


CSIP

BASIC OPERATIONS

Make sure you've clicked on this button. It highlights all the fields you need to fill in and will make this a lot easier.



 Highlight Fields

Please fill out the following form. You cannot save data typed into this form.
Please print your completed form if you would like a copy for your records.

Once you've clicked on the "Highlight Fields" button all of the fields will be light blue.

PREHENSIVE SCHOOL IMPROVEMENT PLAN (CSIP)

(8 VAC 20-131-310.F; 8 VAC 20-131-310.G)
for the Period: 2008 to 2009

Please refer to Guidelines for Developing the Comprehensive School Improvement Plan in completing this template.

Henrico County Public Schools

Division: Henrico County Public Schools

School Name

Grade Levels Served

School Number 043-

School Phone

CSIP Update Schedule

Initial Submission:	October 1, 2008
1st Quarter Update:	November 14, 2008
2nd Quarter Update:	February 18, 2009
3rd Quarter Update:	April 22, 2009
Final Update:	September 1, 2009

Adding the thumbnail view

Clicking on this button will add the thumbnail view seen in the next screenshot.

Having thumbnails available may assist you in navigating once the document starts to grow.

The image shows a document editor interface. On the left, a vertical sidebar contains an information icon (i), a document icon, and a help icon (?). A yellow callout box points to the document icon, explaining that clicking it adds a thumbnail view. Below the sidebar, a 'Pages' panel is open, displaying a thumbnail of the first page of the document, labeled '1'. To the right, the main document area shows a list of sections. The top section is titled 'Comprehensive Scho' and has a 'Goal' of 'English: Writing'. Below it is a large blue rectangular area. The next section is titled 'Compre' and has a 'Goal' of 'Choose One', followed by another large blue rectangular area. Each section header has a set of navigation controls: a downward arrow, an upward arrow, and a red 'DEL' button.

Adding and removing strategies

Comprehensive School Improvement Plan (CSIP)

To delete a strategy, click on the red DEL button of the strategy you'd like to remove.

(Attach supplements as needed.) Based upon a comprehensive needs assessment, the rationale for selecting this goal and the following strategies is:

+ **DEL** **Strategy** Choose One Start Date Finish Date

Evidence of Implementation

Clicking on the blue box with the black plus will allow you to add another support strategy for your goal.

When you click in the *Start Date* and *Finish Date* fields a black triangle will appear.

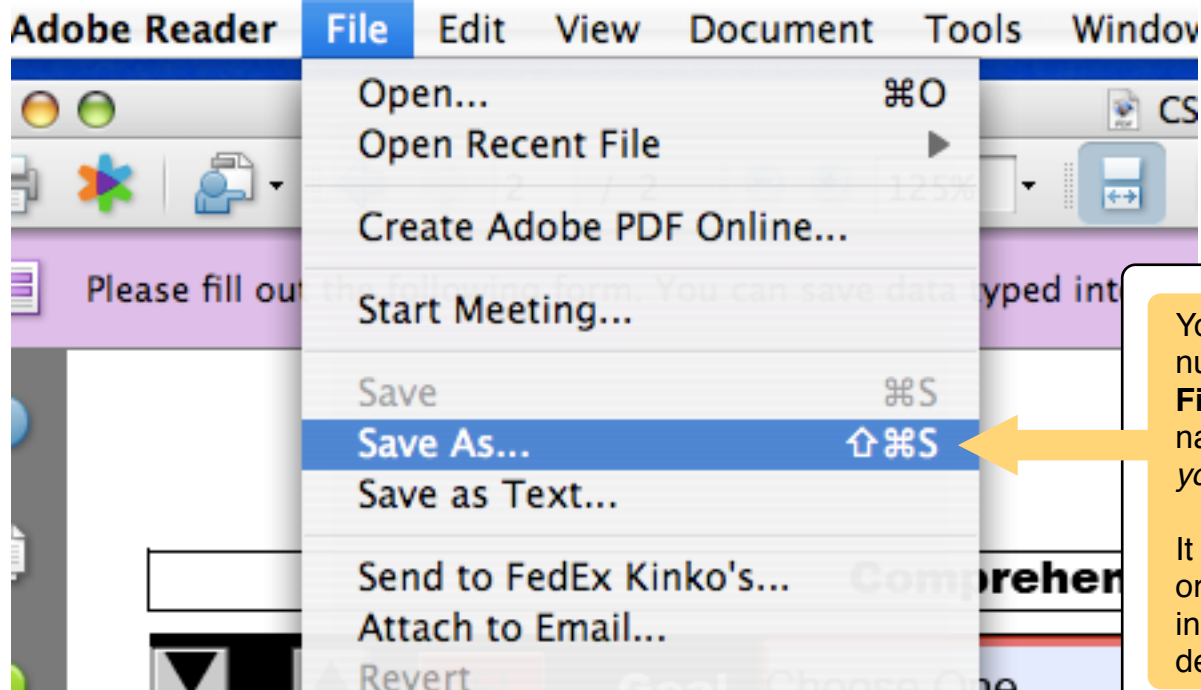
Click on it and a calendar like the one below will pop up. You can use it to enter dates or type them in manually.

If you type in the date manually be sure to use the mm/dd/yyyy format

September 2007						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

Saving your file

You will periodically access this file to update your CSIP. Please save it to your desktop or another easily accessible location. Please use the following naming convention when you save your file: yourschool_0809.pdf



You can save the file any number of times by selecting **File>Save As. . .** and then naming the file *yourschool_0809.pdf*

It will help you keep things organized if you put all the files in one CSIP folder on your desktop.

Other document functions

This will erase every bit of the text you've entered in the entire form. Select this button only if you really mean it.

Reset Form **Submit Completed Form**

Comprehensive School Improvement Plan (CSIP)

▼ ▲ DEL **Goal** English: Writing ▼ **Content Area** []

[]

When the principal is satisfied that the CSIP is complete submit your final version by clicking here.

The image shows a screenshot of a web form titled "Comprehensive School Improvement Plan (CSIP)". At the top right of the form area are two buttons: "Reset Form" and "Submit Completed Form". A yellow callout box with a black border points to the "Reset Form" button, containing the text: "This will erase every bit of the text you've entered in the entire form. Select this button only if you really mean it." Below the buttons is a header bar with the title "Comprehensive School Improvement Plan (CSIP)". Underneath the header is a navigation bar with several elements: a dropdown arrow, an up arrow, a red "DEL" button, a "Goal" label, a dropdown menu showing "English: Writing", a "Content Area" label, and an empty input field. Below this is a large, empty light blue input area. A second yellow callout box with a black border points to the "Submit Completed Form" button, containing the text: "When the principal is satisfied that the CSIP is complete submit your final version by clicking here."

Caveats

This information is submitted quarterly. You will not need to complete this information on your initial submission.

Implementation Status

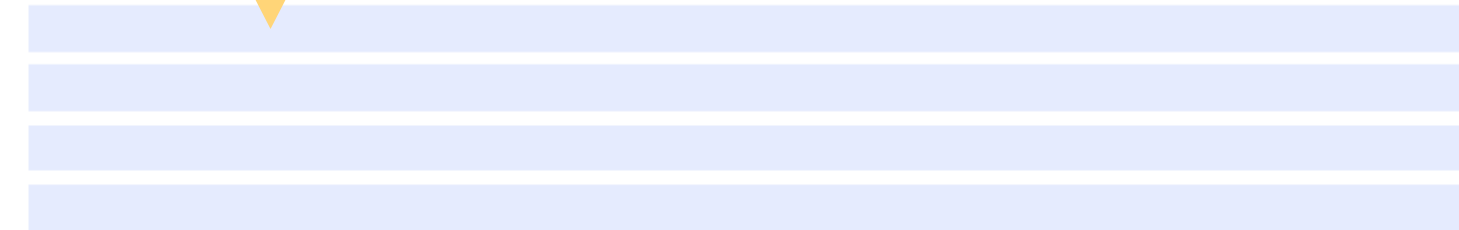
Summarize quarterly implementation status and provide evidence of strategy progress. Include explanations for action steps not implemented according to projected timeframes. Attach supplements as needed.

Quarter 1

Quarter 2

Quarter 3

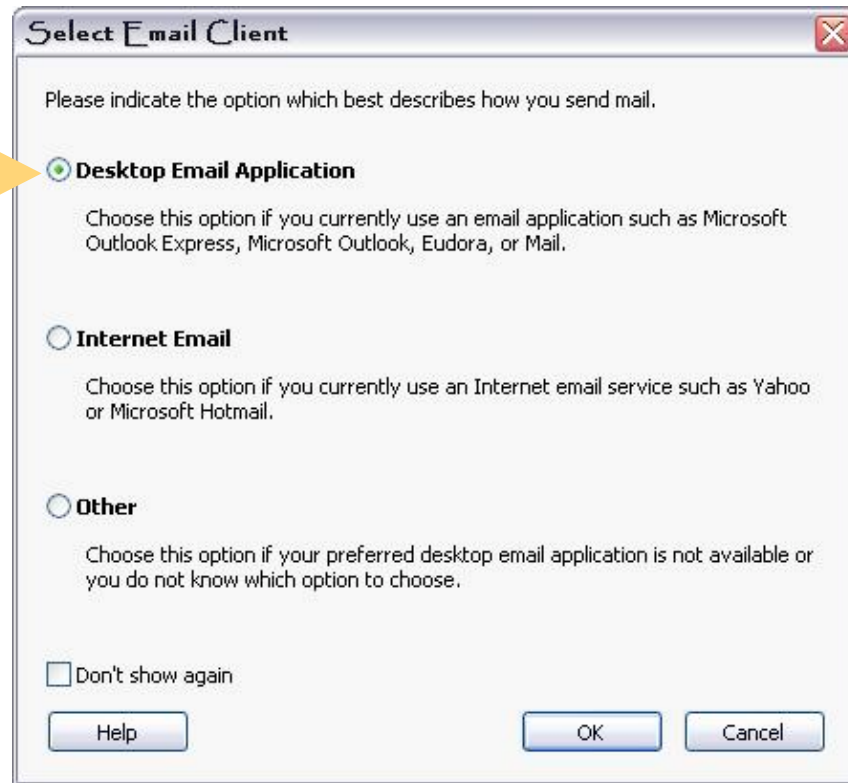
Quarter 4



You only need to hit the "Submit Completed Form" button once. You **do not** need to hit submit for each page.

Submit Completed Form

On the Dell computers you may get this warning. Simply make sure the top button is selected and click "OK."



To view the full contents of this document, you need a later version of the PDF viewer. You can upgrade to the latest version of Adobe Reader from www.adobe.com/products/acrobat/readstep2.html

For further support, go to www.adobe.com/support/products/acrreader.html

On Apple computers you may see this message in Mail on your final submission. Ignore it and hit **Send**.