School Improvement Plan (SIP) User Manual

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1. **Overview**

The GaDOE encourages schools to develop their own School Improvement Plan by connecting schools to the Comprehensive LEA Improvement Plan/School Improvement Plan (CLIP/SIP) in the Student Longitudinal Data System (SLDS). This document is designed to assist school level staff in identifying their SIP role and to describe the steps taken to submit the SIP to the District Administrator.

2. **Roles**

- School Administrator: initiates the SIP, can edit SIP, and then submit to district.
- School User: edits the SIP, (edit, update, revise etc.) and then submits to the School Administrator.
- District Administrator: reviews the SIP, approves, or rejects it and sends it to the School User for revision or the School Administrator for approval.

3. **Access**

School Users will access the CLIP/SIP through SLDS, which is available as one of the tabs shown below. School Users working in the application will only see the SIP for their school.

4. **Getting Started**

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

- Clone From Last Year’s Copy
- Blank SIP

Schools that have created the SIP in the application for the previous year can Clone from Last Year Copy their responses over to the current year SIP. If the school has not created a SIP in the application for the previous year, then the Blank SIP option is the only choice available to choose.
School User cannot start working in the SIP until the School Administrator has initiated the SIP by selecting Blank Copy or Clone from Last Year Copy.

5. **Features in SIP**

- **Asterisk (•) mark** indicate the field must have information entered in the corresponding box. The system can only determine if information has been entered. It does not validate the information in required fields.
- **The Print icon** provides printing capability for this current section only. The printed version also gives some directions on how to complete the section. Printing can be done before any information is entered, mid-stream of entering data, or at the end of the data entry process.
- **The Question icon** opens a new window with an external help page with information from the GADOE website.
- **The Bar Graph icon** takes the user to the Data Dashboard.
- **The Next button** allows the user to proceed to the next page. When the user clicks the Next button, the screen will change.
- **The Navigation Bar** shows the progress through the pages of each section. When the user is on the last page of the section, a Finish button appears.
- **The Finish button** appears when the user is on the last page of the section. After clicking on the Finish button, the user can always go back to a section and change/edit the information within that section. The system always gives the user an option to Review the previous section or Continue to the next section.
The Review and Continue to Next Section buttons appear after clicking the Finish button on the last page of each section. Review brings the user back to the first page of the section. Continue to Next Section brings the user to the next section of the document.

- Adding Overarching Needs and its Root Causes

By default, the system starts with one Overarching Need (section 3.2). The user can add as many Overarching Needs as they wish, by clicking +Add Overarching Need button that is located above the first need listed. The user walks through a series of questions and selects the correct answer from the dropdown boxes. A need can always be deleted by clicking on the Trash Can icon. The user begins documenting the root causes for the identified Overarching Needs in section 3.3.
• **Uploading Files**

School Parent and Family Engagement Policy (section B) is an Upload the Document area. To upload a document, the user clicks on Upload. A window opens, the user navigates to the location on their computer where the desired file is stored, then selects the desired file to upload and hits enter. The file automatically uploads.

![Upload Files](image)

6. **Navigating the SIP**

Once the School Administrator initiates the application by choosing one of the two options from the step above, then the School User can start working on the SIP by selecting CNA & SIP.
• **Progress Bar** shows the overall completion status of the process.
• **Status, Started On, Last Update Date, and Last Updated By** will auto populated as the SIP is accessed by users.
• **View Working Copy** enables the user to start working on the SIP in the application.
• **Print Working Copy** creates the document in a pdf format.
• **Pending Section** lists the items to be completed before submission can occur.
• **Submit to School Administrator** is only enabled when the SIP document is complete. This function is only available to the School User.
• **Submit to District and Reject Working Copy** is only enabled after the SIP document has been submitted to the School Administrator.
• Submission status will be updated when the School User submits the SIP application to the School Administrator. Its status will be updated based on the responses of the School Administrator. It will say **Submitted to School Administrator** or **Rejected by Administrator**.
• **Submit to District and Reject Working Copy** status is enabled for the School Administrator when the SIP has been submitted by the School User. The School Administrator can submit or reject the working copy of the SIP.
• **Revision Requested by District and Approved by District** status is enabled after the School Administrator submits the SIP to the District Administrator.
• **Request Amendment** is only enabled after the SIP document has been approved by the District Administrator.

7. **SIP Amendment Process (Optional)**

To use the Amendment process in the online SIP, the District Administrator must select either Approved by District or Approved by District with Recommendations from the options below. If the District does not plan to use the online SIP Amendment option, then the District Administrator may choose an option below or skip this step.
If schools want to make changes to the Approved SIPs, they can request for Amendment by clicking Request for Amendment.

The District Administrator can view the Amendment Requests on clicking Show amendments.
The District Administrator can either Approve or Reject the school’s request. They will have to provide the comment if they reject the request.

After clicking Approve, the SIP is reopened for amendment and the school can make changes and submit the document back to District Administrator.

After the School Administrator submits the SIP Amendment, the District Administrator will have the following options.
8. Email Notifications in SIP

The SIP application has a workflow to automatically notify users when certain events occur. The matrix below outlines the workflow process.

<table>
<thead>
<tr>
<th>User Who Initiates Event</th>
<th>Event</th>
<th>District Administrator Receives Email</th>
<th>School Administrator Receives Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>School User</td>
<td>Submitted to School Administrator</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>School Administrator</td>
<td>Submitted to District Administrator</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>District Administrator</td>
<td>Revision Requested</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>District Administrator</td>
<td>Approved</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>District Administrator</td>
<td>Approved with Recommendations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>School Administrator</td>
<td>Request for Amendment</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>District Administrator</td>
<td>Amendment Request Approved</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>District Administrator</td>
<td>Amendment Request Rejected</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>District Administrator</td>
<td>Amendment Revision Request</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>District Administrator</td>
<td>Amendment Approved with Recommendations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>District Administrator</td>
<td>Amendment Approved</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
9. **Sandbox**

The Sandbox is a collaboration space for the school to upload files pertinent to the SIP. To upload a document, the user clicks on Upload. A window opens, the user navigates to the location on their computer they have saved the desired file. The user selects the desired file to upload, and hits enter. The file automatically begins to upload and will be available in the Sandbox to attach it to the SIP application before submission to the district.

Users can go directly into the Sandbox area.

- **Header** - This is where the user changes various settings of the display- including refresh, adding folders, changing the view, and uploading documents.
- **Tree** - This is on the left side of the display. It is a structural view of the Sandbox folders.
- **Body** - This is on the right side of the display. It shows the documents that are inside of the folders. After files have been uploaded to the Sandbox, users can right click on a 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 files to this same location.

10. **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.
➢ Compare using State Target

In the example below, the CCRPI score of Dundee County Elementary school is 66.100.

Red colored scores indicate the user target is not met and needs attention. User clicks on the + sign beside Elementary Score, and the data drills down to the next level of data of Content Mastery, Progress, Achievement Gap, Grad Rate, and Attendance.

When user clicks the + sign beside any component like the one below, say Content Mastery. This breaks it down to each subject which will display the score at that the school and state level.
Comparing using Local Target allows the user to enter the local target value to do the comparison by clicking the edit button as shown below.
11. Possible Common Questions:

1. I am the District Administrator, why can't I open XYZ school's SIP for XYZ to edit?

   The District Administrator can only view the SIP application by clicking the icon , then can add the comments if required by clicking the icon and send it back to the school by selecting the option Revision Requested by District after clicking .
The District Administrator may choose one of the following options after the SIP is submitted to district. The Amendment process will only be enabled if the District Administrator chooses the Approved by District option below.

2. **Where does the School Administrator go in SLDS and request to edit the SIP?**

   If the District Administrator selects the Revisions Requested by District, the SIP application goes back to the School Administrator for the edits.

   School Administrator can view the district's comments and make the edits when the Submission Status is Revision Requested by District and then submit back to district.