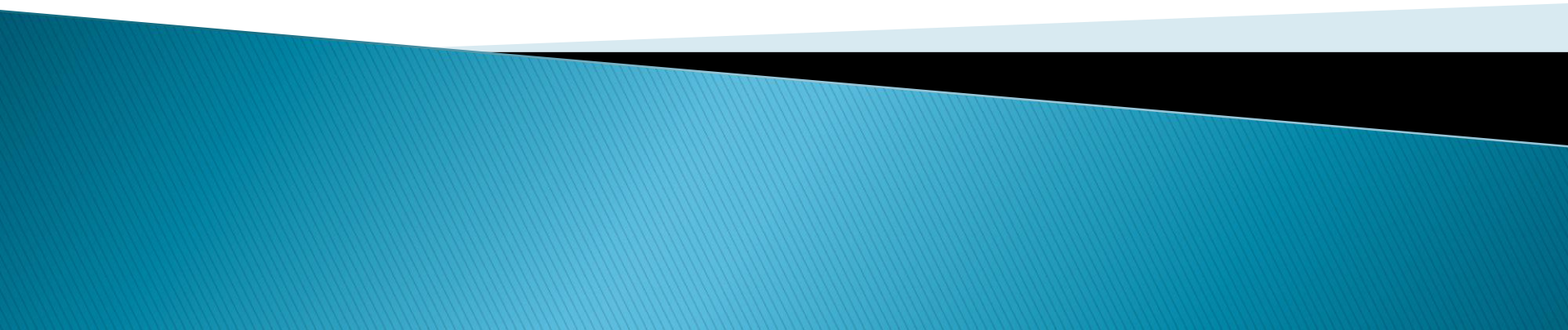


Creating and Submitting Your School Improvement Plan

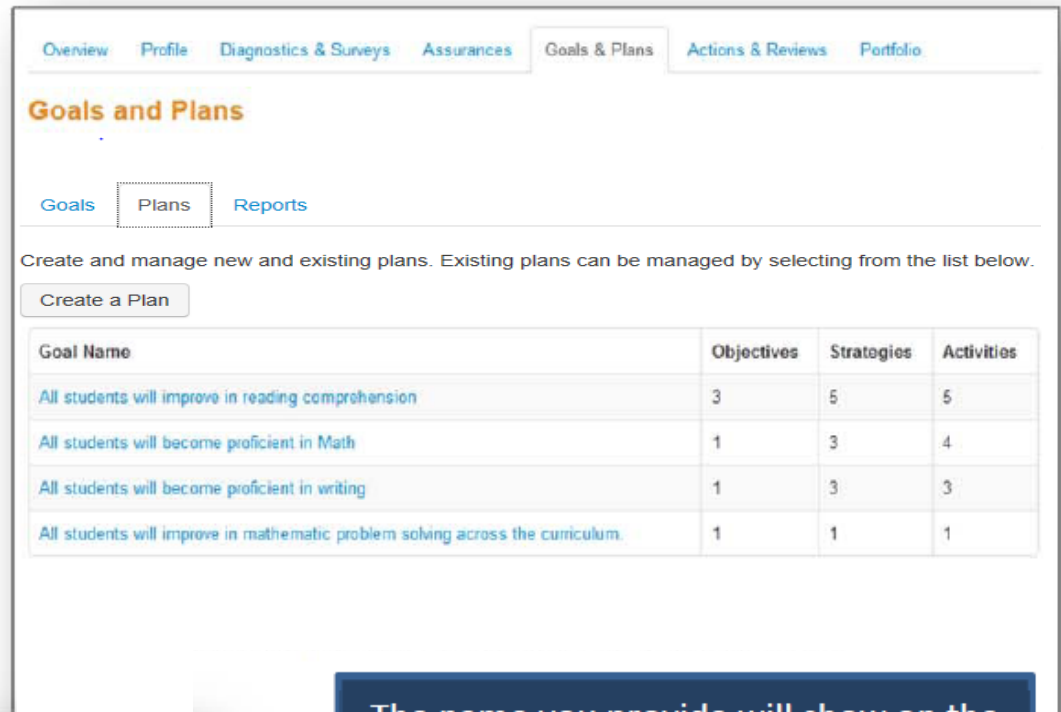


Creating a Plan

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.



Overview Profile Diagnostics & Surveys Assurances **Goals & Plans** Actions & Reviews Portfolio

Goals and Plans

Goals Plans Reports

Create and manage new and existing plans. Existing plans can be managed by selecting from the list below.

Create a Plan

Goal Name	Objectives	Strategies	Activities
All students will improve in reading comprehension	3	5	5
All students will become proficient in Math	1	3	4
All students will become proficient in writing	1	3	3
All students will improve in mathematic problem solving across the curriculum.	1	1	1

Create or Edit Plan

Name

Description

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.

Included	Node	Name
<input checked="" type="checkbox"/>	Goal	All students will improve in reading comprehension
<input checked="" type="checkbox"/>	Objective	100% of First, Second, Third, Fourth and Fifth grade students will demonstrate a proficiency ap...
<input checked="" type="checkbox"/>	Strategy	Reading in the Content Area
<input checked="" type="checkbox"/>	Activity	Content Area Reading Strategies
<input checked="" type="checkbox"/>	Strategy	Summer School
<input checked="" type="checkbox"/>	Activity	Summer School
<input checked="" type="checkbox"/>	Objective	A 10% increase of Fifth grade students will demonstrate a proficiency reading comprehension and...
<input checked="" type="checkbox"/>	Strategy	We Read
<input checked="" type="checkbox"/>	Activity	We Read
<input checked="" type="checkbox"/>	Objective	A 15% increase of Third and Fourth grade students will demonstrate a proficiency reading compre...
<input checked="" type="checkbox"/>	Strategy	Reading Strategies
<input checked="" type="checkbox"/>	Activity	Guided Reading
<input checked="" type="checkbox"/>	Strategy	Accelerated Reader
<input checked="" type="checkbox"/>	Activity	Accelerated Reader
<input type="checkbox"/>	Goal	All students will become proficient in Math
<input type="checkbox"/>	Objective	A 10% increase of First, Second, Third, Fourth and Fifth grade students will demonstrate a pro...
<input type="checkbox"/>	Strategy	Reading Strategies
<input type="checkbox"/>	Activity	Guided Reading

Included	Node	Name
<input checked="" type="checkbox"/>	Goal	All students will improve in reading comprehension
<input type="checkbox"/>	Objective	100% of First, Second, Third, Fourth and Fifth grade students will demonstrate a proficiency ap...
<input type="checkbox"/>	Strategy	Reading in the Content Area
<input type="checkbox"/>	Activity	Content Area Reading Strategies
<input type="checkbox"/>	Strategy	Summer School
<input type="checkbox"/>	Activity	Summer School
<input checked="" type="checkbox"/>	Objective	A 10% increase of Fifth grade students will demonstrate a proficiency reading comprehension and...
<input checked="" type="checkbox"/>	Strategy	We Read
<input checked="" type="checkbox"/>	Activity	We Read
<input type="checkbox"/>	Objective	A 15% increase of Third and Fourth grade students will demonstrate a proficiency reading compre...
<input type="checkbox"/>	Strategy	Reading Strategies
<input type="checkbox"/>	Activity	Guided Reading

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.

2012-13 School Improvement Plan

Sample School
Sample School District

John Smith
0000 Kentucky Address
Kentucky City, KY 00000

2012-13 School Improvement Plan
Demo KY School ID

Goal 1: All students will improve in reading comprehension

Measurable Objective 1:
80% of the Second, Third, Fourth and Fifth-grade students will demonstrate a proficiency applying reading strategies in English Language Arts by when as measured by LEAP and state test scores.

Mission 1:
Reading in the Content Area - Content area teachers will model and teach specific reading strategies that will help their students master the intended content of the course.

Activity - Content Area Reading Strategies	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Each content area teacher will teach specific reading strategies that are broken in their subject to better grasp the content of the course.	Direct Instruction	03/01/2012	06/01/2013	00	No Funding Required	Maryann Sims, Leann Wilson

Mission 2:
Summer School - High Proficient readers will be offered an opportunity to participate in summer school. The focus will be highly engaging work that will be centered around skills and strategies that all enable for students to improve their reading comprehension.

Activity - Summer School	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Students will participate in activities designed to help them improve their reading comprehension.	Tutoring	07/01/2012	09/01/2013	00000	TBE (School Improvement Plan)	Josh Jackson

Measurable Objective 2:
A 10% increase of Third and Fourth grade students will demonstrate a proficiency reading comprehension in English Language Arts by when as measured by LEAP and state test scores.

Mission 3:
Reading Strategies - Reading strategies will be taught to non-proficient readers in a year long Guided Reading class.

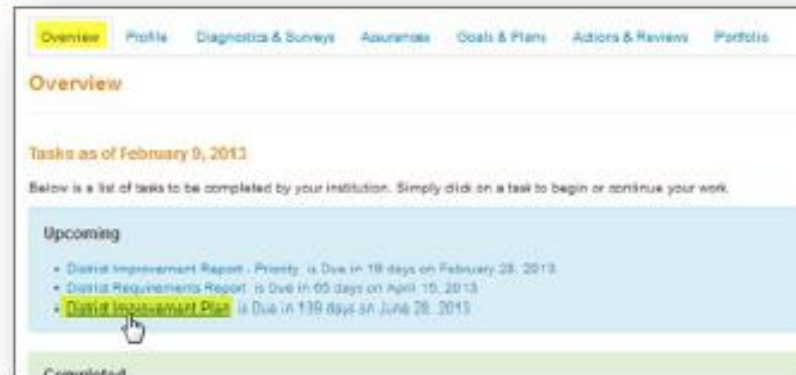
Activity - Guided Reading	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Students have a small-group instruction with Guided Reading teachers involving the application of multiple, pre, during and post-reading strategies such as connections, predictions, visualization, synthesizing, summarizing, monitoring and fix-up strategies.	Direct Instruction	07/01/2012	06/01/2013	00000	TBE (State D)	Shelley Grimes, Heather, Catherine, Heather Morgan

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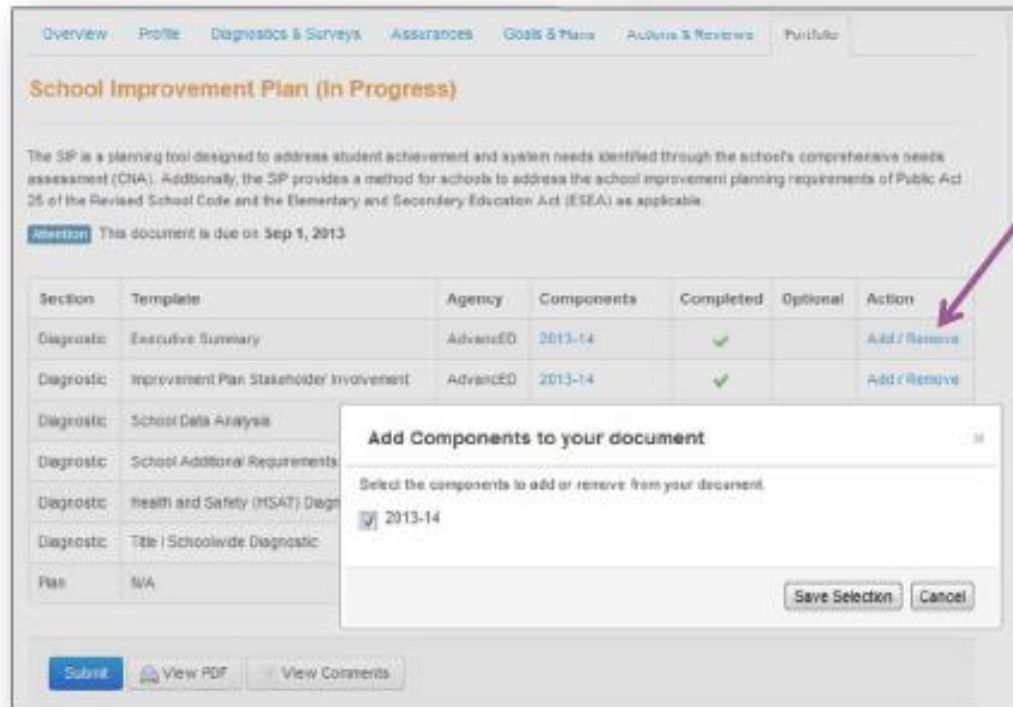
Note: If you update a goal component after it has been included in a plan, the plan will only include the changes if you return to the plan and remove and re-add the changed goal component and save the plan changes.

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.)



The screenshot shows the 'Overview' tab selected in a navigation menu. Below the menu, the title 'Overview' is displayed. A section titled 'Tasks as of February 9, 2013' contains a list of tasks. The first task, 'District Improvement Plan', is highlighted in yellow and has a mouse cursor pointing to it. The other tasks are 'District Requirements Report' and 'District Improvement Plan' (repeated). Below the list, there is a 'Completed' section which is currently empty.



The screenshot shows the 'School Improvement Plan (In Progress)' page. At the top, there is a navigation menu with 'Overview' selected. Below the menu, the title 'School Improvement Plan (In Progress)' is displayed. A paragraph of text describes the SIP. Below the text, there is a 'Attention' box stating 'This document is due on Sep 1, 2013'. A table with columns 'Section', 'Template', 'Agency', 'Components', 'Completed', 'Optional', and 'Action' is shown. The 'Action' column contains 'Add / Remove' buttons. A modal window titled 'Add Components to your document' is open, showing a list of components with checkboxes. The '2013-14' component is selected. At the bottom of the modal, there are 'Save Selection' and 'Cancel' buttons. Below the table, there are 'Submit', 'View PDF', and 'View Comments' buttons.

Section	Template	Agency	Components	Completed	Optional	Action
Diagnostic	Executive Summary	AdvancED	2013-14	✓		Add / Remove
Diagnostic	Improvement Plan Stakeholder Involvement	AdvancED	2013-14	✓		Add / Remove
Diagnostic	School Data Analysis					
Diagnostic	School Additional Requirements					
Diagnostic	Health and Safety (HSAT) Diagnostic					
Diagnostic	Title I Schoolwide Diagnostic					
Plan	N/A					

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.

Saving a selection will make it appear within the Components section of the report table. You can click the name to view/edit the diagnostic results.

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
		MDE	2013-14	✓		Add / Remove
		N/A	2013-14 SIP	✓		Add / Remove

If all questions in the component have a response and the diagnostic has been marked complete, a checkmark will appear in the completed column.

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.

Note: You can view a PDF of the complete document at any time during the process by clicking the **View PDF** button at the bottom of the page. The PDF will have a DRAFT watermark until it is submitted.

Overview Profile Diagnostics & Surveys Assurances Goals & Plans Actions & Reviews

School Improvement Plan (In Progress)

The SIP is a planning tool designed to address student achievement and system needs identified through the school assessment (CNA). Additionally, the SIP provides a method for schools to address the school improvement planning 25 of the Revised School Code and the Elementary and Secondary Education Act (ESEA) as applicable.

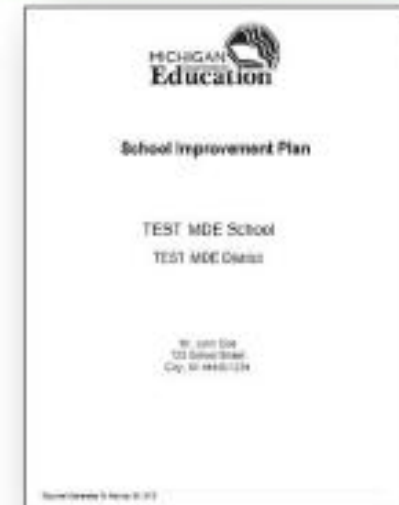
Warning This document is due on: Sep 1, 2013

Section	Template				
Diagnostic	Executive Summary				Remove
Diagnostic	Improvement Plan Stakeholder Involvement				Remove
Diagnostic	School Data Analysis				Remove
Diagnostic	School Additional Requirements Diagnostic				Remove
Diagnostic	Health and Safety (HSAT) Diagnostic				Remove
Diagnostic	Title I Schoolwide Diagnostic	MDE	2013-14	✓	Add / Remove
Plan	N/A	N/A	2013-14 SIP	✓	Add / Remove

Are you sure?
This will permanently update your "School Improvement Plan". Do you wish to proceed?

Yes No

Submit **View PDF** **View Comments**



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.

Enter Comment

Please enter a comment

School Improvement Plan (Submitted)

Success! The School Improvement Plan has been successfully updated.

The SIP is a planning tool designed to address student achievement and system needs identified through the school's comprehensive needs assessment (CNA). Additionally, the SIP provides a method for schools to address the school improvement planning requirements of Public Act 35 of the Revised School Code and the Elementary and Secondary Education Act (ESEA) as applicable.

Attention! This document is due on **Sep 1, 2013**

Section	Template	Agency	Components	Completed	Optional
Diagnostic	Executive Summary	Adm/ED	2013-14	✓	
Diagnostic	Improvement Plan Stakeholder Involvement	Adm/ED	2013-14	✓	
Diagnostic	School Data Analysis	M/CE	2013-14	✓	
Diagnostic	School Additional Requirements Diagnostic	M/CE	2013-14	✓	
Diagnostic	Health and Safety (HSAT) Diagnostic	M/CE			✓
Diagnostic	Title I Schoolwide Diagnostic	M/CE	2013-14	✓	
Plan	NA	NA	2013-14 SIP	✓	

Archives

- Archived On February 24, 2013 11:30 PM
- Archived On February 22, 2013 9:16 PM

Comments

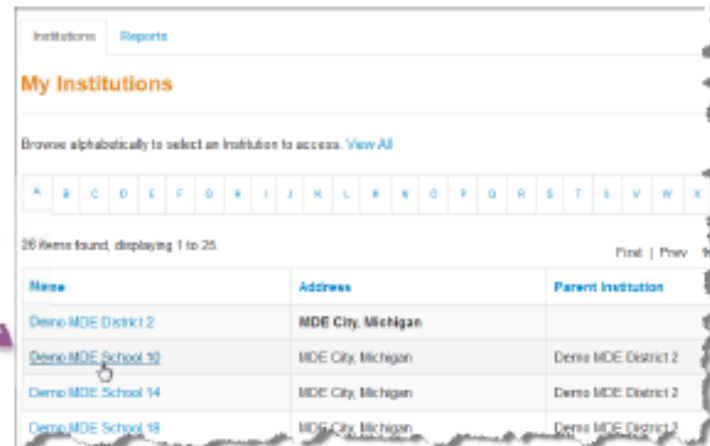
Date	User	Action	Comment
February 9, 2013	Mrs. Heather S. Hickey	Reopen	Reopening to update the Executive Summary

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.



My Institutions

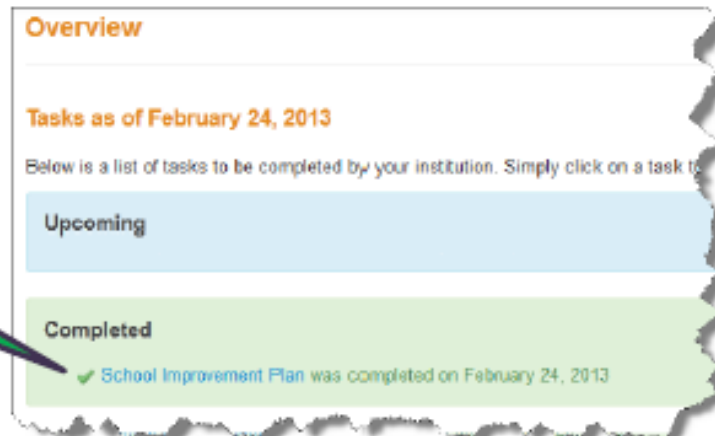
Browse alphabetically to select an institution to access. [View All](#)

26 items found, displaying 1 to 25 First | Prev

Name	Address	Parent Institution
Demo MDE District 2	MDE City, Michigan	
Demo MDE School 10	MDE City, Michigan	Demo MDE District 2
Demo MDE School 14	MDE City, Michigan	Demo MDE District 2
Demo MDE School 18	MDE City, Michigan	Demo MDE District 2

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

Click on the task name to view the submitted plan.



Overview

Tasks as of February 24, 2013

Below is a list of tasks to be completed by your institution. Simply click on a task to view the details.

Upcoming

Completed

- ✓ [School Improvement Plan](#) was completed on February 24, 2013

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.

School Improvement Plan (Submitted)

Success The School Improvement Plan has been successfully updated.

The SIP is a planning tool designed to address student achievement and system needs identified through the school's comprehensive needs assessment (CNA). Additionally, the SIP provides a method for schools to address the school improvement planning requirements of Public Act 25 of the Revised School Code and the Elementary and Secondary Education Act (ESEA) as applicable.

Attention This document is due on Sep 1, 2013.

Section	Template	Agency	Component	Completed	Optional
Diagnostic	Executive Summary	ADOEED	2013-14	✓	
Diagnostic	Improvement Plan Stakeholder Involvement	ADOEED	2013-14	✓	
Diagnostic	School Data Analysis	MDE	2013-14	✓	
Diagnostic	School Additional Requirements Diagnostic	MDE	2013-14	✓	
Diagnostic	Health and safety (H&S) Diagnostic	MDE			✓
Diagnostic	Title I Schoolwide Diagnostic	MDE	2013-14	✓	
Plan	NA				

Reopen **Accept** View PDF View

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

Archives

- Archived On February 24, 2013 11:30 AM
- Archived On February 22, 2013 9:18 PM