

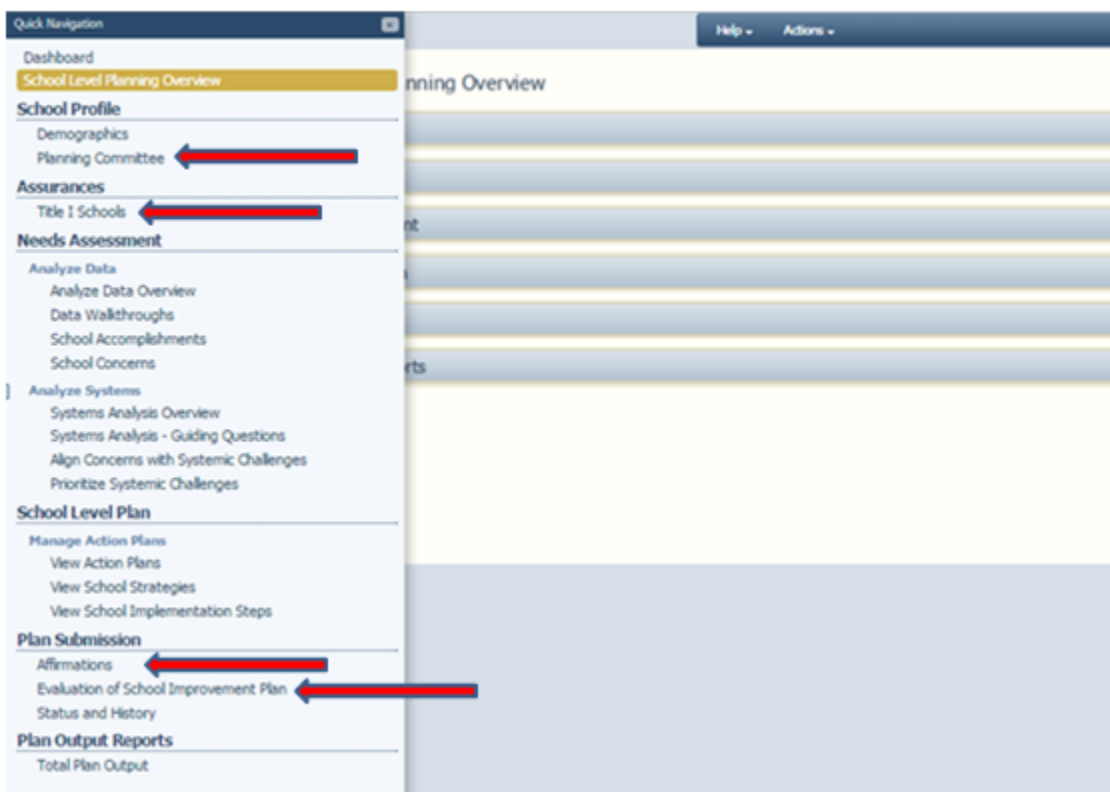
This message is intended for Focus and Priority schools only.

School Improvement Plans are generally designed to define targeted work that raises the achievement of students. As best practice, School Improvement Plans should be visited often, through the process of data review and effective action planning.

As a reminder, by June 30, 2016, **all Focus and Priority schools** will need to resubmit their School Improvement Plan through the Comprehensive Planning web application. There are a few additions to the SIP that are outlined below and will need to be completed for the resubmission process.

The 4 sections within the web application that will need to be completed and/or revised, over and above any revisions you have made to your plan are the ‘Planning Committee’, ‘Assurances – Title I Schools’, ‘Affirmations’ and the ‘Evaluation of School Improvement Plan’.

School Improvement Plan Resubmission



The 'Planning Committee' Section should be updated prior to resubmission. Suggested members of your planning committee are listed below.

School Improvement Plan Resubmission

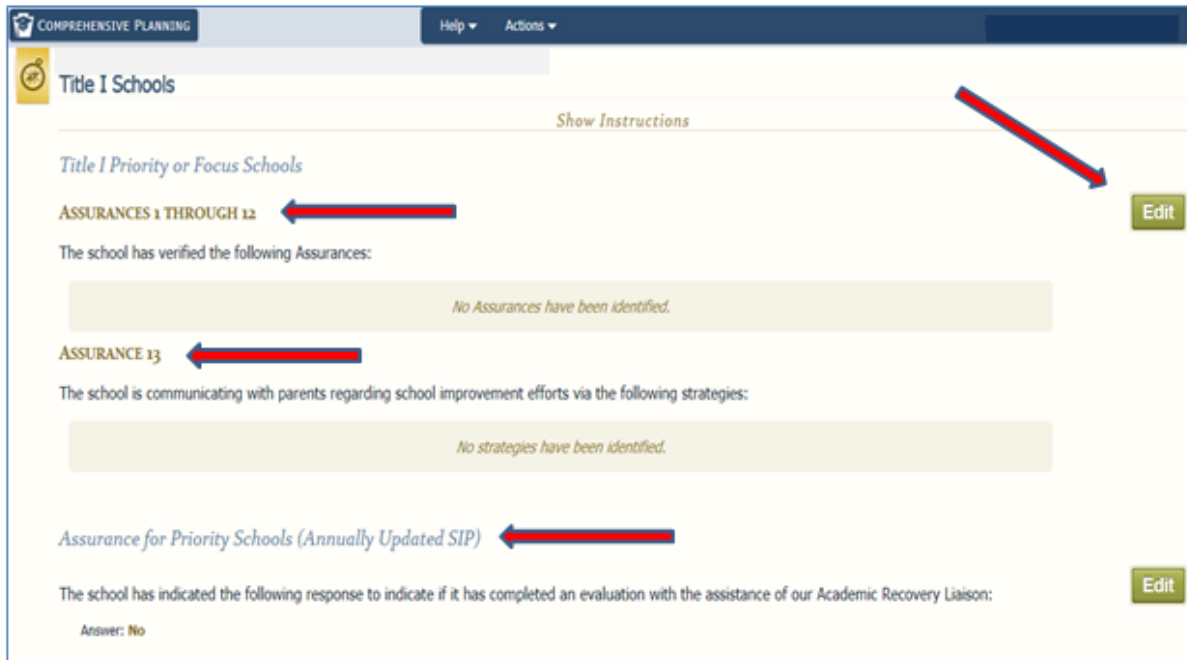
Planning Committee:

- 1 – Building Level Principal
- 1 - Teacher
- 1 - Parent
- 1 - Business/Community Member
- 1 - Educational Specialist
- 1 - Intermediate Unit Member/Academic Recovery Liaison (ARL)



The 'Assurances' section has 4 parts: Verifying Assurances 1-12, Verifying Assurance 13 and for Priority Schools, indicating a response per the completion of an evaluation with an Academic Recovery Liaison (ARL).

Assurances Section:



The fourth section in 'Assurances' is the Title I Addendum. If your school is implementing a schoolwide Title I Program, you will need to upload a new copy of your Title I Addendum. Simply download the Word document within the application and then upload the document after you have completed/updated it.

Title I Schools

Title I schools that have been federally designated as Priority or Focus or schools that are implementing a Schoolwide program are required to create a school level plan. School Level Plans must assure to the Pennsylvania Department of Education the school's compliance with the following expectations by developing and implementing an improvement plan or otherwise taking actions that meet the expectations described by the Assurances listed below.

If a school is implementing a Title I Schoolwide program, indicate this intent and upload the completed [Title I Schoolwide Program Planning Addendum](#). Please note a complete school level plan must accompany the addendum. The Title I Schoolwide Program Planning Addendum must be updated on a yearly basis.

If the school is a Title I school assigned a status of Corrective Action, indicate which of the corrective actions will be implemented by the LEA for the school.

The 'Evaluation of School Improvement Plan' section asks your school to reflect upon the past year of the School Improvement Plan to evaluate the success of the plan, indicate any continuing concerns and provide a summary of the initiatives you have revised in your plan. Please note that your responses from last year's resubmission are available at the bottom of the screen and are un-editable.

School Improvement Plan Resubmission

Plan Submission: Evaluation of School Improvement Plan

COMPREHENSIVE PLANNING Help Actions

Evaluation of School Improvement Plan

Based upon the ESEA Waiver, a school designated as Priority or Focus, will need to submit to PDE a self-evaluation of improvement plan efficacy. Priority Schools are required to have this done with the help of their ARL. [Edit](#)

Success from the first year plan

Describe the success from the first year plan

This narrative is empty.

Continuing areas of concerns from the first year plan

Describe the continuing areas of concerns from the first year plan

This narrative is empty.

Revised Initiatives

Describe the initiatives that have been revised

This narrative is empty.

The 'Affirmations' section defines the signatures needed for the Superintendent/CEO and Board President. These users will need to ensure they have a PDE portal account as well as Author or Planning Leader access within the web application in order to enter their signature.

School Improvement Plan Resubmission

Plan Submission: Affirmations

Affirmations [Show Instructions](#)

I affirm the following :

Title I School Assurance of Quality and Accountability - [Show](#)

_____ [Sign](#)

Board President

_____ [Sign](#)

Superintendent/Chief Executive Officer

_____ [Sign](#)

IU Executive Director

Please proceed to the [Status and History](#) page to complete the Issues Check and Submit the plan.

After affixing signatures, a member with 'Planning Leader' access will need to select the 'Status and History' hyperlink at the bottom of the 'Affirmations' screen to be directed to the final step before submission through the web application.

Once on the 'Status and History' screen, the Planning Leader will select 'Check School Improvement Plan for Issues'. This will run a check of the entire School Improvement Plan to ensure all required areas have been completed.

School Improvement Plan Resubmission

Plan Submission: Status and History

Status and History

Before submitting your Improvement Plan you must first check for any issues that may be present.

[Check School Improvement Plan for Issues](#)

[Refresh History](#) History for: [Change](#)

No comments or status changes have been recorded for this plan.

In order for the 'Submit' button to appear, a member with 'Planning Leader' access should "Check School Improvement Plan for Issues".

If no issues are present, the Planning Leader will be provided with a comment box to enter optional comments to the IU Executive Director. After comments are entered (if necessary), the user will select the 'Submit' button.

School Improvement Plan Resubmission

Plan Submission: Status and History



The screenshot displays a web interface for submitting a comment. At the top left, the word "Submit" is written in blue, with a red arrow pointing left towards it. Below this is a "Comment" label and a rich text editor with a toolbar containing icons for bold, italic, underline, list, link, and other text formatting options. To the right of the comment box, there is a green "Submit" button and a red "Cancel" button, with a red arrow pointing right towards the "Submit" button. Below the comment box, a light green banner contains the text: "No comments or status changes have been recorded for this plan."

After submission, the IU Executive Director will receive notification that your plan was submitted. The IU Executive Director will review the plan and approve or ask for revisions to be made. Once the plan has been approved, the IU Executive Director will enter his/her signature to the 'Affirmations' page and your school will be notified of approval. The School Improvement Plan (resubmission copy) will be archived in the system for your reference.

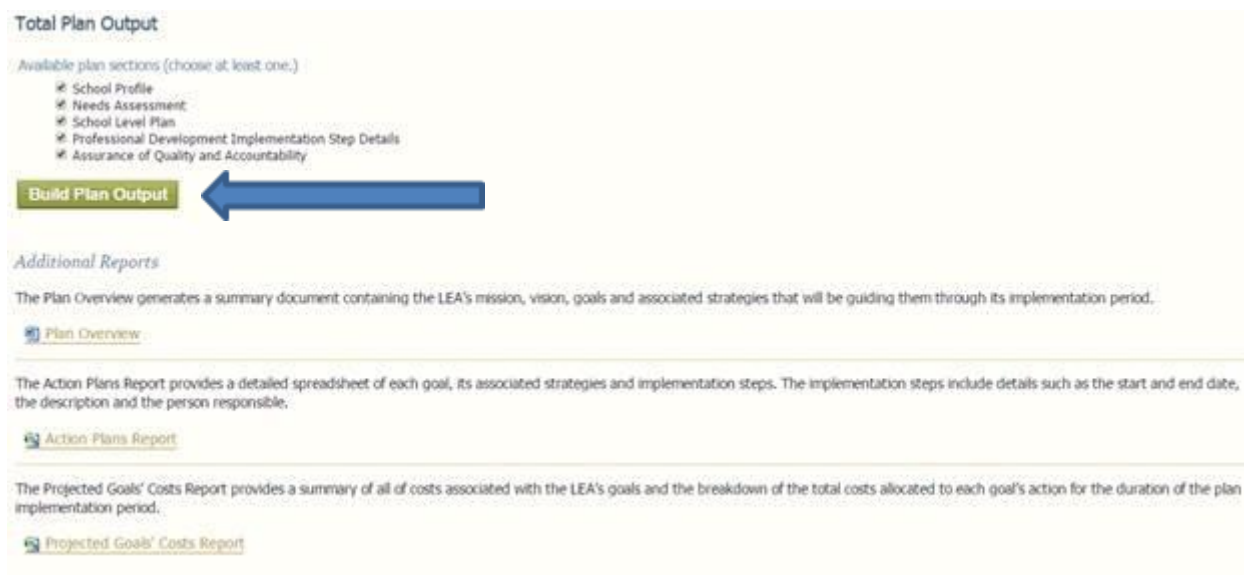
As an additional note, all Priority and Focus schools that are required to resubmit their School Improvement Plan (SIP) annually by June 30th, will need to **post their plan for 28 days** prior to submission. This public review can simply consist of running a "total plan output" report of the plan and posting the plan on your school's webpage. Posting the plan to the public for 28 days encourages parent and public involvement and allows schools to be transparent in their turnaround efforts. For directions on pulling a copy of your revised School Improvement Plan, please see below.

Directions on pulling a report of your SIP:

On the overview screen, select 'Plan Output Reports' and click on 'Total Plan Output'.



With all sections checked, click on 'Build Plan Output'.



A Microsoft Word document will be populated. From there, save the revised SIP as a PDF file and post to your school's webpage for 28 days.

If you have any questions regarding this process, please contact our PA Planning Support Team by emailing paplanning@caiu.org or calling 717-732-8403.

You may also visit the Comprehensive Planning wikispace by going to <http://compplanning.wiki.caiu.org/> for additional resources regarding this update.

Voiceover of this messaging: [School Improvement Plan Resubmission 2016](#)

Thank you,
PA Planning Team
paplanning@caiu.org
717-732-8403

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- Click on Subscribe