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Washington County School District
CSIP General Instructions
(Version 3.1)

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URL: https://csip.washk12.org

USERNAMES AND PASSWORDS

- Principal has a unique username and password which allows access to entire plan and approval process.
- Teachers (i.e., PLC members) all use the same username and password for the school.

WHO	WHAT	WHEN	APPROVAL
PLC	PLCs complete the *Data Analysis* and *SMART Goals*	October 1	
Principal	Defines to the PLC what data analyses are to be conducted and documented in the *Data Analysis* section. Reviews and gives feedback to PLCs. Completes (or delegates) action plans in the optional areas: Citizenship, ELL, Safety Plan, Special Education, or Other.	October 2-31	Principal checks 'Y' box next to each category area. Leave "N" if category not addressed.
Community Council	Gives input to CSIP and gives approval to CSIP goals.	October 2-31	Community Council approval of CSIP is noted in the meeting minutes.
Assistant Superintendent	Reviews and approves CSIP sections prior to Board Meeting in November.	November 1-12	Assistant Superintendent will notify Principal
School Board	Reviews and gives feedback on plans to Assistant Superintendent(s).	November 13	Approval recorded in Board meeting minutes.

GENERAL FEATURES

- After logging in, *Select* the report year you wish to view/edit.
- There are two parts to most planning areas *Data Analysis* and *Smart Goals.* To access these click on *Edit*
- You can return to parts of the plan at anytime and make changes. You are not "locked out" after you save.
- You can return to the *Category Table* from the bottom of each page or by hovering over *Main Menu* on the top-left banner.
- Be sure to SAVE as you go.

WHO COMPLETES THE CSIP

The Principal assigns teachers (PLCs) to complete planning areas. Special Education and ELL may be integrated into each subject with the existing PLC, or separate plans created from the category table. The following categories are optional: Citizenship, Safety Plan, Other.

Teachers will need to analyze their own class data and then combine it with the data of the other teachers in their PLC to complete the *Data Analysis* and *SMART Goal* sections.

MAIN MENU CHOICES

- *Home* has three choices:
    - *Select*: To choose a report year to view/edit
    - *Instructions*: A copy of this document is available as a .pdf (use browser options to print).
    - *Print Blank*: A blank Action Plan form is available as a .pdf. This can be used as a worksheet. Use browser options to print.

- *Report* takes you to a view of the completed report that you can scroll from top-to-bottom. You can jump to sections by clicking on the *Table of Contents*. You can print from your browser and get a paper copy of the entire plan.

DATA ANALYSIS SECTION

1. Item #1 leads the PLC through a review of performance of their <u>current students</u> on last year's CRTs, The PLC will need to calculate the percent of students proficient on the previous year's CRT. This is the basis for determining the percent of students that will be proficient on the CRT at the end of the current school year.

2. Additional data analysis may be conducted using the USOE's Data Display. The instructions, including the username and password are included in item #3. The Principal may direct the PLC to conduct certain data analyses from PowerSchool or Data Display and document the information in the text box. For example: List those standards and objectives that students did not perform well on. List all Level 2 students. List standards and objectives that students in subgroups did not perform well on. Etc.

SMART GOAL SECTION

1. The percent proficient (and non-proficient) from the prior year's CRT are carried forward from the Data Analysis section onto item #2. The PCL then sets a proficiency goal for the current year's CRT. This goal can be amended during the school year (with Principal's approval).

ADD AN ACTION PLAN

Click on the <u>*Add an Action Plan*</u> link found just under the *Save* button. The Action Plans should include a description of the activity(s) that lead to the accomplishment of the SMART Goal. The plan should include a description of how the activity is measured/evaluated.

You can list the names of the *Key People* involved in this activity. List their *email addresses* and an *Expected Completion Date*. The first person on the list will receive an automatic email reminder on that date.

The *Progress Report* text box is used to enter a brief description of progress on the activity at the middle of the year.

The *End of Year Reflection* text box is used to enter a brief description of the status of the plan at the end of the year.

Click either the *Complete* or *Not Complete* button <u>only after</u> the expected completion date has arrived.

After making changes be sure to click on the "*Save*" box or your work will be lost.

You can add additional *Action Plans* by clicking again on *Add an Action Plan* under the *Save* button.