

SIP Form Guidelines

- All fields noted in red are required
- You may save as you go and return to the document to do further work
- Principal's name and school name auto-populate once they are entered the first time
- For pages that require signatures, you must print the page, collect signatures and send the original to Dr. Kokolis
- No signatures are required on the list of community people
- On the assurances page, you must type in the reference to the specific goal or strategy where required
- The district office will complete the Table of Content
- Trend data related to academic progress will be provided through the Instruction Department
- Any additional data you wish to use should be sent to Dan Ralyea to be put in the correct format
- The Executive Summary is a static narrative that the district will provide
- You should use the current date as you work on the document so that the last revision date is visible
- Statements of need and objectives should correlate, e.g., A and A, B and B, etc.
- When complete save
- Multiple leaders in your school may work on this document, but there should be ONE point of contact who saves it as one document and sends it to Dr. Kokolis and Dr. Jaworowski