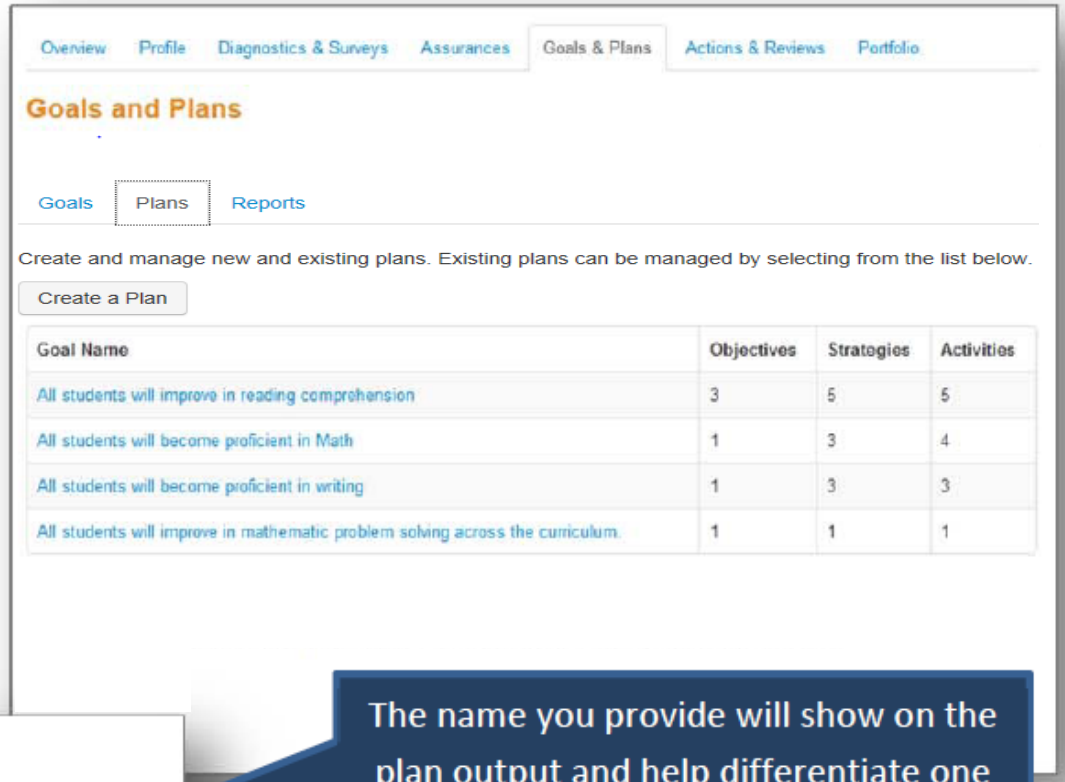
Creating and Submitting Your School Improvement Plan

Creating a Plan

Using the goals created in your intuition's ASSIST account, you can create an unlimited number of plans.

From the Goals and Plans overview page, click the ***Create a Plan*** button.

Provide a name and description for your plan.

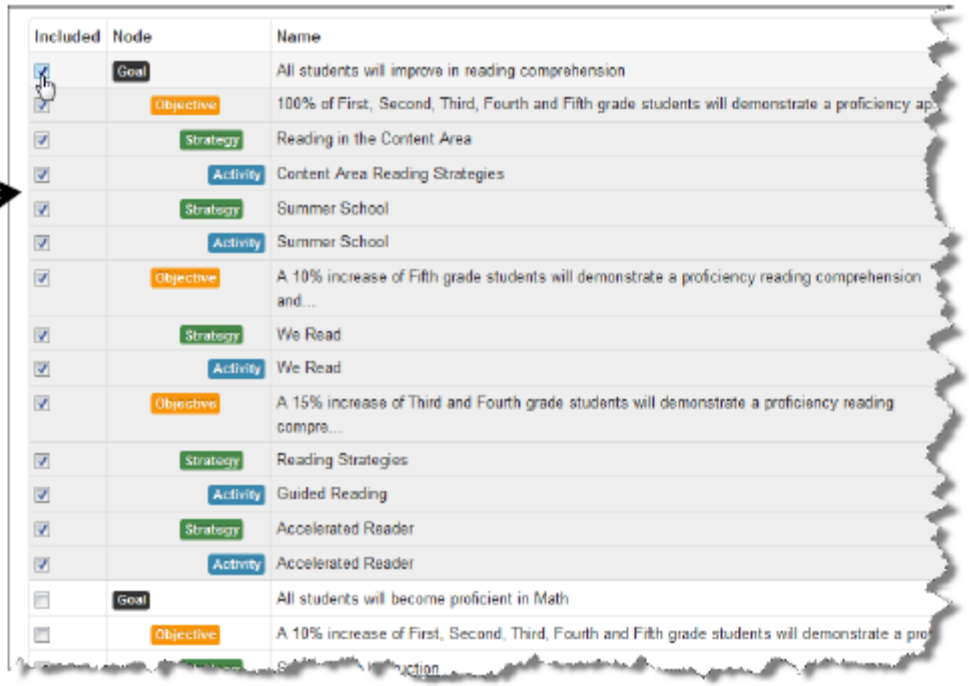


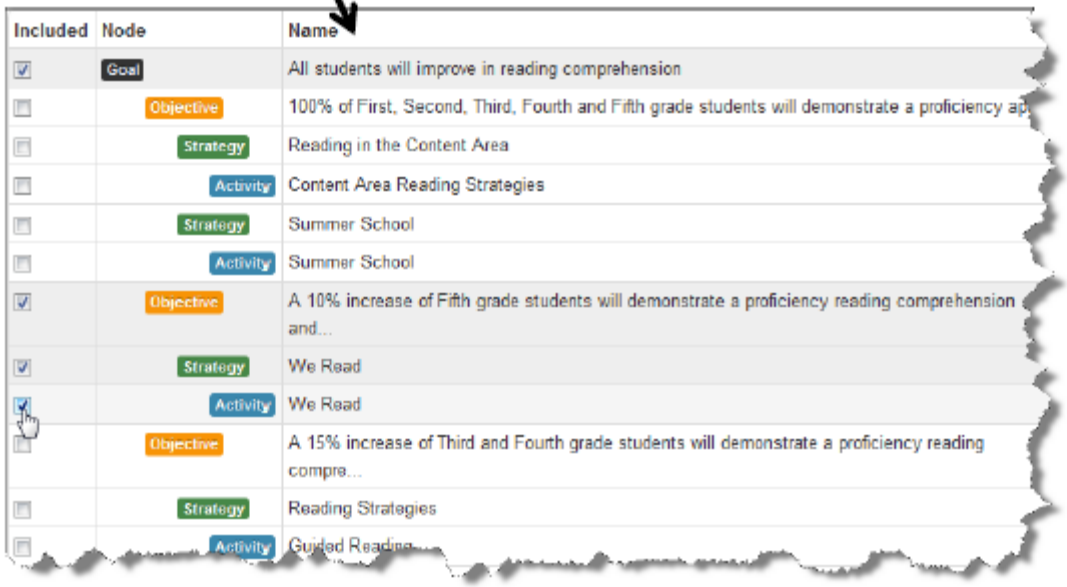
The name you provide will show on the plan output and help differentiate one plan from another on the Goals and Plans overview page.

NOTE: The plan name can always be changed at a later time.

Next, select the goals you want to include in the plan. Selecting at the goal level will automatically select all objectives, strategies, and activities within that goal.

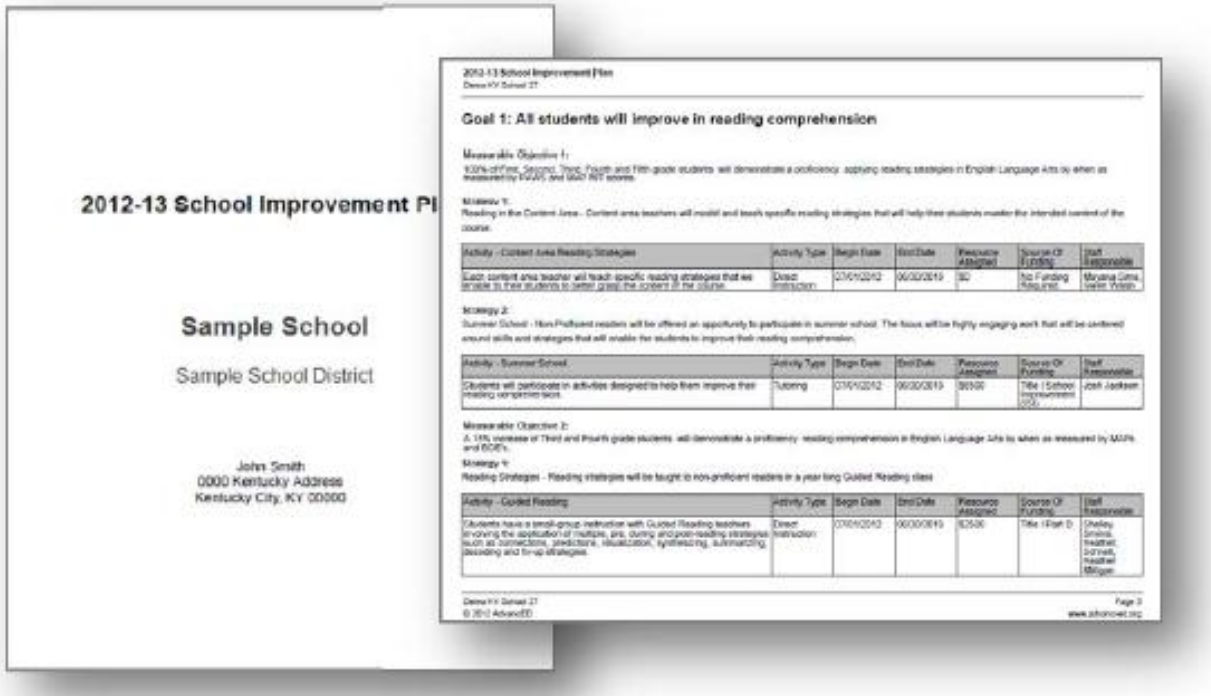
Selecting at a lower level, such as the activity, will allow for only that specific activity and its related strategy, objective and goal to be included in the plan.





The flexibility of the ASSIST plan builder will allow for the creation of multiple plans (e.g., Technology Plans, Professional Development Plans, 30-60-90 Day Plans, etc.), without requiring any duplication of effort.

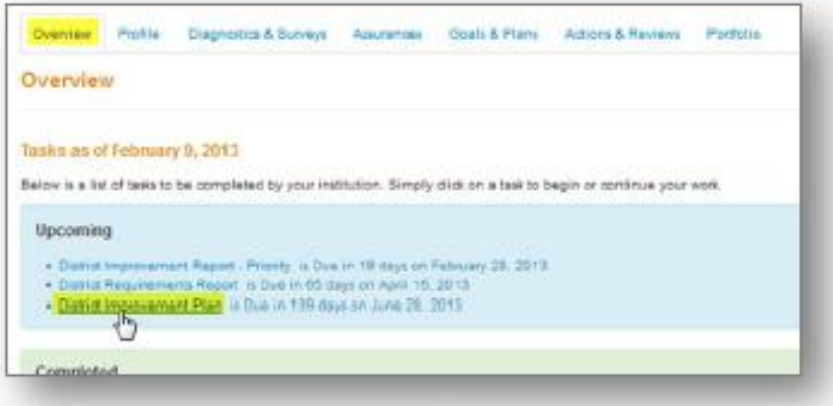
Once you have selected all the desired goals, click the *Save* button at the bottom of the page. You can now view your plan output by clicking the *View PDF* button.

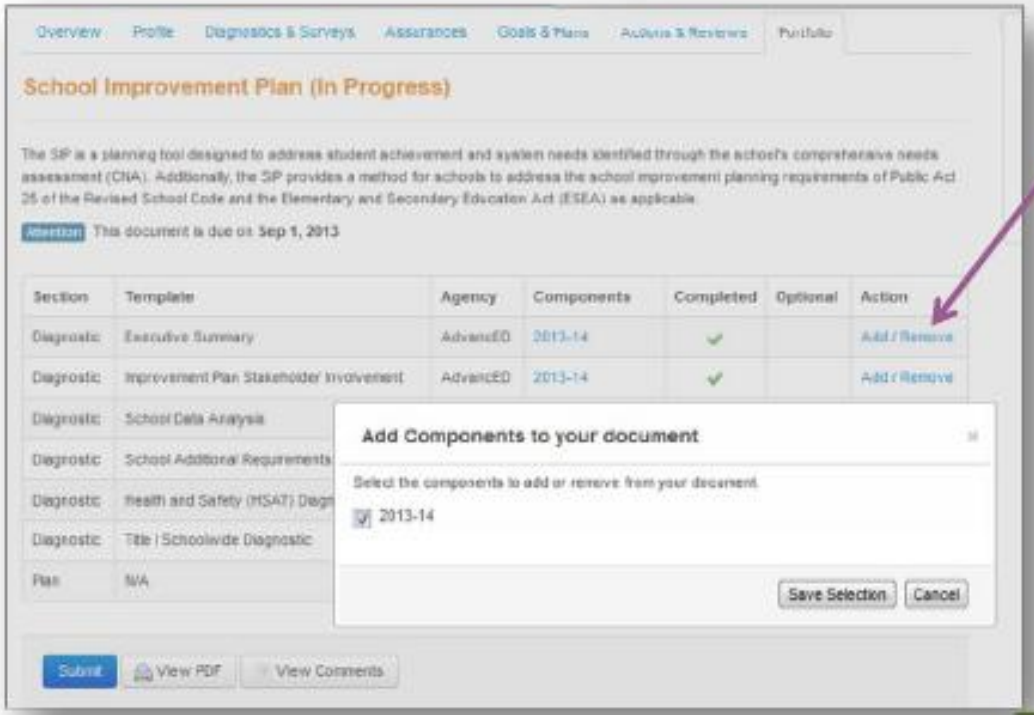


Note: If you update a goal component after it has been included in a plan, the plan will only include the changes if you return to the plan and remove and re-add the changed goal component and save the plan changes.

Submitting the SIP

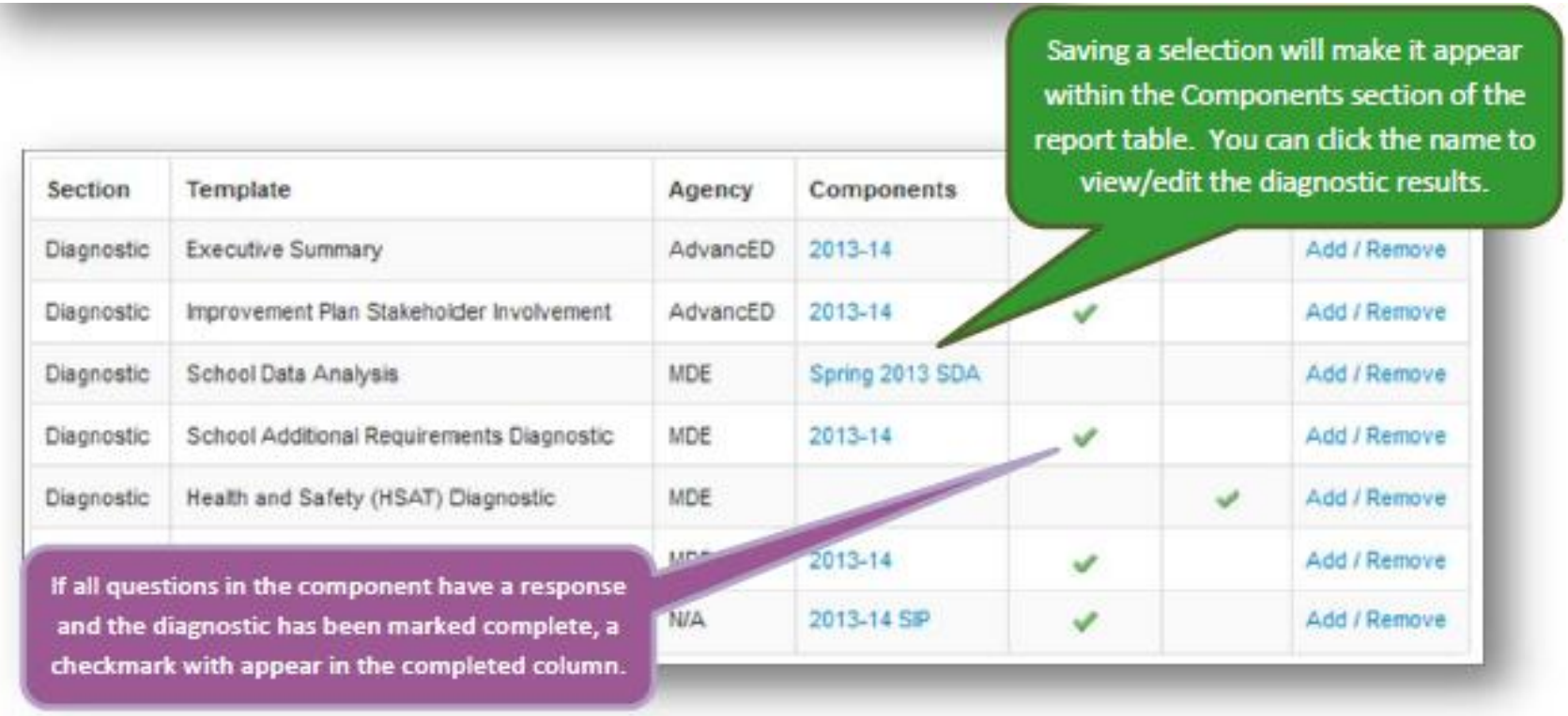
Click the ***Overview*** tab at the top of the page, and open the School Improvement Plan task (You can access the same information on the ***Portfolio*** tab.)





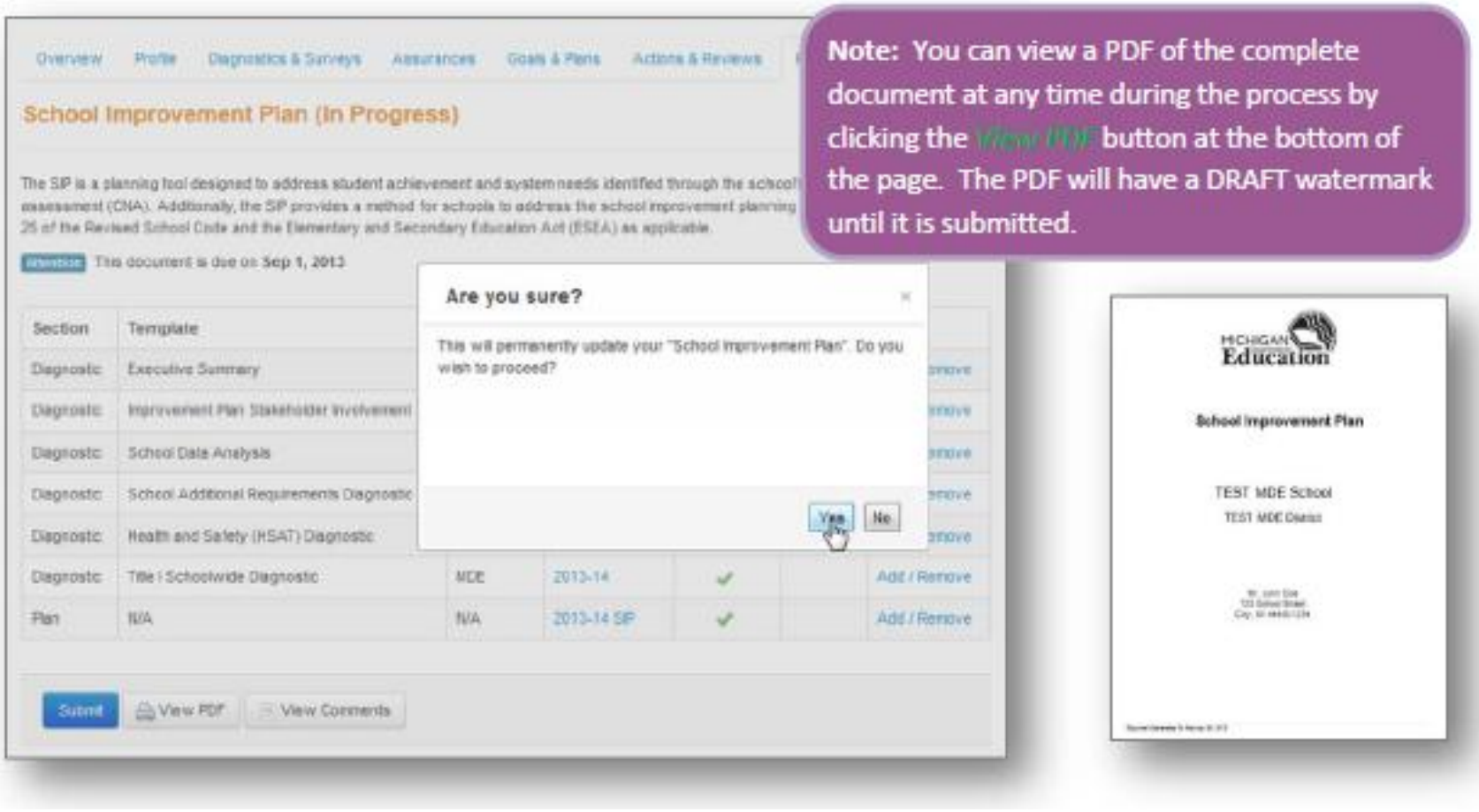
Click the ***Add/Remove*** button. This will open a window that allows you to select the diagnostic/plan you would like to attach. Select what you want to attach by checking the box and clicking the ***Save Selection*** button.

Note: If you click the ***Add/Remove*** button prior to starting that diagnostic under the ***Diagnostic & Surveys*** tab, you will not see anything to attach.



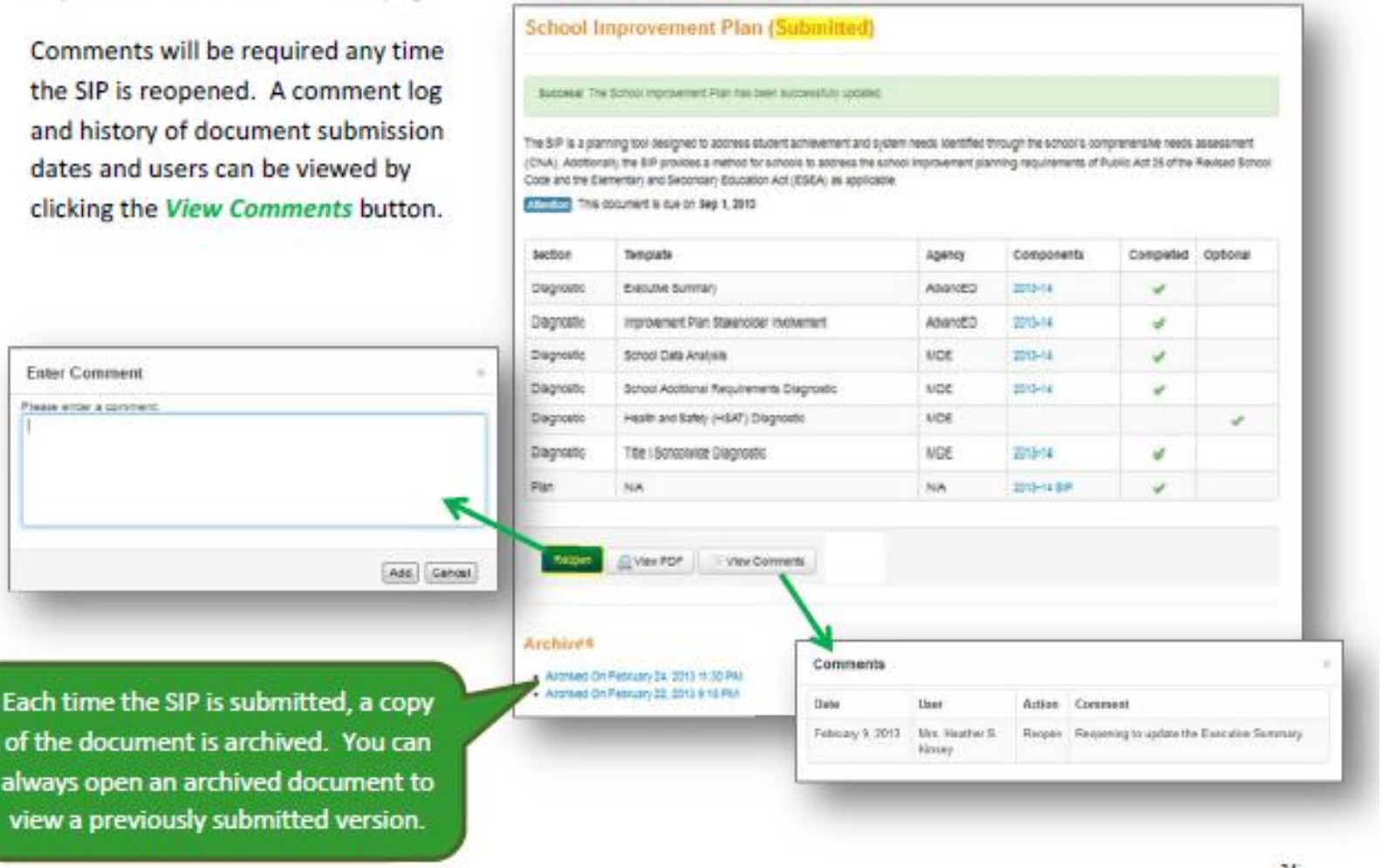
Section	Template	Agency	Components			
Diagnostic	Executive Summary	AdvancED	2013-14			Add / Remove
Diagnostic	Improvement Plan Stakeholder Involvement	AdvancED	2013-14	✔		Add / Remove
Diagnostic	School Data Analysis	MDE	Spring 2013 SDA			Add / Remove
Diagnostic	School Additional Requirements Diagnostic	MDE	2013-14	✔		Add / Remove
Diagnostic	Health and Safety (HSAT) Diagnostic	MDE			✔	Add / Remove
			2013-14	✔		Add / Remove
		N/A	2013-14 SIP	✔		Add / Remove

Once all of the completed components have been added, the School Improvement Plan can be submitted by clicking the ***Submit*** button at the bottom of the page and confirming submission in the pop-up window.



Once the School Improvement Plan is in a submitted state, it can be reopened by the district at any time to make changes and resubmit. To reopen the SIP, click the ***Reopen*** button at the bottom of the School Improvement Plan task details page.

Comments will be required any time the SIP is reopened. A comment log and history of document submission dates and users can be viewed by clicking the ***View Comments*** button.



Each time the SIP is submitted, a copy of the document is archived. You can always open an archived document to view a previously submitted version.

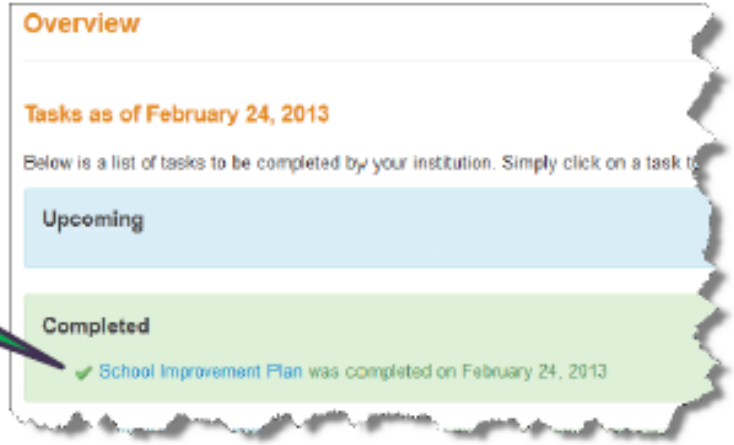
District Review and Approval of School Improvement Plans

Upon logging into ASSIST, district users will see a list that includes the district and all of its schools.

Select the "school" for which you want to review a report.

Upon selecting the school account, you should see a task listed for that school.

Click on the task name to view the submitted plan.

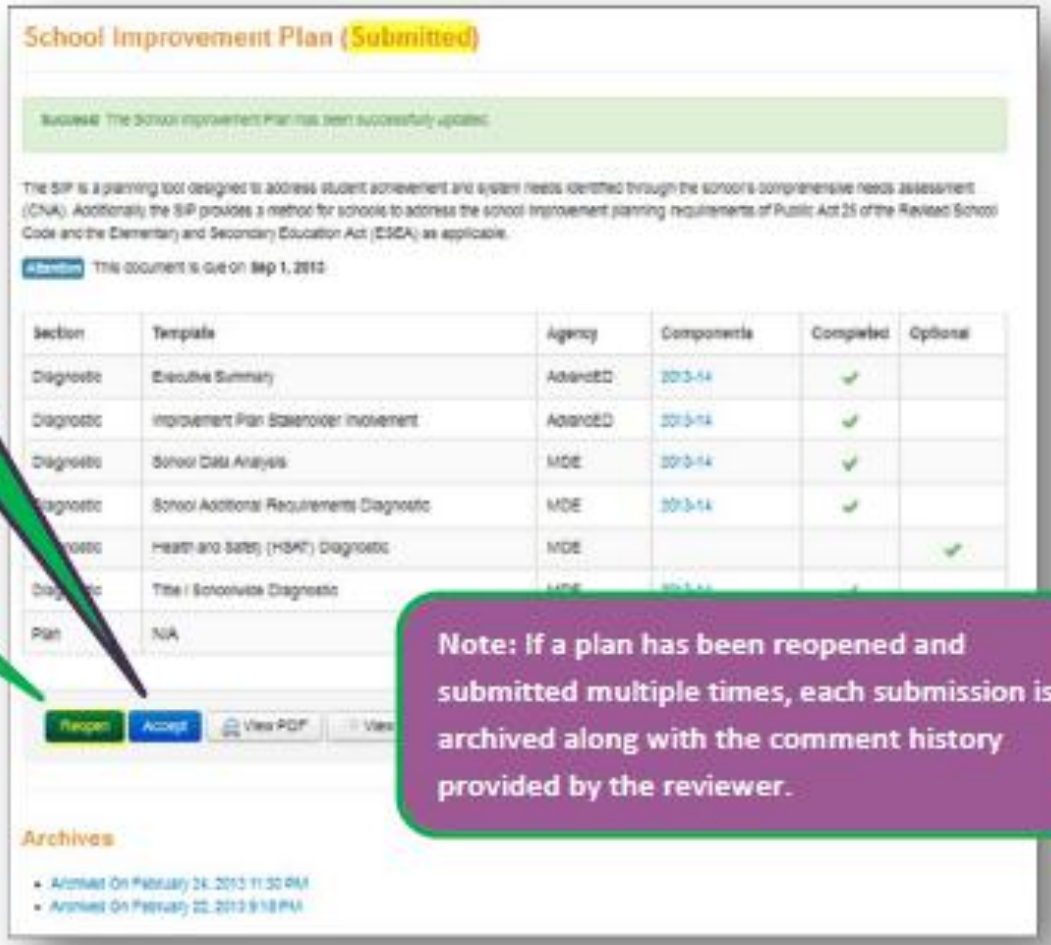


If the school submitted the plan, there will be a link to the archived report at the bottom of the page. This link, or the View PDF button will give you access to the full report.

If you are satisfied with the plan, click the Accept button.

If the plan needs additional work, click the *Reopen* button and provide comments when prompted regarding the necessary changes.

The school's principal, as well as the primary contact listed in the school's ASSIST Profile will receive an email when the report is approved or reopened.



Note: If a plan has been reopened and submitted multiple times, each submission is archived along with the comment history provided by the reviewer.