

FDOE Bureau of School Improvement

# How-to Guide for the SIP Mid-Year Reflection

## A Guide to Completing the Mid-Year Reflection in CIMS



**Due Date: Monday, February 3, 2020**

*This guide provides step-by-step directions for school leaders to complete the Mid-Year Reflection with the School Improvement Plan.*

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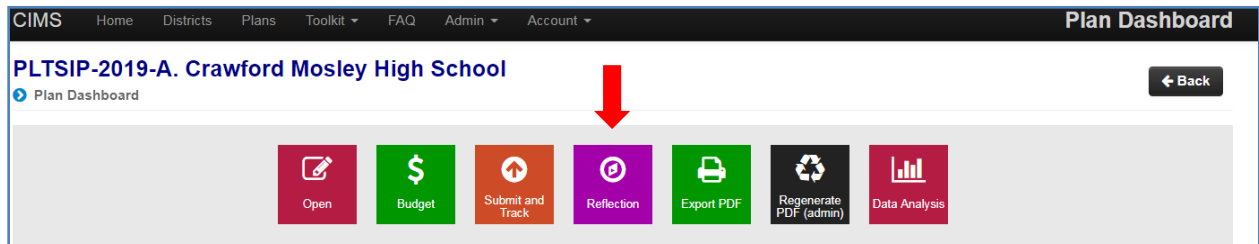
# SIP Mid-Year Reflection How-to Guide

## Introduction

The **Mid-Year Reflection** (MYR) asks a series of questions to help school leadership teams monitor and assess the progress being made in the Areas of Focus described within their Schoolwide Improvement Plan (SIP). The MYR is available to schools on the plan dashboard of the SIP.

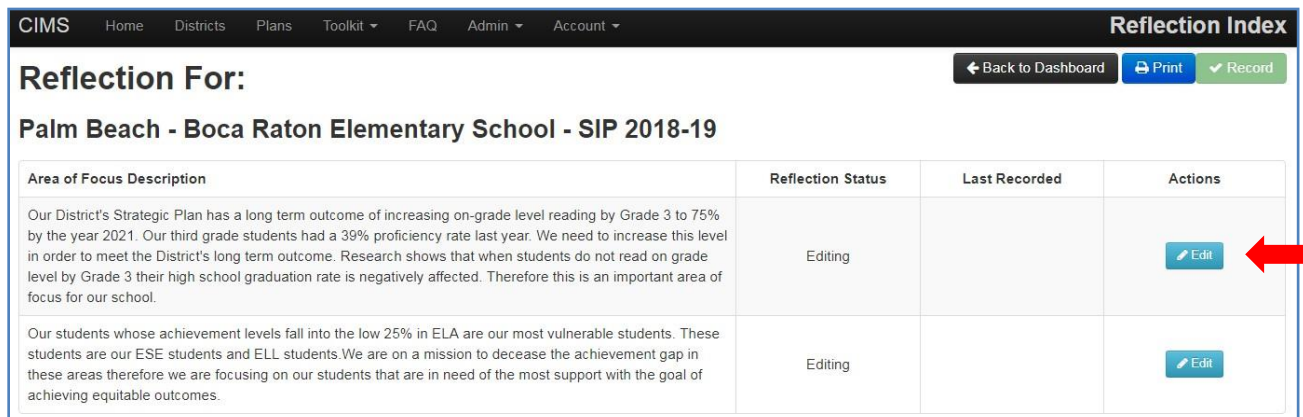
The MYR is performed on the most recently edited version of your plan, and it addresses each Area of Focus described in the SIP.

Click on the **magenta Reflection** button to access and complete your MYR.



## Completing the Mid-Year Reflection

1. When you click on the **magenta Reflection** button, the Reflection Index page will show the Areas of Focus described within your SIP. Click **Edit** to complete the series of questions for each Area of Focus.



- The next screen shows the specific Area of Focus as well as its Intended Outcome. Answer the two questions shown below. The answers to each of these questions will determine the follow up questions for each Area of Focus.

The screenshot shows the CIMS Reflection interface. At the top, there is a navigation bar with links for Home, Districts, Plans, Toolkit, FAQ, Admin, and Account. The main heading is 'Reflection' with a 'Back to Reflection Index' button. Below this is the title 'Palm Beach - 0951 - Boca Raton Elementary School - 2018-19 SIP'. A status bar indicates 'Editing' and 'Complete' options. The 'Area of Focus' section contains text about the district's strategic plan and reading proficiency. The 'Intended Outcome' section states the goal for 56% of Grade 3 students. Two questions are posed: 'Has the Intended Outcome been achieved for this Area of Focus?' and 'Is desired progress being made to accomplish the activity?'. Both questions have 'No' buttons selected, which are highlighted by red arrows.

- Answer the subsequent questions that appear based on your answers to the questions.

This screenshot shows the follow-up questions in the CIMS Reflection interface. It includes the same 'Area of Focus' and 'Intended Outcome' sections as the previous screenshot. The first question, 'Has the Intended Outcome been achieved for this Area of Focus?', now has a 'No' button selected. The second question, 'Is desired progress being made to accomplish the activity?', has a 'Yes' button selected. Below these are two text input fields: 'What evidence indicates that you are progressing toward the Intended Outcome?' and 'What Action Steps must be continued, or added, to achieve the Intended Outcome?'. Red arrows point to these two questions, indicating they are the next steps in the process.

- After completing the series of questions, make sure to change each Area of Focus from **Editing** to **Complete** using the slider tab near the top of the screen.

- Complete the steps above for each of the school’s Area of Focus. When the reflection for each one has been completed, the Reflection Index page will change the status to **Complete**.

Area of Focus Description	Reflection Status	Last Recorded	Actions
Our District's Strategic Plan has a long term outcome of increasing on-grade level reading by Grade 3 to 75% by the year 2021. Our third grade students had a 39% proficiency rate last year. We need to increase this level in order to meet the District's long term outcome. Research shows that when students do not read on grade level by Grade 3 their high school graduation rate is negatively affected. Therefore this is an important area of focus for our school.	Complete		<a href="#">View</a>
Our students whose achievement levels fall into the low 25% in ELA are our most vulnerable students. These students are our ESE students and ELL students. We are on a mission to decrease the achievement gap in these areas therefore we are focusing on our students that are in need of the most support with the goal of achieving equitable outcomes.	Editing		<a href="#">Edit</a>

- When all of the Reflection Statuses are complete, click the green Record button at the top of the page to finish your MYR.

The screenshot shows the CIMS Reflection Index interface. At the top, there is a navigation bar with links for Home, Districts, Plans, Toolkit, FAQ, Admin, and Account. The main heading is 'Reflection For: Palm Beach - Boca Raton Elementary School - SIP 2018-19'. Below this is a table with the following structure:

Area of Focus Description	Reflection Status	Last Recorded	Actions
Our District's Strategic Plan has a long term outcome of increasing on-grade level reading by Grade 3 to 75% by the year 2021. Our third grade students had a 39% proficiency rate last year. We need to increase this level in order to meet the District's long term outcome. Research shows that when students do not read on grade level by Grade 3 their high school graduation rate is negatively affected. Therefore this is an important area of focus for our school.	Complete		<a href="#">View</a>
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At the top right of the page, there are three buttons: 'Back to Dashboard', 'Print', and 'Record'. A red arrow points to the 'Record' button.

- If you would like to print a copy of the MYR, click the blue Print button to download a PDF version.

**\*For additional guidance or support, please contact BSI at 850-245-0900 or email BSI at [BSI@fldoe.org](mailto:BSI@fldoe.org).**