

School Improvement Grant (SIG)
Submission of Progress Report Using Review Room

GUIDANCE DOCUMENT

GENERAL GUIDANCE – Please refer to the following page-by-page guidance when collecting and inputting information for individual schools in your district through the Review Room portal at <https://nysed-schoolturnaround.myreviewroom.com>.

For all *narrative* sections, please remember to provide complete responses and try to avoid “N/A” or “Not-applicable” whenever possible. When inputting *numerical* responses, if there is no information to be provided, please enter “0” (zero) or “N/A” rather than leave the item blank.

School/district staff have the opportunity to input and revise information within the portal until the submission deadline, and are encouraged to do this in an on-going manner rather than waiting until the last minute. Once the “Submit” button has been selected the report is considered complete and revisions cannot be made. The submission deadline for the first report is October 16, 2014. Review Room will close at 5:00 p.m. At this time, reporting and revising are no longer possible and all reports will be considered final.

School/district staff should not hesitate to contact their School Turnaround Office (STO) liaison if they have questions regarding the content and requirements of SIG progress reporting. Concerns specifically related to technical aspects of Review Room submission should be e-mailed directly to Tracy Farrell at tfarrell@mail.nysed.gov and copied (cc'd) to their STO liaison.

PAGE 1 – This page asks for general information about the specific school for which information is being collected. Please note that an overall status of implementation rating (red, yellow or green) is requested. This should be considered in terms of the current reporting period. In addition, an electronic signature is required to certify that the information provided throughout the entire report is valid. Click and drag the mouse in the space provided.

PAGE 2 – This page refers to academic data being used by school and district staff on an on-going basis to inform instructional practice and to determine necessary course-corrections to ensure that academic achievement targets are met. Separate attachments are requested for this section. This should be done by returning to the home page for this school and uploading attachments under the task noted for academic data.

It should be noted that for the first reporting period, the data being requested is based on 2013-14 end-of-the-year NYS assessment data. Future reports will request data that is gathered through on-going formative assessments.

PAGE 3 – Student attendance figures should be submitted for each week that is indicated. Baseline data and 2014-15 targets from the school’s most current *Attachment B – SIG Performance Target Setting Chart* should be submitted as well. Responses to student attendance prompts should provide information to suggest that the school has analyzed and considered disaggregated data to determine trends and possible course-corrections.

PAGE 4 – Similar to the previous section, average teacher attendance figures should be submitted for the weeks indicated. Again here, responses to the prompts should suggest a thorough analysis of individual and

whole-school teacher attendance trends as well as actions that will be taken to maintain appropriate staff attendance figures.

PAGE 5 – The total number of office discipline referrals (ODR) for each week indicated should be submitted here, as well as baseline and target data from the school’s most current *Attachment B – SIG Performance Target Setting Chart*. Responses to the prompts should suggest that disaggregated ODR data have been considered, and that timely and appropriate strategies have been identified.

PAGE 6 – The extended learning section may be confusing for some schools, depending on the nature of their program(s). The page is designed to allow schools with multiple extended learning opportunities for its students to input figures for each separate program (as applicable). The overall number of students enrolled in the school, as well as the number of students taking part in the program(s), should be indicated here.

Responses to the prompts should take into consideration trends identified through the analysis of ELT data, as well as the means by which the school is assessing the effectiveness of its program(s). Schools implementing expanded day schedules, as opposed to those with programs taking place outside of the normal school day, may find that the analysis of data being collected is focused more exclusively on the impact and effectiveness of its program rather than on participation figures.

PAGE 7 – This page asks the school/district to identify and consider key strategies from the school’s SIG application and/or Continuation Plan. The page is formatted to accept no fewer than three (3) key strategies and no more than twelve (12). Although a school may be implementing more than twelve key strategies, for reporting purposes the school/district should prioritize these to reflect the current reporting period.

It is important to note that the responses submitted for each of the key strategies should include the evidence being collected to assess the impact a particular strategy is having on student performance and/or the desired outcome. Also, responses should take into account the connection between key strategies and the likelihood of meeting targets set forth in the SIG application or Continuation Plan.

In addition, the school/district should rate each strategy (red, yellow or green) to reflect the status of implementation for the current reporting period. It is assumed that the rating of a particular strategy may vary over time to reflect gains or losses in that specific area.

PAGE 8 – This section is specific to the fiscal aspect of the SIG grant. Narrative responses to the prompts in this section should suggest that the school/district has considered the impact of funding on the key strategies and their desired outcomes.

Expenditures and encumbrances for each of the budget codes must be submitted. If no expenditures/encumbrances are recorded during the current report period, or if no expenses were set aside for a given budget code, the school/district should indicate this with by inputting a “0” (zero) in the space provided.