

# Washington County School District

# CSIP General Instructions

(Version 3.0)

**URL:** <https://csip.washk12.org>

## **USERNAMES AND PASSWORDS**

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

WHO	WHAT	WHEN	APPROVAL
PLC	PLCs complete the <i>Data Analysis</i> and <i>SMART Goal</i> sections of the Student Achievement Plan (SAP).	September 11	
Principal	Reviews and gives feedback to PLCs as they complete the SAP sections.  With input from stake holders (e.g., PLCs, Community Council, Staff Developer, etc.) complete the Comprehensive School Improvement Plan (CSIP) section.	September 18	Principal checks 'Y' box next to each SAP and CSIP planning area.
Community Council	Gives input to CSIP and gives approval to CSIP goals. (Community Council does not approve SAP sections.)	October 1	Principal checks 'Y' box on CSIP section on behalf of the Community Council.
Assistant Superintendent	Reviews and approves CSIP sections prior to Board Meeting in November.	November 1	Assistant Superintendent checks 'Y' box under District Approval for each CSIP area.
School Board	Reviews and gives feedback on plans to Assistant Superintendent(s).	November	Approval recorded in Board meeting minutes.

\* Note: Once a 'Y' has been clicked, it cannot be undone.

## **GENERAL FEATURES**

- After logging in, *Select* the report year you wish to view/edit.
- There are two parts to each SAP subject: *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 *Menu* on the top-left banner.

## **MENU DROP-DOWN 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 goal and sub-goal 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. Question #1 asks how you will be comparing performance. The first drop down option says that at the end of the year you will compare last year's class vs. this year's class in the same subject. The second drop down option says at the end of the year you will compare the performance of this year's class versus their performance from the prior grade/class.
2. Using your CRT results from last year, complete the remaining items on the *Data Analysis* section.
3. If a subgroup is too small to report (i.e., <3) you may type NA in the boxes.
4. After making changes be sure to click on the "Save" box or your work will be lost.
5. Return to *Category Table* and select *Smart Goals*

## **SMART GOAL SECTION**

6. The number and percent of students that are proficient identified in the *Data Analysis* section are automatically carried over to the *Smart Goal*.
7. For each item select the target goal that represents the number of students that will be proficient at the end of the year. IT IS NOT A PERCENT. If students come and go during the year, this number can be adjusted with approval of the Principal.
8. If a subgroup is too small to report (i.e., <3) you may type NA in the boxes.
9. After making changes be sure to click on the "Save" box or your work will be lost.

## **ADD A GOAL**

10. Click on the Add a Goal link found just under the *Save* button.
11. The purpose of this section is to list Goals and Sub-Goals (which could also be considered as Plans and Sub-Plans) that will be accomplished in order to reach the CRT Smart Goal.
12. A brief description of the goal or a title of the plan can be typed in the *Goal* text box.
13. After making changes to the *Goal* be sure to click on the "Save" box or your work will be lost.

## **ADD A SUBGOAL**

14. Click on the Add a Subgoal link found just under the *Save* button.
15. Space is provided to give more details for the plan in the *Subgoal/Plan* text box.
16. 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.
17. The *Progress Report* text box is used to enter a brief description of progress at the middle of the year.
18. 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.
19. Click either the *Complete* or *Not Complete* button only after the expected completion date has arrived.
20. After making changes be sure to click on the "Save" box or your work will be lost.
21. You can add additional subgoals/subplans by clicking again on *Add a Subgoal* under the *Save* button. You can add as many subgoals as you wish.