would simply click on Upload. A window will open, the user will navigate to the location on their computer they have desired file stored. They will select the desired file they wish to upload and hit enter. The file will automatically begin to upload and will be available in the Sandbox to attach it to the application before submission to the district.



Users can go directly into the Sandbox area.

- Header- This is where the user can change various settings of the display- including refresh, adding folders, changing the view, and Uploading documents.
- Tree-This is the left-hand side of the display and it gives a structural view of all the Sandbox Folders.
- Body- This is the right-hand side of the display and it resembles the Tree, but this area will be the next step BELOW the item selected from the Tree. This allows the user to see the documents that are stored inside of the selected folder.

Once the file has been uploaded to the sandbox, users can right click on the file and perform several tasks



The tasks that can be performed are:

- Open – this normally downloads the selected file to the user’s computer/device. The user can then open the file from their computer.
- Delete – users can delete any file that has been uploaded.
- Rename – users can rename any file that has been uploaded.
- New Folder – users can create new folders under the “Parent Folder” that is currently selected in the Tree area.
- Upload – users can upload another file to this same location.

## 7. Data Dashboard

Users can go directly into the Data Dashboard area.

The Data Dashboard is the application that provides the user the ability to see their school data that is behind their CCRPI score. From the Data Dashboard the user can compare using the State Target (default) or Compare using Local Target.

**School Improvement Plan (CNA & SIP)**

Home | CNA & SIP | SandBox | **Data Dashboard**

School Year: 2020 - 2021 | District: Dundee County | School: Dundee County Elementary School | You are logged in as: School User

Compare using State Target | Compare using Local Target

Target Met ■ | Target not Met ■ | Measure Not Started ■  
 TFS (Too Few Students) | N/A (Not Applicable)

CCRPI SCORE 47.200

Georgia Reading

Georgia Insights

➤ Compare using State Target  
 In the below example, the CCRPI score of Dundee County Elementary school is 66.100.

**School Improvement Plan (CNA & SIP)**

Home | CNA & SIP | SandBox | **Data Dashboard** Close

School Year: 2020 - 2021 | District: Dundee County | School: Dundee County Elementary School | You are accessing CLIP as a: School User

Compare using State Target | Compare using Local Target

Target Met ■ | Target not Met ■ | Measure Not Started ■  
 TFS (Too Few Students) | N/A (Not Applicable)

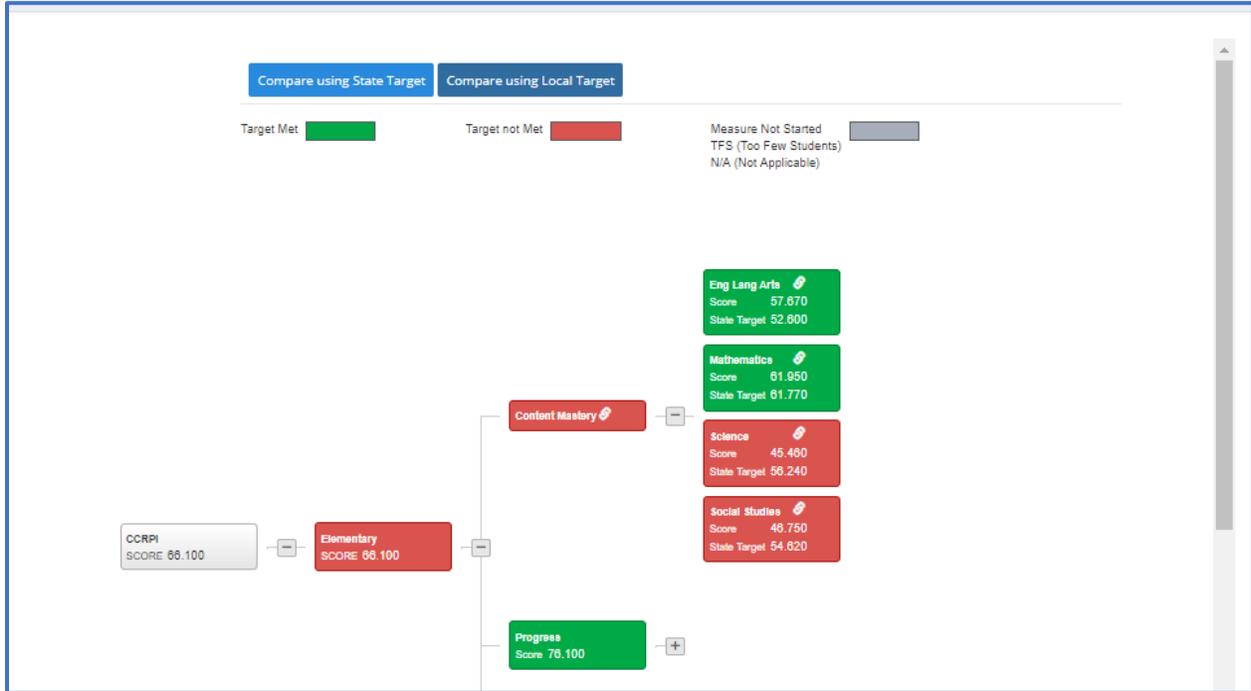
CCRPI SCORE 66.100

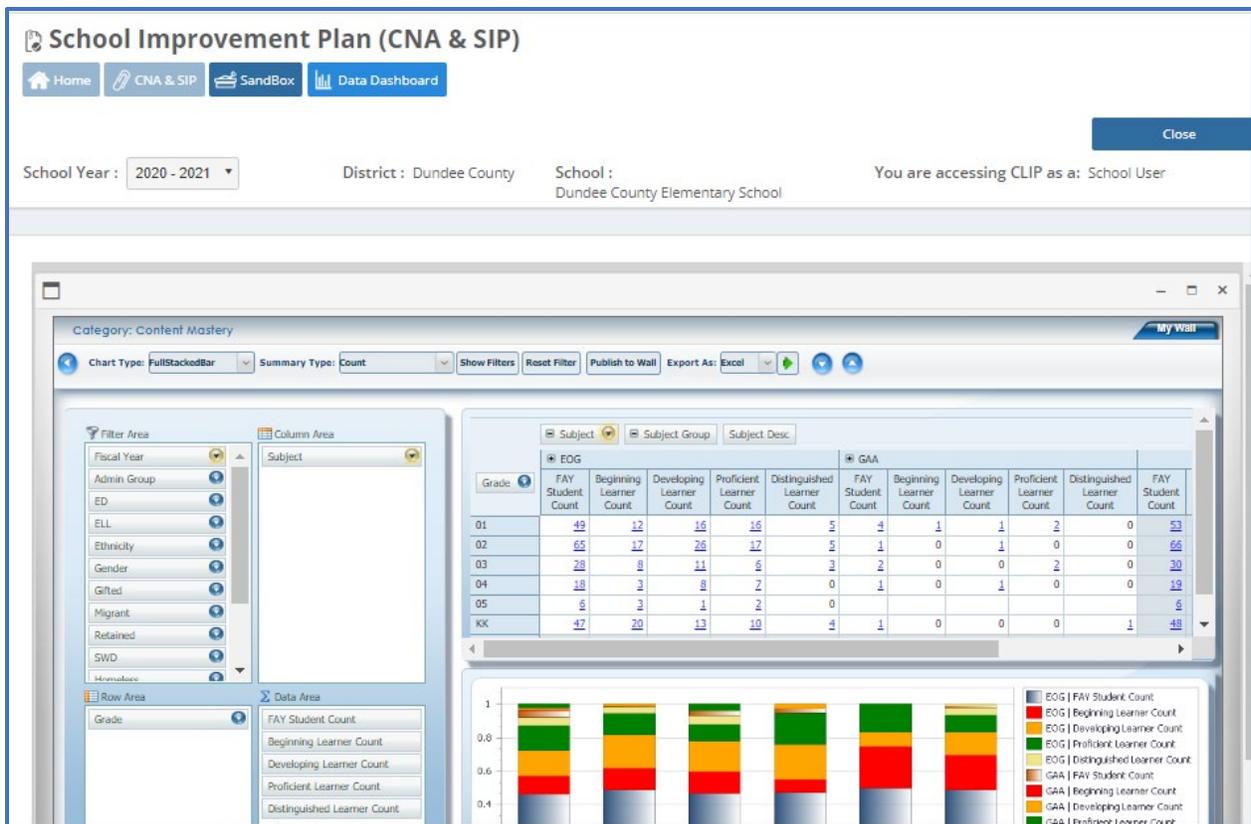
- Elementary SCORE 66.100
  - Content Mastery ■
  - Progress Score 76.100 ■
  - Attendance Attendance Rate 91.790 ■
  - Closing Gaps ■

Red colored score indicates the user target is not met and needs attention.

User click on the “+” sign beside Elementary Score, and the data will drill down to the next level of data of Content Mastery, Progress, Achievement Gap, Grad Rate, and Attendance.

When user click on the “+” sign beside any component like the one below, say “Content Mastery”. This will break it down to each subject which will say the score at that the school level and state level.





Compare using Local Target will allow the the user to enter the local target value to do the comparison by clicking the edit button as shown below.

### School Improvement Plan (CNA & SIP)

[Home](#)
[CNA & SIP](#)
[SandBox](#)
[Data Dashboard](#)

School Year : 2020 - 2021      District : Dundee County      School : Dundee County Elementary School      You are accessing CLIP as a: School User

[Close](#)

---

[Compare using State Target](#)    [Compare using Local Target](#)

Target Met ■      Target not Met ■      Measure Not Started ■  
 TFS (Too Few Students)      N/A (Not Applicable)

CCRPI SCORE 66.100

Elementary SCORE 66.100

Content Mastery

<b>Eng Lang Arts</b>	Score: 57.670	State Target: 52.600
<b>Mathematics</b>	Score: 61.950	State Target: 61.770
<b>Science</b>	Score: 45.460	State Target: 66.240
<b>Social Studies</b>	Score: 48.750	State Target: 54.820

#### ENG LANG ARTS

Score: 57.670

State Target: 52.600

Local Target:

[Save Target](#)

## 8. Features in SIP

The screenshot displays the 'School Improvement Plan (CNA & SIP)' web application. At the top, there is a navigation bar with links for 'Home', 'CNA & SIP', 'SandBox', and 'Data Dashboard'. Below this, the user's current session information is shown: 'School Year : 2020 - 2021', 'District : Dundee County', 'School : Dundee County Elementary School', and 'You are logged in as : School User'. The main content area is divided into a left sidebar and a main panel. The sidebar contains a tree view of the assessment sections, with '2.1.Coherent Instructional System' selected. The main panel displays the '2. Data Collection Analysis' section, specifically '2.1 Coherent Instructional System'. It includes a progress bar with steps 2.1.1, 2.1.2, 2.1.3, and 2.1.4, where 2.1.1 is currently active. Below the progress bar, there is a table titled 'Coherent Instruction Data' with three rows: 'Exemplary', 'Operational', and 'Emerging'. Each row contains a description of the standard and a radio button for selection. The 'Exemplary' row has an asterisk next to the description. There are also icons for help, print, and share.

- Users will notice an Asterisk marks the required fields that must have something entered in the corresponding box- the system will validate on quantity not quality. The system cannot know whether the data you enter is correct, rather the system can only determine if you have entered something.
- User clicking on “Print icon” will provide printing capability for this section only. The printed version will also give some direction on how to complete that section. Printing can be done before any information is entered, mid-stream of entering data, or at the end of the data entry process.
- User clicking on “Question icon” will open a new window with the external page help information from the GADOE page.
- User clicking on the “Bar graph icon” will take to the Data Dashboard
- The “Next” button allows the user to proceed to the next page. When the user clicks the “Next” button, they will notice the screen change.
- As the user progresses through the pages within that section by clicking “Next” button, the navigation bar will show what page they are on. When the user comes to the last page of the section, they will see a “Finish” button.
- The “Finish” button tells the system you are through with the section. Even after clicking on “Finish”, you can always come back to this section and change/edit the information within that section. The system will then always give you an option to “Review” the previous section or “Continue” to the next section.
- After clicking on” Finish”, the user will have a chance to Review or Continue to Next Section.

**School Improvement Plan (CNA & SIP)**

Home CNA & SIP SandBox Data Dashboard

School Year : 2020 - 2021 District : Dundee County School : Dundee County Elementary School You are logged in as : School User

### 3. Needs Identification and Root Cause Analysis

#### 3.1 Strengths and Challenges Based on Trends and Patterns

Read the trends and patterns summaries from each section of the data analysis process. Use the information in these summaries to complete 3.2 and 3.3. Using the summaries in 3.1 and other local data, describe the strengths and challenges or answer the guiding questions for each program. Include strengths and challenges related to: a) general program implementation, and b) students and adults involved in or affected by the program. Focus on strengths and challenges that will assist in the identification of needs during 3.3.

3.1.1 3.1.2 3.1.3

#### Strengths and Challenges Based on Trends and Patterns

**Coherent Instructional:** Summarize the coherent instructional system trends and patterns observed by the team while completing this section of the report. What are the important trends and patterns that will support the identification of student, teacher, and leader needs? \*

While there are many and varied instructional system components in place at Mitchell County Elementary (MCE), the data indicates that these are not all being completed consistently. The data further indicates that MCE is on the proper trajectory by having their instructional system components being completed with fidelity by most teachers. Data that was collected was not consistently used to drive instruction, review, remediate, and enrich. This data includes, but is not limited to, common/benchmark assessments, high rigor, differentiation, best practices, as well as individualized lesson plans that meet the needs of all our students regardless of academic proficiency. Training in technology and data utilization needs to take place in all core subject areas to fully realize the benefits of what we have. Also, more must be done to get teachers to buy into this system and create continuity. This will only be accomplished by properly training them over a period of time and not "drive-by"

**Effective Leadership:** Summarize the effective leadership trends and patterns observed by the team while completing this section of the report. What are the important trends and patterns that will support the identification of student, teacher, and leader needs? \*

- **Adding Overarching Needs and its Root causes**

By default, the system starts with one Overarching needs (section 3.2), the user can add as many Overarching Needs as they wish, by simply clicking the "+Add Overarching Need "button that is located above the first need listed. The user will walk through a series of questions and selecting the correct answer from the dropdown box. A need can always be deleted by clicking on the "trash can" icon. The user will begin writing about the root causes (section 3.3) for the identified Overarching Needs.

**School Improvement Plan (CNA & SIP)**

Home | CNA & SIP | SandBox | Data Dashboard

School Year : 2020 - 2021 | District : Dundee County | School : Dundee County High School | You are logged in as : School Administrator

### 3. Needs Identification and Root Cause Analysis

#### 3.2 Identification and Prioritization of Overarching Needs

Use the results of 3.1 and 3.2 to identify the overarching needs of the LEA. Determine the priority order of the identified needs based on data, team member and stakeholder knowledge, and answers to questions in the table below. Be sure to address the major program challenges identified in 3.2.

[+ Add Overarching Need](#)

Overarching Need # 1

Overarching Need \*

Can Root Causes be Identified? *	How severe is the need? *	Is the need trending better or worse over time? *	Priority Order *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Considerations

**Uploading files**

- **Uploading files**

School Parent and Family Engagement Policy (section B) is simply an “Upload the Document” area. To Upload a document, the user would simply click on Upload. A window will open, the user will navigate to the location on their computer they have desired file stored. They will select the desired file they wish to upload and hit enter. The file will automatically begin to upload. Sandbox upload will allow the user to upload the documents available in the Sandbox.



- A.Consolidated Needs Assessment School Report
  - 1.Planning and Preparation
    - 1.1.Identification of Team
    - 1.2.Identification of Stakeholders
  - 2.Data Collection Analysis
    - 2.1.Coherent Instructional System
    - 2.2.Effective Leadership
    - 2.3.Professional Capacity
    - 2.4.Family and Community Engagement
    - 2.5.Supportive Learning Environment
    - 2.6.Data Analysis Questions
  - 3.Needs Identification and Root Cause Analysis
    - 3.1.Strengths and Challenges Based on Trends and Patterns
    - 3.2.Identification and Prioritization of Overarching Needs
    - 3.3.Root Cause Analysis
  - B.School Parent and Family Engagement Policy

## School Parent and Family Engagement Policy

 Upload
SandBox Upload

**Uploaded File Details**

File Name	Uploaded By	Uploaded Date	Actions
No records to display.			