

FDOE Bureau of School Improvement

# School Improvement Plan (SIP) Publication How-to Guide

**An Introduction to Submitting, Reviewing, and  
Approving the School Improvement Plan Survey in  
CIMS**



*Welcome to the School Improvement Plan (SIP) Publication How-to Guide. The purpose of this guide is to provide step-by-step directions to plan editors for submitting a SIP in CIMS. In addition, it provides directions to plan reviewers and approvers for requesting edits and approving a SIP for publication.*

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CIMS is continuously improving! As a result, you may notice slight differences between the screen shots in this guide and what you experience on-screen in CIMS.

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## Submitting a SIP (Editors)

Before you submit your plan, review the checklist items below.

- ✓ Ensure you have sufficiently answered each question, as you cannot edit the plan while its status is **Submitted** or **Reviewing**.
- ✓ Ensure all parts have been marked either **Complete** ( ✓ ) or **N/A** ( ✗ ) to activate the **Submit** button. For more information about marking sections **Complete** or **N/A**, see the [School Improvement Plan \(SIP\) Survey How-to Guide](#).

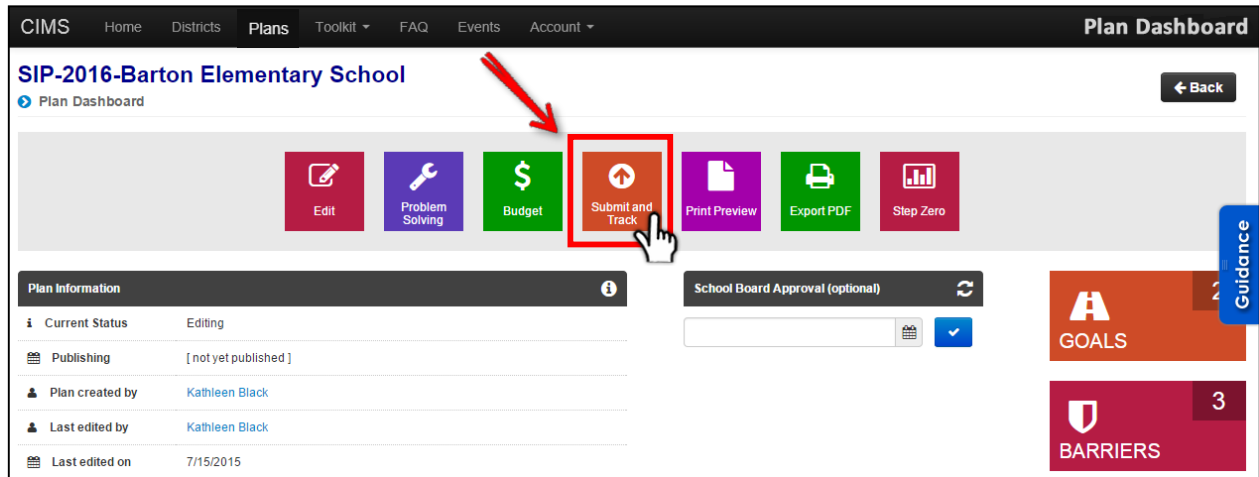
The screenshot shows the CIMS 'Edit Plan' interface. On the left, a sidebar lists sections: I. Current School Status, II. Needs Assessment, III. Problem Solving, IV. Professional Development, V. Technical Assistance, and VI. Budget. Each section has a green checkmark. A red arrow points from the 'I. Current School Status' item to the main content area. The main content area shows the 'I. Current School Status' section, with 'A. Supportive Environment' and '1. School Mission and Vision' expanded. Under '1. School Mission and Vision', there are two sub-sections: 'a. Provide the school's mission statement.' and 'b. Provide the school's vision statement.'. The 'a.' section has a text box containing the text: 'Our mission is to facilitate academic, social and emotional development in a safe environment for all students to become productive citizens in an ever changing world.' The 'b.' section has a text box containing the text: 'Accomplishing this mission is supported with a three fold vision: 1) Students, teachers, staff, parents, business...'. At the top right of the interface, there are buttons for 'Problem Solving', 'Save', 'Prev', and 'Next'. Below the 'Save' button, there is a status indicator 'This section is:' with buttons for 'Pending', 'Complete', and 'N/A'. A 'Guidance' button is visible on the right side of the interface.

- ✓ Ensure you have appropriate access rights, otherwise you will not see the **Submit** button. Only **Level 2** users (e.g., primary SIP contact, school leadership) can submit the SIP.

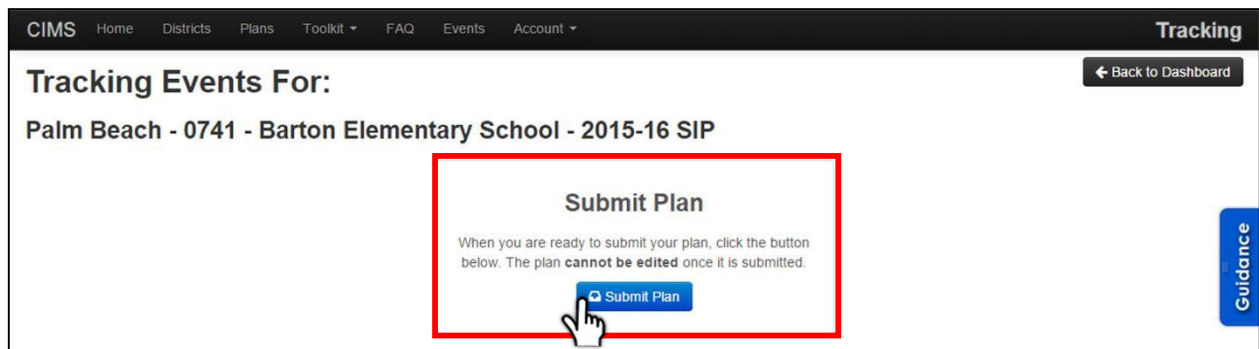
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When you are ready to submit, complete the following steps.

1. Click the **orange Submit and Track** button on the **Plan Dashboard** for the survey.

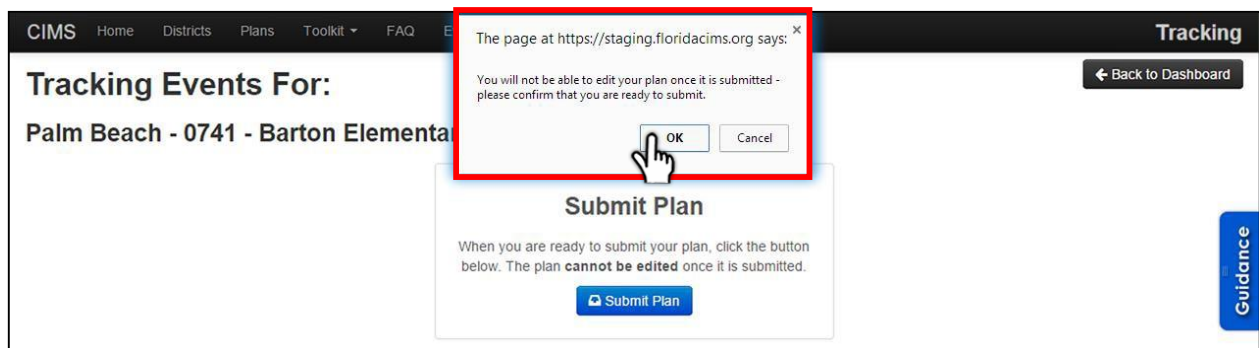


2. With proper user access and a plan that is in the appropriate state, you will see a **blue Submit Plan** button. Click this button to submit your plan.



**CAUTION:** Once you submit your SIP, it will be locked to editing temporarily while it goes through the review and approval process.

3. Once you read the warning, click **OK** to confirm.



Confirmation of submission is provided via a **light blue** flash message at the top of the **Tracking** page.

