

## RSD School Improvement Plan Technical Instructions and Quick Tips

### **Title Page**

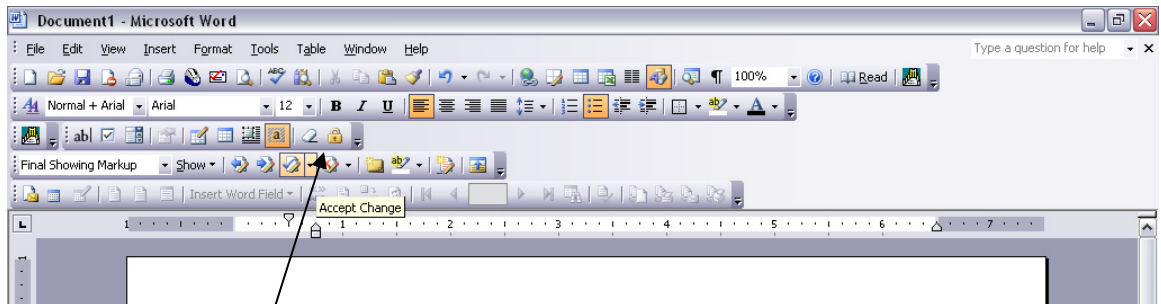
- Click in the box and enter school name
- Click in the box and enter the date

### **School Information Page (second page of template)**

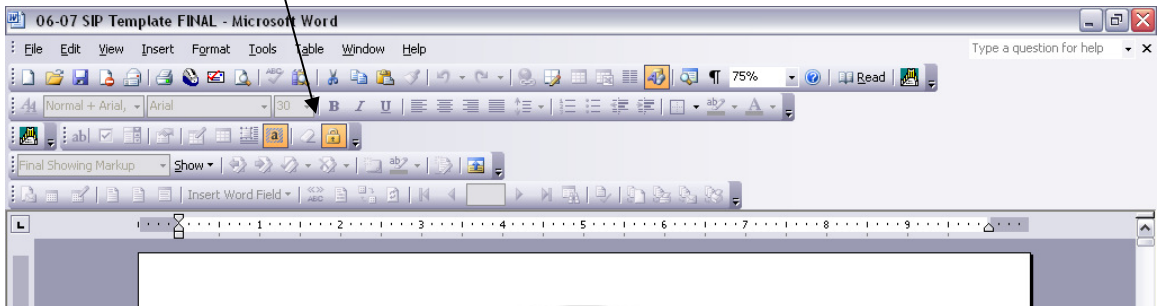
- Click in the boxes and enter appropriate information

To place an X in the check boxes:

- Click on View (in the main Word menu bar), set your mouse on Toolbars (a pop-up menu will open), and make sure Forms is checked. This will give you access to the lock button.



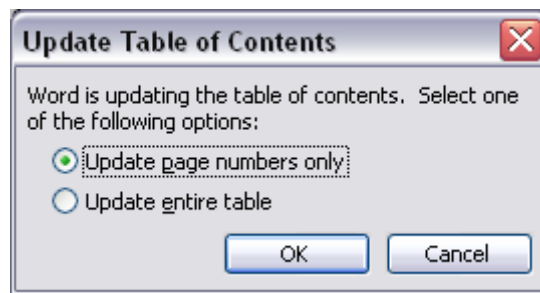
- Click on the lock. This locks your template and gives you access to the check boxes.



- Once you have placed an X in each necessary box, UNLOCK your template by clicking on the lock. This will give you access to the rest of the template.

### **Table of Contents**

- Once your SIP is complete, the Table of Contents needs to be updated.
- Place your cursor in the contents of the Table and right mouse click.
- A pop-up menu will open; left mouse click on Update Field.
- Another menu will open and default to:



- Click OK. Be sure you save your work before exiting.

### ***Data Portfolio***

- This is an instructional page. No input required. Note that this information should be kept on file at your school.

### ***District Assurance***

- Signatures in blue. These pages (originals) will be submitted to the LDE in July – make sure all signatures are collected.

### ***School Improvement Team***

- Key in the name and position; no signatures required.
- Click in the bottom right cell and tab to create additional rows.

### ***Assurance of Faculty Review of School Improvement Plan***

- Enter the number of faculty in the school.
- Enter the date SIP was formally presented to the faculty.
- Key in the name and title/position.
- Have faculty members sign and date in blue.
- Click in the bottom right cell and tab to create additional rows.
- These pages (originals) will be submitted to the LDE in July.

### ***Mission Statement***

- Enter your mission statement.
- Enter the names and title/occupation of those who participated in developing the statement; no signatures required.

### ***Federal/State Instructional Programs and/or Initiatives***

- Mark the programs currently implemented at your school; click in the cell and key an X or number of years.
- Supplemental Education Services: Title I schools in AUS-2 or higher – click to enter a list of providers.

- Distance Learning – click to enter information.

### ***School Policies and Partnerships***

- Policy – enter date revised (district date or school date) and a Yes or No.
- School Partnerships – key in partnership information.

### ***Data Triangulation***

- Click in the gray areas to enter Supporting Source data.
- Click behind the colon (:) and enter the Domain and Subdomain information.

### ***Data Comprehensive Needs Assessment: Summary Report***

- Click in each cell to enter data.

### ***School Performance Score Chart***

- Click in Year, Score, and/or Target to enter the data. Enter the most recent in the first row and work backwards.

### ***Strategy Planning Worksheet***

- Click in the gray areas to enter information; allow word wrapping. (You should not need additional rows on these pages)

### ***Action Plan***

- Click in the cells to enter data.
- Click in the bottom right cell and tab to create additional rows, or place your cursor in a cell, click on Table, Insert, Row Above or Row Below.

### ***Total School Improvement Budget for Restricted & Discretionary Funds***

- Enter categorical sub-totals in the appropriate cell. The Total (at the bottom) cell should match your allocation for each funding source.
- The right-hand Total column is the category total.
- Everything should balance.