

New Features

Reviewing Forms

The Forms to Complete section of a school's or district's dashboard houses forms that can be filled out by the school or district and submitted to the state department. Most of these forms can also be made "reviewable." What does that mean? That means a state can designate a coach, the district, state staff, or an external partner to review forms and provide feedback before a school or district submits to the state. Each form can be customized with sections of information accessible by the school or district and other sections that can be filled out by the reviewer. As each piece is filled out independently, the other "party" has view only access to all information except those designated for their access level. Reviewers are not able to change answers on a form for a school or district. The reviewer functionality is a simple, one-button transaction which will move the form from a school or district dashboard to a reviewer's page and back again. Once the reviewer determines the form is ready for final submission, the school or district is alerted and the form is electronically submitted.

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School

Planning and Reporting
Middleton Elementary

Indicator-Based Planning

Other Planning Tools

Forms to Complete

[School Improvement Supplemental Documentation](#)

[Schoolwide Program Supplemental Documentation](#)

[School AYP/SMART Goals](#)

[Corrective Action Plan](#)

[Restructuring Plan](#)

Completed

Sent for Review

Review Completed

Reviewer Response:

☐ Well defined plan

☐ Needs clarification

Comments:

For schools who have not made AYP.

For schools in Corrective Action.

For schools in Restructuring.

3. Restructuring Supplemental Report, if applicable

• WISE Tool location: Dashboard

EVIDENCE PRESENTED

☐ Exceptional - Substantial evidence is presented that clearly describes the school's Restructuring plan.

☐ Acceptable - Some evidence is presented that clearly describes the school's Restructuring plan.

☐ Needs revision - Little or no evidence is presented that describes the school's Restructuring plan.

☐ Missing

REVIEWER NOTES:

REVIEWER SUMMARY COMMENTS:

As a result of the School Improvement review, I

☐ Approved

☐ Needs Revisions

1. List various communication strategies used in your school to provide additional information to parents and to increase parental involvement in supporting classroom instruction.

Reviewer Response:

☐ Attention: Changes needed

☐ In Compliance

Reviewer Comments:

Self - Assessment

☐ Well Defined - Plans for all indicators within this Federal Requirement contain strategies for "Provide Incentives".

☐ Needs Clarification - Plans for all indicators within this section do not contain strategies or activities to carry out this Federal Requirement.

Reviewer Assessment

☐ Approved

☐ Needs Revisions

Reviewer Comments -

Frequently Asked Questions

1. How are forms made reviewable?


CII staff will work with the state to create a reviewable form that meets its needs. Both new and existing forms can be made reviewable without schools or districts losing current information.

2. How are reviewers set up?

After the state decides who will review each form for each school and/or district, CII will create logins and passwords if needed for the appropriate access level. If a current coach or state administrator will be reviewing forms, they will not need a new login. Forms for review can be accessed with their current login and password.

Reviewer Functionality Presentations

Marilyn Orgaard/North Dakota & Lois Myran/CII




NDMILE
North Dakota Moving to Improve Learning for Everyone

Reviewable Documents

Marilyn Orgaard - North Dakota Department of Education

Lois Myran – Consultant, Center on Innovation and Improvement

Dashboard



NDMILE
North Dakota Moving to Improve Learning for Everyone

District - new - [Coaching Review](#) - new -

Choose a School to view: No School - District Level

Planning and Reporting
[North Dakota Test Site](#)

Indicator-Based Planning Tools
[NDMILE - District Indicators](#)

Other Planning Tools

Forms to Complete

[2012-2013 North Dakota Professional Development Plan](#)
Districts should enter and save the PD Plan information. When the plan is completed, please click the "Save and Send for Review" button on the bottom of the form. PD Plans should be submitted for review by June 30th.

[2012-2013 Professional Development Plan Review](#)
Districts should enter and save the PD Review information. When the plan is completed, please click the "Save and Send for Review" button on the bottom of the form. PD Reviews should be submitted for review by June 30th.

Reviewable Documents

Forms to Complete

5. Resources, Support and Environment
[Hint](#)

5.1 Describe how the district will utilize its resources (time, finances and personnel) to support professional development activities.

Time:

Finances (% of budget, \$ amount, funding sources):

Personnel:

Miscellaneous info:

6. Evaluation of the Professional Development Plan
[Hint](#)

6.1 Districts should review the results of their professional development S.M.A.R.T. Goals annually to determine effectiveness of the plan and determine if modifications are needed.

When the plan is completed, please click the "Save and Send for Review" button on the bottom of the page. PD Plans should be submitted for review by June 30th.

[Save](#) [Save and Preview](#) [Save and Send for Review](#) [Close](#)

Districts or schools can answer a series of questions set up by the SEA and then click on the "Save and Send for Review" button to send the form to the reviewer. The form will become inactive to the district or school until it has been sent back by the reviewer.

Reviewer's page

FORMS REVIEW

NDMILE
 North Dakota Moving to Improve Learning for Everyone

North Dakota Department of Public Instruction

Forms for Review

Summary Report	Comprehensive Report	Name	State	Type	Entity Type	Entity
Summary Report	Comprehensive Report	North Dakota Professional Development Plan	ND	ProfDev	District	North Dakota Test Site
Summary Report	Comprehensive Report	Professional Development Plan Review	ND	PDReview	District	North Dakota Test Site

Supporting Documents that can be used to provide extra information when reviewing forms.

Forms for Review

NDMILE
North Dakota Moving to improve Learning for Everyone

District

Choose a School to view: [No School - District Level] [Show District Admin Information]

Planning and Reporting
North Dakota Test Site

Indicator-Based Planning Tools (5)

NDMILE - District Indicators (5)

Other Planning Tools (5)

Forms to Complete (8)

2012-2013 North Dakota Professional Development Plan Sent for Review

2012-2013 Professional Development Plan Review Completed


Reviewable forms are marked with a message as the process goes on....

Sent for Review – the district or school has sent the form to be reviewed; the form will be un-editable by the school or district while in the hands of the reviewer.


Review Completed – the reviewer has logged in and made their comments on the form; each form is then sent them back to the school or district.

Dashboard

Sandra Poolaw/Bureau of Indian Education



NATIVE Star
Bureau of Indian Education



National Assessment Tool for Innovation, Validation, & Education

How Education Line Offices Review School Forms Using...


Reviewer Functionality

Sandra Poolaw – Education Program Specialist, Bureau of Indian Education


Schools complete forms and send for review.

5. Describe how your School Improvement Plan has been adjusted to address what has been done to ensure that actions are significant and corrective action previously implemented.

Reviewer comments:



NATIVE Star
Bureau of Indian Education



National Assessment Tool for Innovation, Validation, & Education

School

Planning and Reporting

Test - Manyfarms High School

Indicator-Based Planning Tools (5)

[NATIVE Star - SIP - School Indicators](#) (5) The Native Star school improvement planning process for the School Improvement Team

[Family Engagement Indicators](#) (5) After completing the Family Engagement Tool, use the Family Engagement Indicators to create a comprehensive plan for your work with parents.

Other Planning Tools (5)

[Family Engagement Tool \(FET\)](#) (5) Open link to complete the five step FET web-based process. Only schools that have attended the required training will have access to this tool.

Forms to Complete (8)

[AIP/SMART Goals Template](#) **Sent for Review** For all schools, update annually.

[Title I Schoolwide Plan Template](#) **Sent for Review** For all schools, update annually.

[School Improvement & Corrective Action Template](#) For all schools in School Improvement Years 1 & 2, and Correction Action Years 1 & 2. **Changes were made to this template on 9/22/11. Please be sure to check the template again before submitting.**

Education Line Offices review each of their schools forms right from the dashboard.

Forms Review

NATIVE Star
Bureau of Indian Education

National Assessment Tool for Innovation, Validation, & Education
Bureau of Indian Education

Forms for Review

Summary Report	Comprehensive Report	Name	State	Type	Entity Type	Entity
Summary Report	Comprehensive Report	BIE Title I Schoolwide Supplemental Report	BIE	Schoolwide	School	Test - Manyarns High School
Summary Report	Comprehensive Report	AYP/Smart Goals	BIE	SMARTGoals	School	Test - Manyarns High School

Reviewed Forms

Reviewer comments:

Forms can be reviewed, commented on and sent back to the schools for revision and/or submission.

Forms to Complete

AYP/SMART Goals Template	Review Completed	For all schools, update annually.
Title I Schoolwide Plan Template	Sent for Review	For all schools, update annually.
School Improvement & Corrective Action Template		For all schools in School Improvement Years 1 & 2, and Correction Action Years 1 & 2. <i>Changes were made to this template on 9/22/11. Please be sure to check the template again before submitting.</i>

Required Reports

Report Name	Submit By	Submit	Submitted	Previous
NATIVE Star -SIP- School Benchmark Report-10/31/11	October 31, 2011	<input type="button" value="Submit"/>		11/11/10
NATIVE Star -SIP- School Benchmark Report-N/A	(N/A for 2011-2012)			11/11/10
NATIVE Star -SIP- School Benchmark Report-1/31/11	January 31, 2012	<input type="button" value="Submit"/>		11/11/10
NATIVE Star -SIP- School Benchmark Report-5/31/11	May 31, 2012	<input type="button" value="Submit"/>		01/31/11
School Improvement & Corrective Action Template Report-09/30/11	September 30, 2011	<input type="button" value="Submit"/>		11/11/10
School Improvement & Corrective Action Template Report-N/A	(N/A for 2011-2012)			01/31/11
Title I Schoolwide Plan Template Report-09/30/11	September 30, 2011	<input type="button" value="Submit"/>		11/11/10
Title I Schoolwide Plan Template Report-N/A	(N/A for 2011-2012)			03/03/11
AYP/SMART Goals Template Report-09/30/11	September 30, 2011	<input type="button" value="Submit"/>		11/11/10

