

**2016-17 School Improvement Plan (SIP) Calendar**

JULY	DECEMBER, continued
July 1st - Consolidate application due	Review formative and interim assessment data to support effectiveness of SIP & instructional strategies
<b>July 1st - Submit School Improvement Plans for multi-building districts</b>	Begin Self-assessment or Interim self-assessment - EdYes! Report
AUGUST	JANUARY
Aug. 31st - Designate one employee to be the Homeless Liaison; have Liaison train other staff members on definition of homeless student, process for reporting, benefits offered to students	Jan. 31st - Instructional Leadership Team to review State Assessment data
Aug. 31st - Review professional development plan with staff	*Jan. 31st - Administer parent perception surveys
Aug. 31st - Set school improvement team agenda & team members/roles	Jan. 31st - Meet with SIT, develop budget plan that supports implementation of SIP
Aug. 31st - Distribute and review SIP or one page summary with staff	Begin Self-assessment or Interim self-assessment - EdYes! Report
Aug. 31st - Last day to expend previous fiscal year grant funds (services must be rendered by October 31)	Jan. 31st - Begin Title I School-Wide Diagnostic
SEPTEMBER	Begin and complete School Process Rubric (SPR) – EdYes! Report
Sept. 1st - Review requirements for reporting activities of grant-funded personnel in Ultipro	Jan. 31st - Compile formative assessment data as it relates to implementation of school improvement strategies and progress toward student proficiency
Sept. 1st - Review student roster from last year to determine student eligibility for 31a services in current year	Review formative and interim assessment data to support effectiveness of SIP & instructional strategies
Sept. 15th - Review parent involvement and parent contact plan	Develop plan and timeline for completion of district self-assessment or interim self-assessment (Accredited districts in a year of NCA review will complete the self-assessment. All others complete the interim self-assessment) - EdYes! Report
Sept. 30th - Identify all students whose primary or home language is other than English (PHLOTE); assess students to determine if LEP, if so, determine what kind of language service program is to be provided	Develop plan and timeline for completion of District Systems Review (DSR) (completed by multi-bldg districts that are not accredited) - District Requirements Report
Sept. 30th - Develop plan to evaluate effectiveness of SIP strategy(ies) and a process for data collection	FEBRUARY
Sept. 30th - Develop or review written protocols for providing grant-funded services	*Feb. 1st - Complete School Systems Review (SSR) – EdYes! Report
Sept. 30th - Schedule and hold Annual Title I parent meeting	*Feb. 1st - Complete School Data Analysis in ASSIST
Sept. 30th - Send home letter informing parents of students identified for Title I services	*Feb. 15th - Complete the School-Wide Diagnostic
Sept. 30th - Send out "Right to Know" and/or "Not Highly Qualified" letter	Begin Self-assessment or Interim self-assessment - EdYes! Report
Sept. 30th - Administer school-wide initial screenings and identify students in need of ACADEMIC & BEHAVIOR supplemental services document criteria used	Develop plan and timeline for completion of district self-assessment or interim self-assessment (Accredited districts in a year of NCA review will complete the self-assessment. All others complete the interim self-assessment) - EdYes! Report
*Sept. 30th - Complete executive summary and Improvement Plan Stakeholder Involvement Diagnostic in ASSIST	Begin and complete School Systems Review (SSR) – EdYes! Report
OCTOBER	Develop plan and timeline for completion of District Systems Review (DSR) (completed by multi-bldg districts that are not accredited) - District Requirements Report
Oct. 15th - Identify barriers and challenges to implementation of SIP strategies/activities	Review formative and interim assessment data to support effectiveness of SIP & instructional strategies
Oct. 15th - Review parent compact at parent-teacher conferences	MARCH
Develop plan and timeline for completion of District Systems Review (DSR) (completed by multi-bldg districts that are not accredited) - District Requirements Report	Mar. 1st - Review goals section of the school improvement plan for single buildings
Begin and complete School Process Rubric (SPR) – EdYes! Report	Mar. 15th - Complete District Systems Review or District Self-Assessment
Develop plan and timeline for completion of district self-assessment or interim self-assessment (Accredited districts in a year of NCA review will complete the self-assessment. All others complete the interim self-assessment) - EdYes! Report	<b>Mar. 18th - Submit school level EdYes! Report (SPR or Interim/Self-Assessment)</b>
Review formative and interim assessment data to support effectiveness of SIP & instructional strategies	Mar. 30th - Begin grant budget meetings for next fiscal year
Begin Self-assessment or Interim self-assessment - EdYes! Report	Review and update 31A eligibility reports after spring count
NOVEMBER	<b>Mar. 30th - 31A Eligibility Reports due to grants manager</b>
*Nov. 30th - Administer student perception surveys	APRIL
*Nov. 30th - Update 31A Eligibility Report with new enrollees, send to grants manager	Apr. 1st - Complete District Executive Summary
Begin and complete School Systems Review (SSR) – EdYes! Report	*Apr. 1st - District improvement plans due including single-building districts
Develop plan and timeline for completion of District Systems Review (DSR) (completed by multi-bldg districts that are not accredited) - District Requirements Report	<b>Apr. 22nd - Submit District Requirements Report (DSR or Interim/Self-Assessment)</b>
Develop plan and timeline for completion of district self-assessment or interim self-assessment (Accredited districts in a year of NCA review will complete the self-assessment. All others complete the interim self-assessment) - EdYes! Report	Apr. 31st - Review parent involvement plan with parents and adjust according to feedback
Review formative and interim assessment data to support effectiveness of SIP & instructional strategies	Apr. 30th - Finalize prof. development plan to support SIP with outcomes of CNA
Begin Self-assessment or Interim self-assessment - EdYes! Report	MAY
DECEMBER	May 30th-Review outcomes of state assessment with staff; complete narrative of annual outcomes
*Dec. 15th - Administer staff perception surveys	May 30th-Complete program evaluation tool in ASSIST
Dec. 15th - Grant budget revisions	May 30th-Complete Additional Requirements Document in ASSIST
Dec. 31st - Begin School Data Analysis in ASSIST; assign duties for data collection	May 30th-Identify students for summer schools
Begin and complete School Systems Review (SSR) – EdYes! Report	May 30th-Update/review Parent Compact
Develop plan and timeline for completion of District Systems Review (DSR) (completed by multi-bldg districts that are not accredited) - District Requirements Report	May 30th-Complete self-evaluation of SIT processes
Develop plan and timeline for completion of district self-assessment or interim self-assessment (Accredited districts in a year of NCA review will complete the self-assessment. All others complete the interim self-assessment) - EdYes! Report	JUNE
<b>*Internal deadline to support completion of SIP by April 1</b>	June 15th-Finalize budget items for entry of consolidated application in MEGS
<b>BLUE = School Improvement Team (SIT) meeting agenda item</b>	<b>June 30th-Submit District Improvement Plan or Single Building District Improvement Plan</b>
<b>RED = Firm submission deadline</b>	