

School Improvement Plan (SIP) User Manual

May 2, 2022

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1. Overview

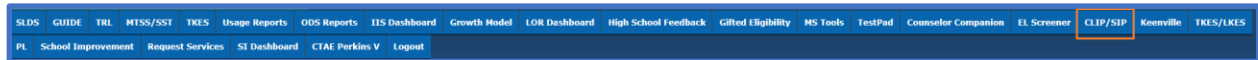
The GaDOE encourages schools to develop their own School Improvement Plan by connecting schools to the Comprehensive LEA Improvement Plan/School Improvement Plan (CLIP/SIP) in the Student Longitudinal Data System (SLDS). This document is designed to assist school level staff in identifying their SIP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

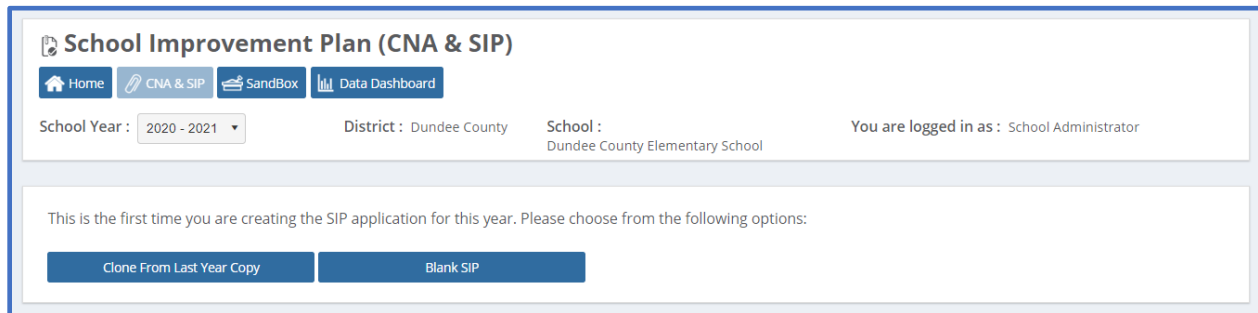


4. Getting Started

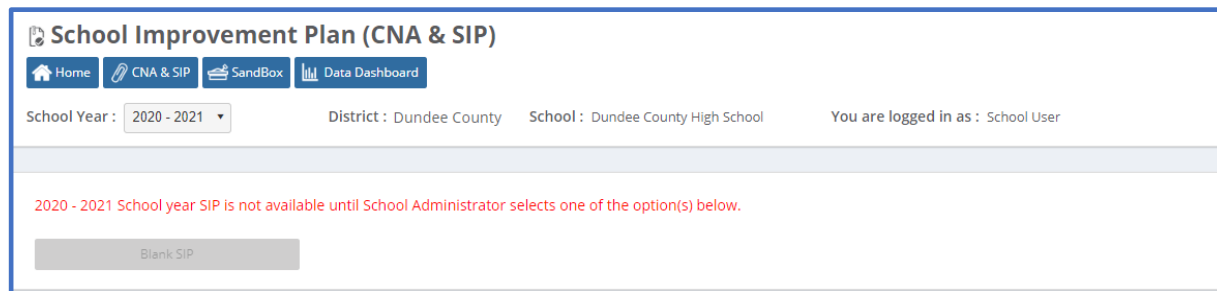
School Administrator will initiate the SIP by selecting either of the two options

- Clone From Last Year's Copy
- Blank SIP

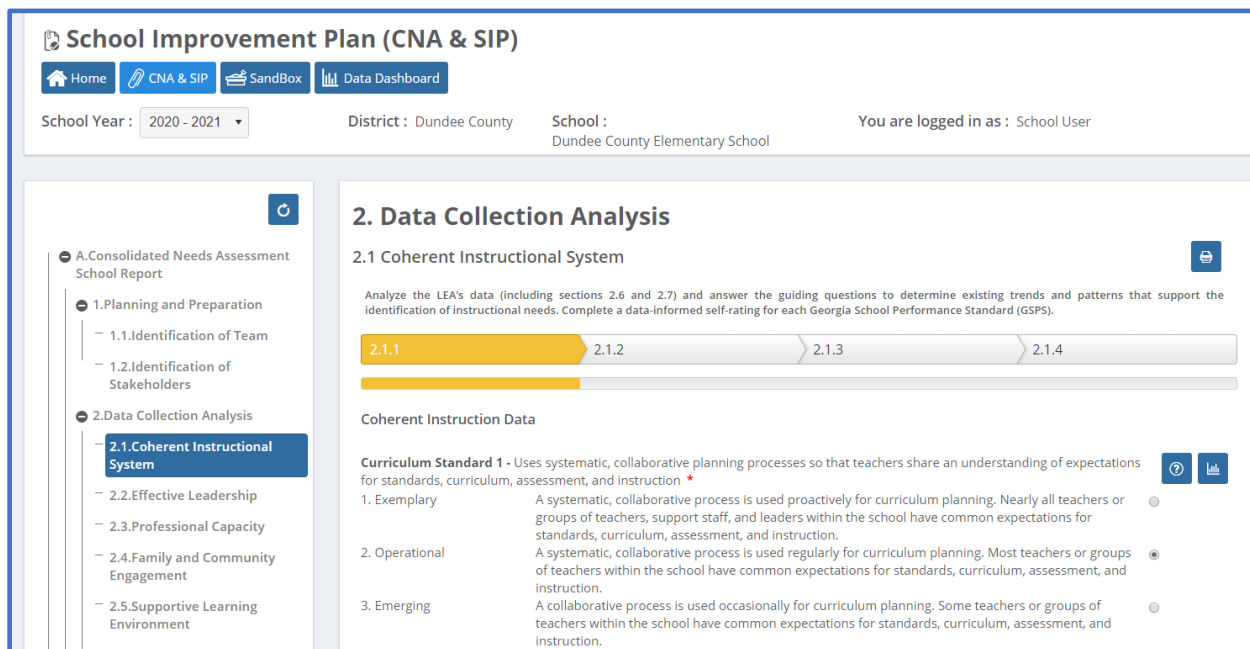
Schools that have created the SIP in the application for the previous year can Clone from Last Year Copy their responses over to the current year SIP. If the school has not created a SIP in the application for the previous year, then the Blank SIP option is the only choice available to choose.



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.

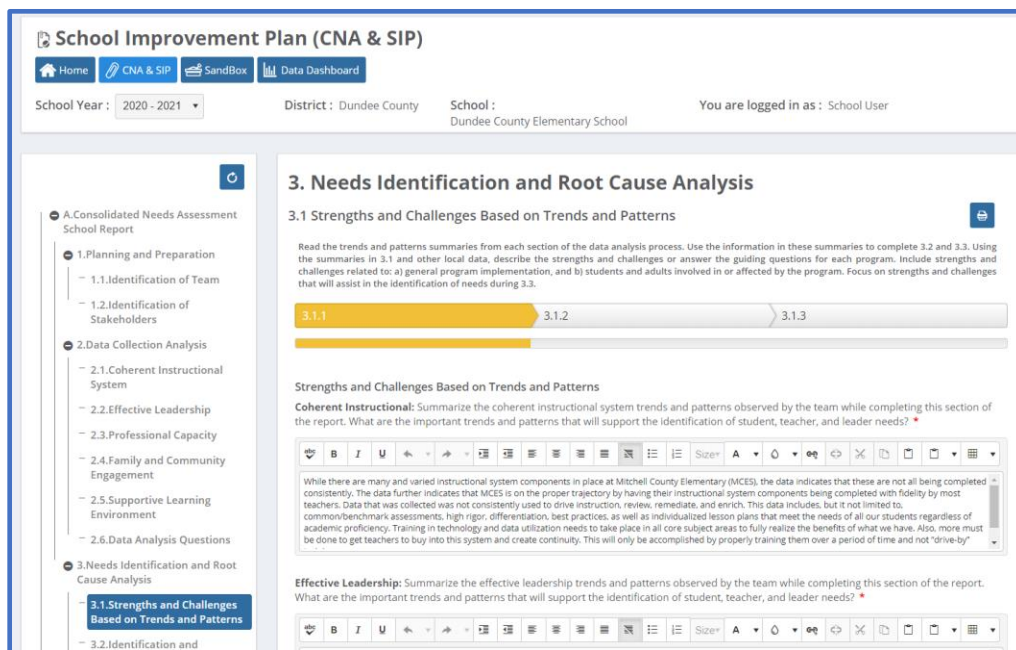


5. Features in SIP



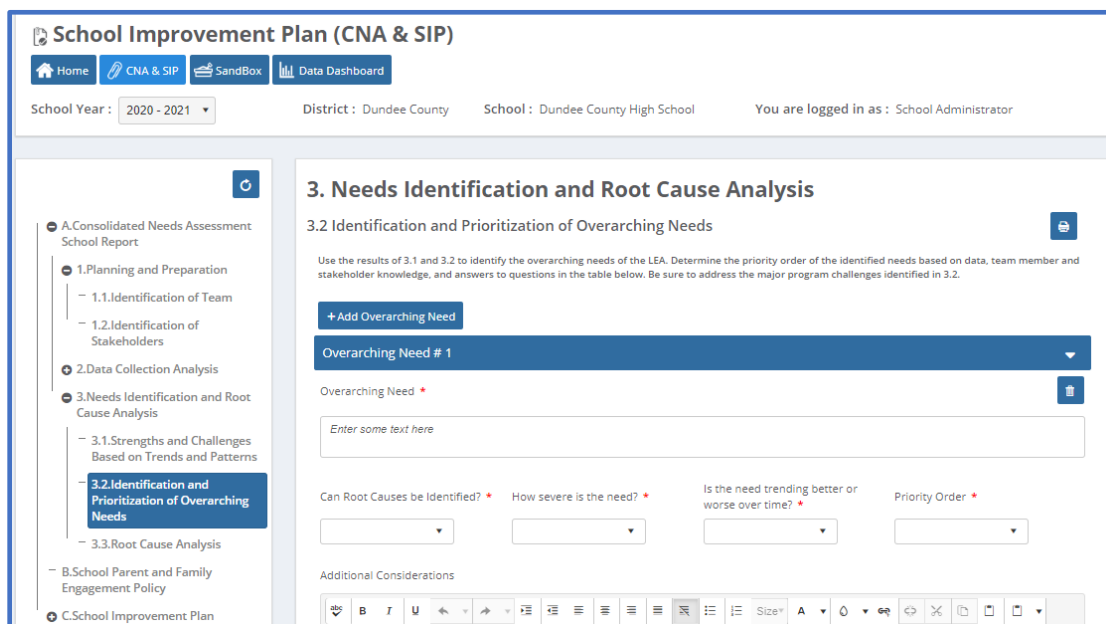
- **Asterisk (*)** mark indicate the field must have information entered in the corresponding box. The system can only determine if information has been entered. It does not validate the information in required fields.
- The **Print** icon provides printing capability for this current section only. The 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.



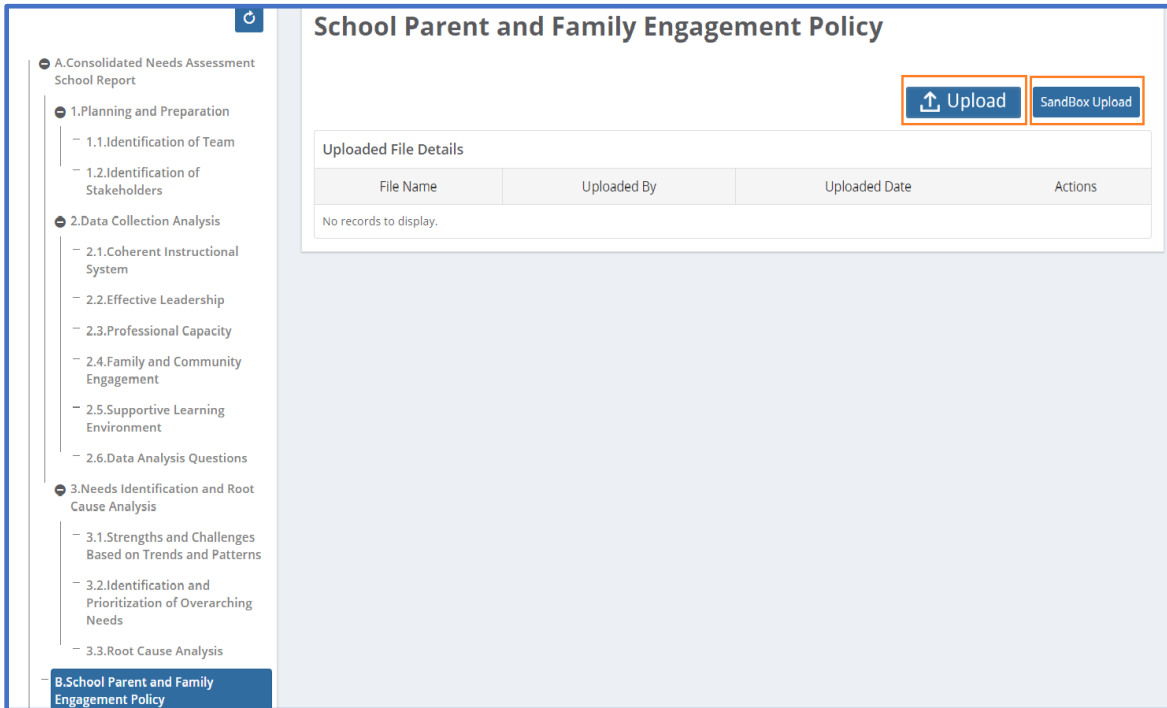
- **Adding Overarching Needs and its Root Causes**

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.



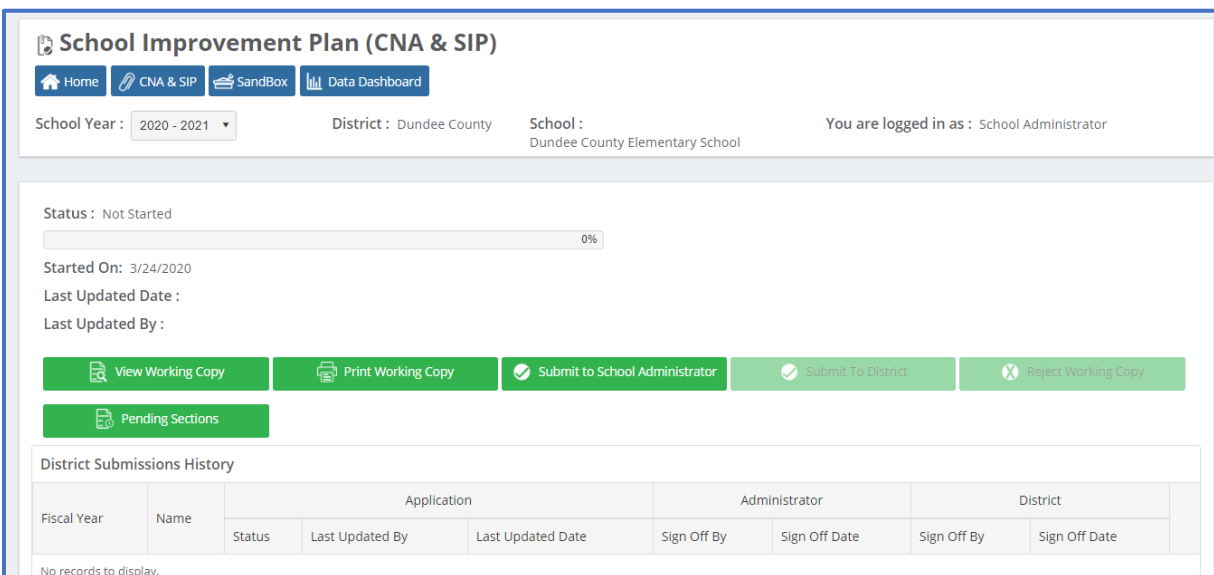
- **Uploading Files**

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.



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.

District Administrator Status

System Name: Atkinson County
School Name: Atkinson County High School

Approved By District

Approved By District With Recommendations

Revisions Requested By District

Save Status Cancel

If schools want to make changes to the Approved SIPs, they can request for Amendment by clicking Request for Amendment.

School Improvement Plan (CNA & SIP)

Home | CNA & SIP | SandBox | Data Dashboard

School Year: 2022 - 20... | District: Dundee County | School: Dundee County Elementary School | You are logged in as: School Administrator

Status: In Progress

Fiscal Year : 2022 - 2023	Start Date	End Date	Extension End Date
SIP Application Dates	1/1/2022	7/31/2022	NA
SIP Application Amendment Dates	4/5/2022	9/30/2023	NA

Submission Status: Approved By District With Recommendations (View Comments)

Started On: 2/4/2022
Last Updated Date: 2/4/2022
Last Updated By: SchoolAdmin634 User634

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

Request Amendment | 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

The District Administrator can view the Amendment Requests on clicking Show amendments.

Consolidated LEA Improvement Plan (CLIP)

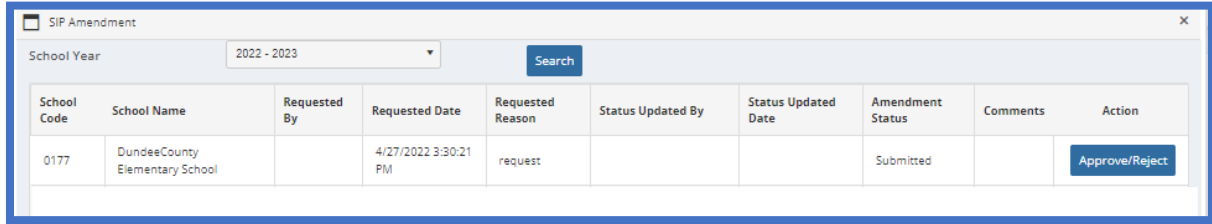
Home | CLIP | SandBox | Data Dashboard | School SIP | Progress Monitoring

School Year: 2022 - 20... | District: Dundee County | You are logged in as: District Administrator

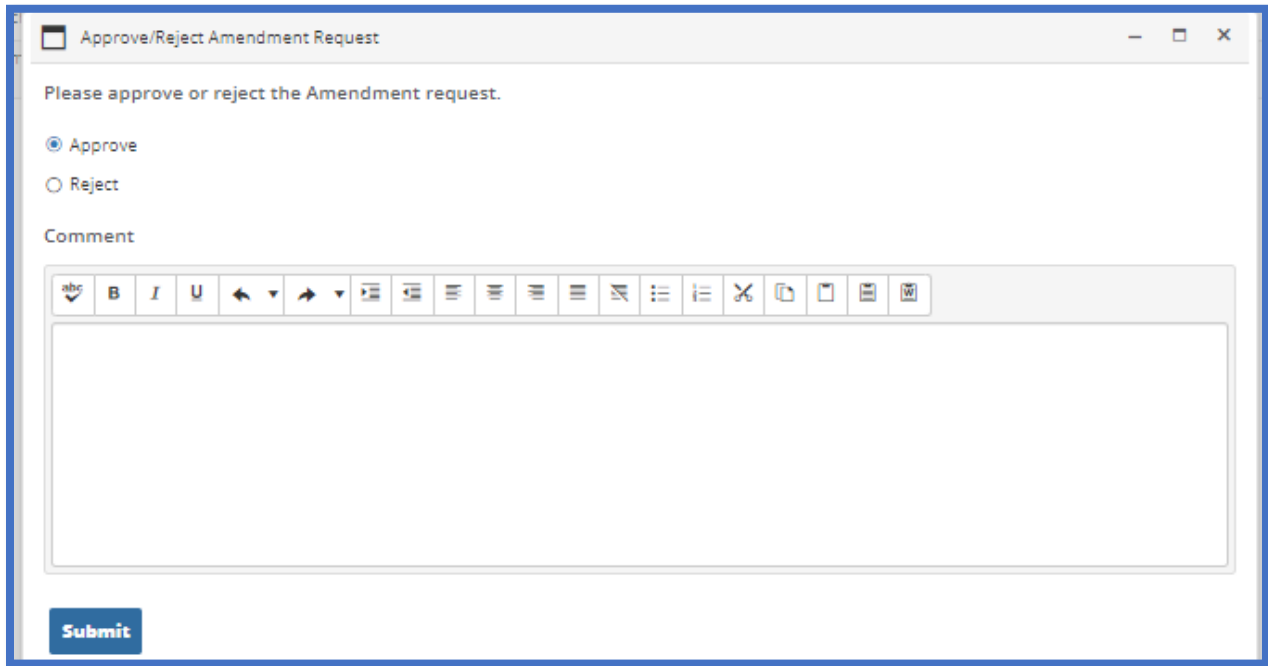
School Type: Select... | Application Status: ALL | Search | **Show Amendments**

School Code	School Name	Percentage Completed	Last Updated Date	Last Updated By	Application Status
1050	Dundee Elementary School	100%	4/26/2022 3:15:21 PM	SchoolAdmin634 User634	Amendment Approved By District with Recommendations
0177	Dundee County High School	100%	2/4/2022 5:00:23 PM	SchoolAdmin634 User634	Approved By District With Recommendations

The District Administrator can either Approve or Reject the school’s request. They will have to provide the comment if they reject the request.



School Code	School Name	Requested By	Requested Date	Requested Reason	Status Updated By	Status Updated Date	Amendment Status	Comments	Action
0177	Dundee County Elementary School		4/27/2022 3:30:21 PM	request			Submitted		Approve/Reject



Please approve or reject the Amendment request.

Approve
 Reject

Comment

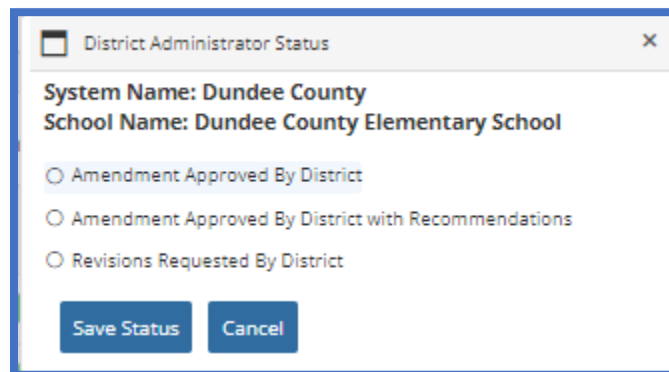
[Rich text editor toolbar with buttons for bold, italic, underline, bullet point, list, link, unlink, etc.]

[Empty text area for comment]

Submit

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.



District Administrator Status

System Name: Dundee County
School Name: Dundee County Elementary School

Amendment Approved By District
 Amendment Approved By District with Recommendations
 Revisions Requested By District

Save Status **Cancel**

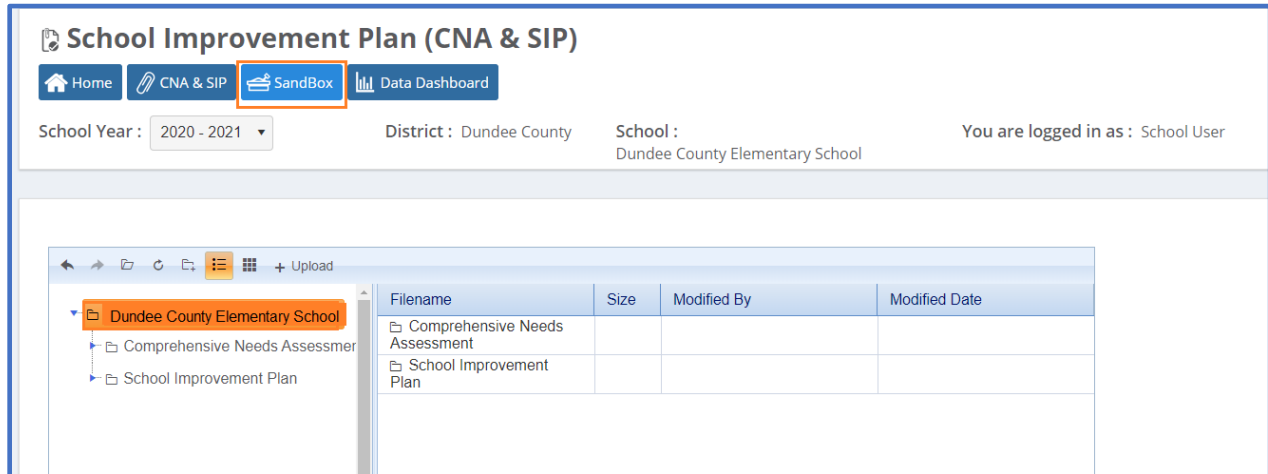
8. Email Notifications in SIP

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

User Who Initiates Event	Event	District Administrator Receives Email	School Administrator Receives Email
School User	Submitted to School Administrator	No	Yes
School Administrator	Submitted to District Administrator	Yes	Yes
District Administrator	Revision Requested	Yes	Yes
District Administrator	Approved	Yes	Yes
District Administrator	Approved with Recommendations	Yes	Yes
School Administrator	Request for Amendment	Yes	Yes
District Administrator	Amendment Request Approved	Yes	Yes
District Administrator	Amendment Request Rejected	Yes	Yes
District Administrator	Amendment Revision Request	Yes	Yes
District Administrator	Amendment Approved with Recommendations	Yes	Yes
District Administrator	Amendment Approved	Yes	Yes

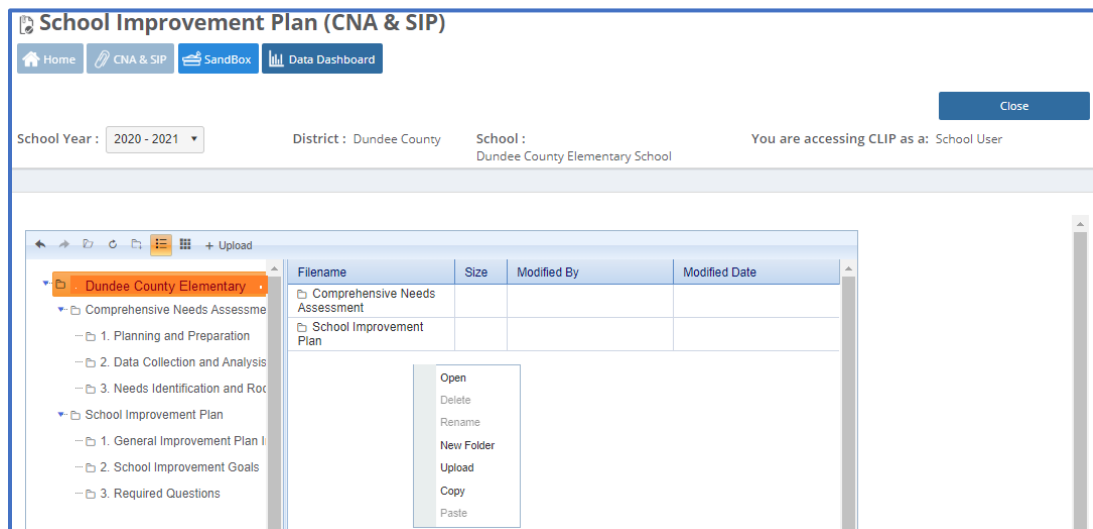
9. Sandbox

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.

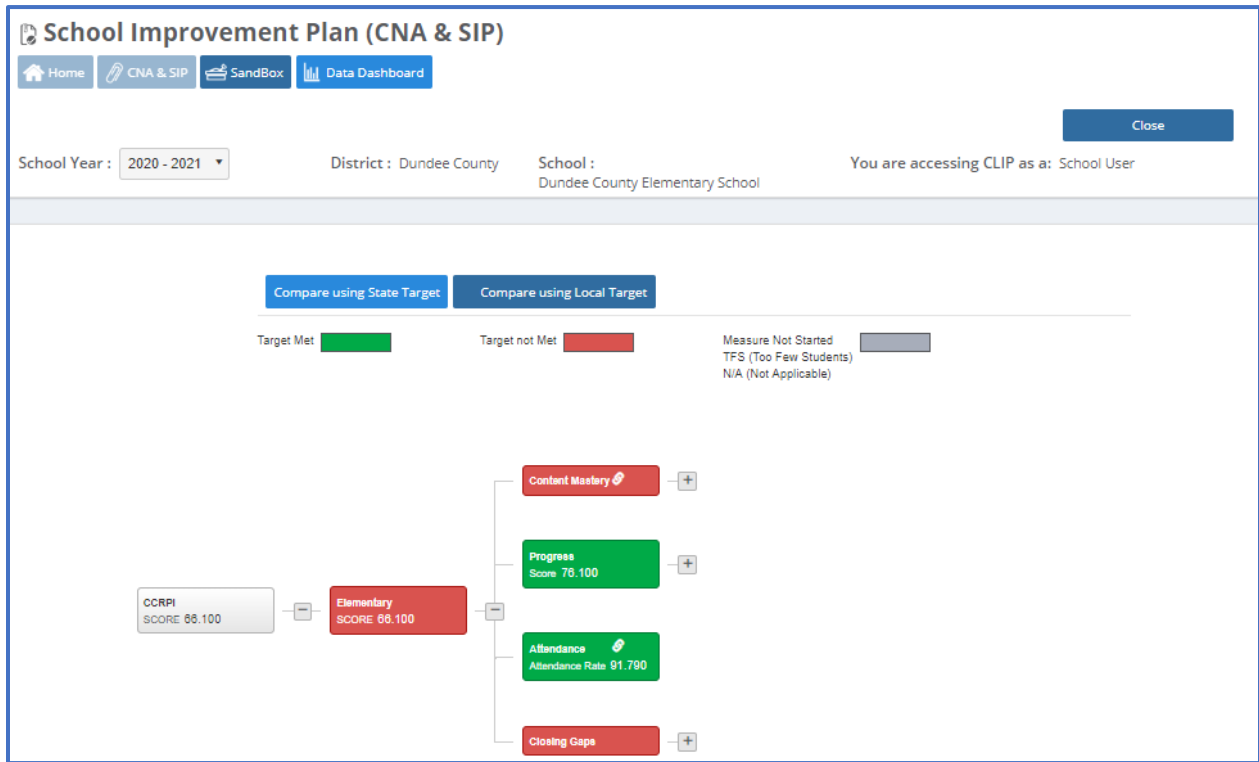
10. Data Dashboard

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.

The screenshot displays the 'School Improvement Plan (CNA & SIP)' interface. At the top, there is a navigation bar with 'Home', 'CNA & SIP', 'SandBox', and 'Data Dashboard' (the latter is highlighted with a red box). Below the navigation bar, the 'School Year' is set to '2020 - 2021', the 'District' is 'Dundee County', and the 'School' is 'Dundee County Elementary School'. The user is logged in as 'School User'. The main content area features two buttons: 'Compare using State Target' and 'Compare using Local Target'. Below these buttons, there are three colored indicators: a green bar for 'Target Met', a red bar for 'Target not Met', and a grey bar for 'Measure Not Started TFS (Too Few Students) N/A (Not Applicable)'. At the bottom, there are three buttons: 'CCRPI SCORE 47,200' with a plus sign, 'Georgia Reading', and 'Georgia Insights'.

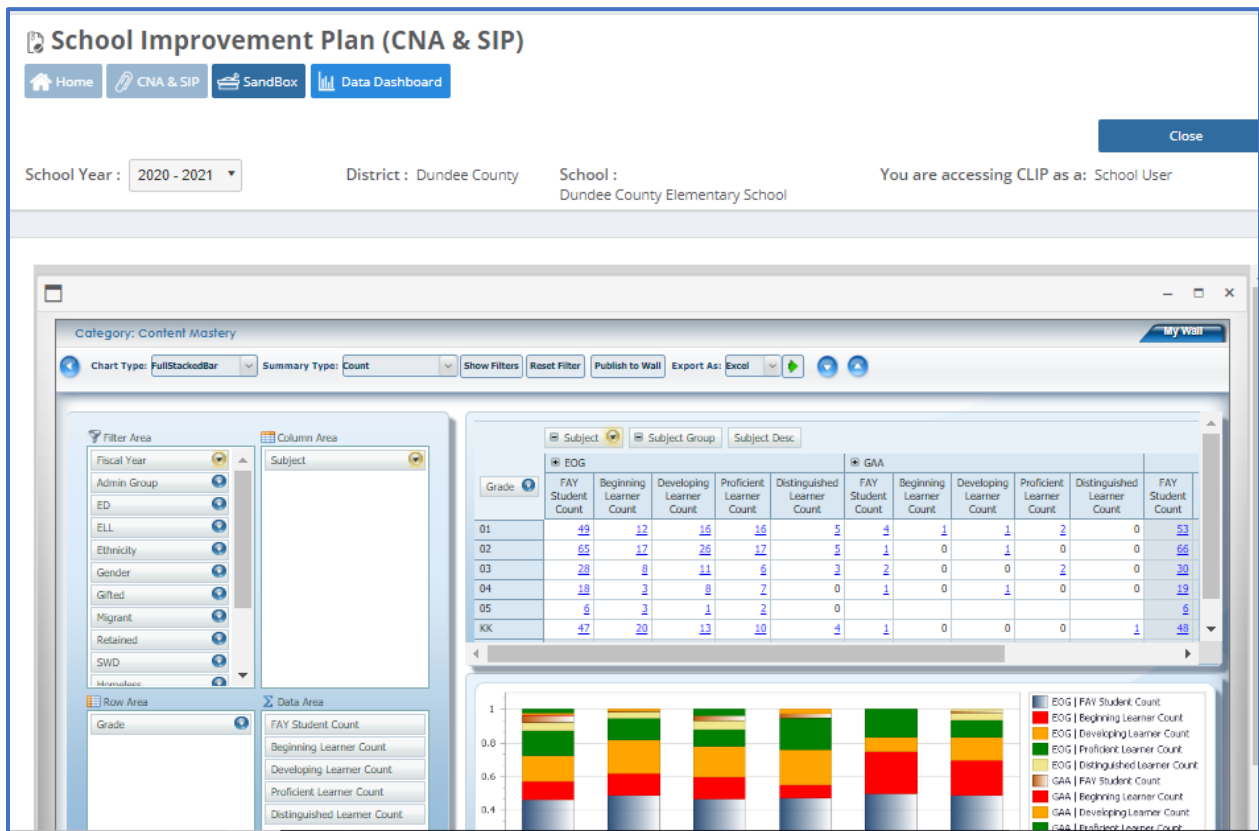
➤ Compare using State Target

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 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

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 68.100 | Elementary SCORE 68.100 | Content Mastery

- Eng Lang Arts: Score 57.670, State Target 52.600
- Mathematics: Score 61.950, State Target 61.770
- Science: Score 45.460, State Target 66.240
- Social Studies: Score 48.750, State Target 54.820

ENG LANG ARTS

Score: 57.670




State Target: 52.600

Local Target:

Save Target

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  .

Consolidated LEA Improvement Plan (CLIP)

Home | CLIP | SandBox | Data Dashboard | School SIP | Progress Monitoring

School Year: 2021-2022 | District: Dundee County | You are logged in as: District Administrator

School Type: Select... | Application Status: ALL | Search | Show Amendments

School Code	School Name	Percentage Completed	Last Updated Date	Last Updated By	Application Status
0103	Dundee County High School	100%	3/22/2022 5:13:42 PM	SchoolAdmin634 User634	Submitted To District

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.

District Administrator Status

System Name: Dundee County
School Name: Dundee County High School

Approved By District
 Approved By District With Recommendations
 Revisions Requested By District

Save Status | Cancel

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 Improvement Plan (CNA & SIP)

Home | CNA & SIP | SandBox | Data Dashboard

School Year: 2021-2022 | District: Dundee County | School: Dundee County High School | You are logged in as: School Administrator

Status: Completed

100%

Submission Status: **Revisions Requested By District (View Comments)**

Started On: 2/24/2022
 Last Updated Date: 3/22/2022
 Last Updated By: SchoolAdmin634 User634

Fiscal Year: 2022 - 2023	Start Date	End Date	Extension End Date
SIP Application Dates	1/1/2022	7/31/2022	NA
SIP Application Amendment Dates	9/1/2022	9/30/2023	NA

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.