

Updating a Current School Improvement Plan within the Strategic Planning System

released December 8, 2023



Strategic Planning System

1. **Login** to the Strategic Planning System (SPS) via [RIDE's Portal](#).
 - a. Users must have an *School_Admin* account to make edits within the SPS.
 - b. If you do not have this permission, contact your local LEA Data Manager.
2. **Select** your current School Improvement Plan (SIP).

| | | | | | | | | |
|------------|-------------------------|---|------|------|-----------|------------|--|--------|
| Middletown | Gaudet Learning Academy | Gaudet Learning Academy School Improvement Plan | 2023 | 2024 | Finalized | 11-20-2023 | | Select |
|------------|-------------------------|---|------|------|-----------|------------|--|--------|

3. Choose any section of the plan you'd like to revise or update by selecting the **edit** button.

| | | | |
|----------------------------|---|------|------|
| Title, Mission, and Vision | ✓ | View | Edit |
|----------------------------|---|------|------|

4. Once you have completed the revisions or updates to the section of the plan, scroll down to the bottom of the screen, and click the **Save & Continue** or the **Save** button.



- a. Only one user should be working on revising the SIP at a time to avoid losing any work.

Recommended Updates to SIP:

Per the Education Accountability Act, when updating plans for purposes of progress monitoring, revisions may include SMART+E goals, initiatives, and action steps. Also consider, including formative assessments or data points to determine if adequate progress is being made toward reaching the SMART+E goal. When entering *New Progress Monitoring Data*, the formative measure name, frequency of data collection/date, population of students being progress monitored and a measure value must be included.

SIT teams should consider: ()*

- Using new Accountability Data from the [School Report Card](#) to update any portion of the SIP. This is most likely relevant for updating the plan's needs assessment and SMART+E goals.
- Do any updates to the SMART+E goal(s) need to be made?
- Have there been any changes to the budget?
- Are formative assessment(s) or data points identified?
- Have the following elements been included:
 - a. Formative Assessment Name
 - b. Frequency of Data Collection
 - c. Benchmark(s) for Progress Monitoring
 - d. The population of students being progress monitored

(*) All of the recommended updates can be done by editing the *Measurable Goals* section within the SPS.

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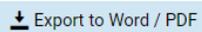
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Maintaining a Historical Record of Changes Made to SIP:

The purpose of this would be if there were a change in leadership OR to show progress to the School Committee/Board of Directors.

Option 1: Download a copy of the plan prior to revisions

1. A copy of the plan will be downloaded locally using the **Export to Word/PDF** button.

 Export to Word / PDF

2. The file will be named
School Improvement Plan_Name of School_UserName_Date of Download
3. Save the file locally

Option 2: Make a copy of the plan within the system

1. Save a copy within the SPS and update the title with the date. 
2. Have an explicit naming convention (e.g. put *COPY* or a *Version1* in the file name)
3. Be sure to make edits in the correct version of the plan within the SPS.

