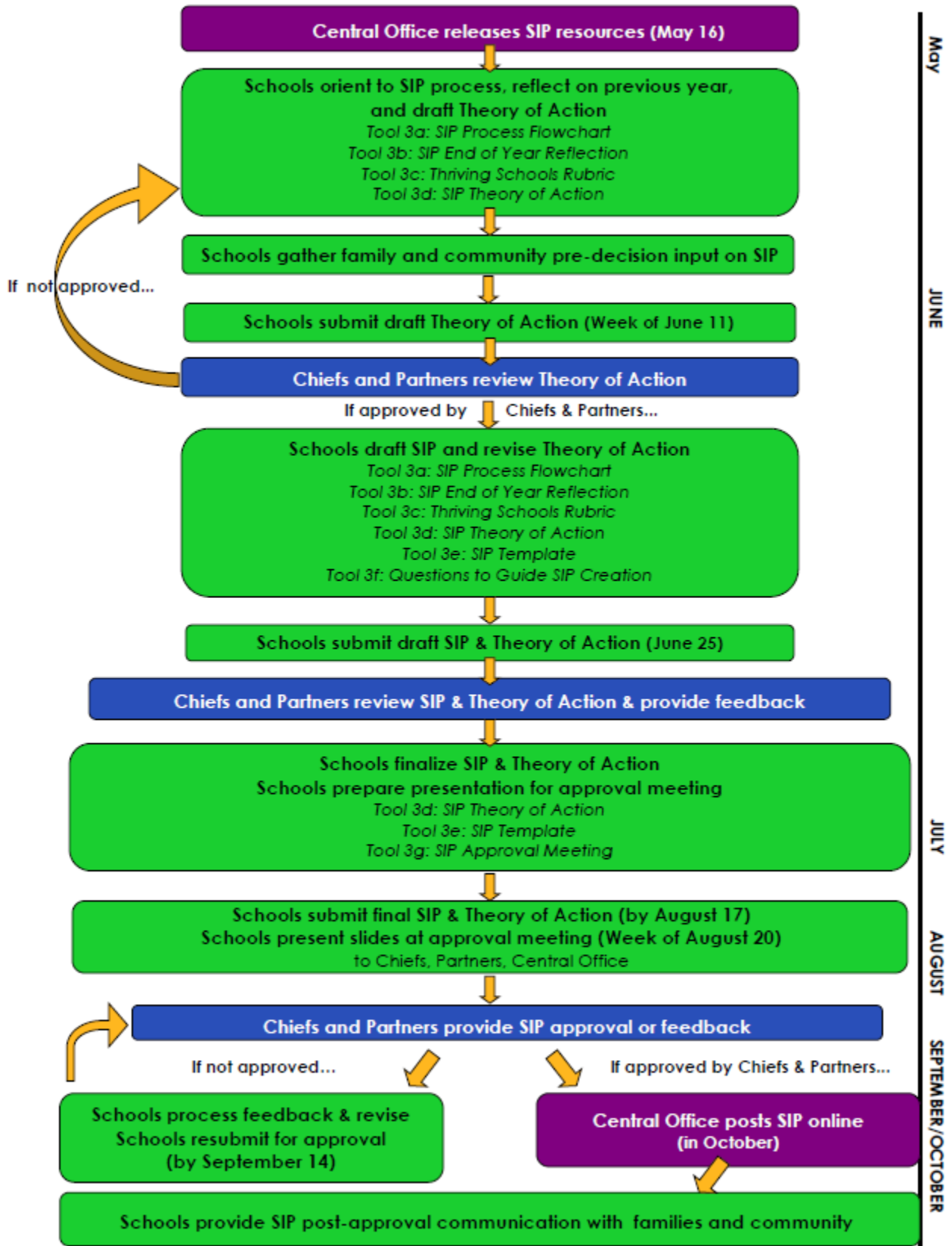# Tool 3a: SIP Process Flowchart

Purpose

The SIP Process Flowchart outlines the SIP process from release of the tools to approval. This tool provides an overview of each step in the process, the goal of each step, the corresponding tool, and deadlines. The goal of the process flowchart is to clearly explain what actions are taken by schools, Chiefs, and Partners; what tools can support these actions; and when these actions should take place. All aspects of this process are required.

When to Use

You should consult the SIP Process Flowchart at the start of the SIP creation process in April. The tool can also be a helpful guide throughout the drafting, review, and approval stages.

How to Use

1. Review the flowchart on page 2. Consider the following for orientation:
    a. The flowchart moves in a downward direction, starting with the initial release of the updated SIP tools on April 18 and ending with the final SIP being due September 14.
    b. Yellow arrows indicate the progression forward.
    c. Each color box denotes a different group responsible for the action. Purple indicates Central Office, green represents schools, and blue represents Chiefs and Partners.
    d. The black line on the right hand side gives a general sense of the timing of activities by month. Specific due dates for items like the Theory of Action and draft SIP are noted inside the corresponding boxes.
    e. For certain stages in the process, the corresponding box notes the specific tools that can be used at the time. Any tool that is required for submission is noted with a specific due date. For all others, those tools are available for use, but not required to submit.

2. Consider other relevant dates that affect this timeline. Those include but are not limited to:
    a. May 16 - SIP & SBLT materials released at Leadership Institute
    b. June 8 - Last day of school for students
    c. June 11 - PD day
    d. June 12-13 - Teaching & Learning Institute
    e. June 20 - SIP Goals Report updated
    f. Early August - School Profiles posted to website
    g. August 6-8 - Leadership Institute
    h. August 27-30 - Welcome Back Days
    i. September 5 - First day of school

3. Take note of specific due dates for materials to submit to Chiefs and Partners for 2018-19:
    a. Week of June 11 - draft Theory of Action due
    b. June 25 - revised Theory of Action and draft SIP, School Profile due
    c. August 17 - final Theory of Action and SIP
    d. Week of August 20 - SIP Approval Meeting presentation
    e. October - Central Office to post SIPs online

Central Office releases SIP resources (May 16)

May

Schools orient to SIP process, reflect on previous year, and draft Theory of Action
Tool 3a: SIP Process Flowchart
Tool 3b: SIP End of Year Reflection
Tool 3c: Thriving Schools Rubric
Tool 3d: SIP Theory of Action

Schools gather family and community pre-decision input on SIP

If not approved...

Schools submit draft Theory of Action (Week of June 11)

JUNE

Chiefs and Partners review Theory of Action

If approved by   Chiefs & Partners...

Schools draft SIP and revise Theory of Action
Tool 3a: SIP Process Flowchart
Tool 3b: SIP End of Year Reflection
Tool 3c: Thriving Schools Rubric
Tool 3d: SIP Theory of Action
Tool 3e: SIP Template
Tool 3f: Questions to Guide SIP Creation

Schools submit draft SIP & Theory of Action (June 25)

Chiefs and Partners review SIP & Theory of Action & provide feedback

Schools finalize SIP & Theory of Action
Schools prepare presentation for approval meeting
Tool 3d: SIP Theory of Action
Tool 3e: SIP Template
Tool 3g: SIP Approval Meeting

JULY

Schools submit final SIP & Theory of Action (by August 17)
Schools present slides at approval meeting (Week of August 20)
to Chiefs, Partners, Central Office

AUGUST

Chiefs and Partners provide SIP approval or feedback

If not approved...   If approved by Chiefs & Partners...

Schools process feedback & revise
Schools resubmit for approval
(by September 14)

Central Office posts SIP online
(in October)

SEPTEMBER/OCTOBER

Schools provide SIP post-approval communication with families and community

Mandatory Versus Flexible: SBLT Toolkit

Mandatory	Flexible
Each step of this process must be completed as outlined by the dates indicated	*none*