

## Tool 3f: Questions to Guide SIP Creation

### Purpose

This optional tool is designed to help your SBLT create their SIP. [Tool 3f: Questions to Guide SIP Creation](#) serves as a guide for use throughout the SIP drafting process. The questions below may help spur conversation, clarify language, and ensure completeness.

### When to Use

You may use this tool at multiple points in the SIP drafting process. The ideal times include while you are drafting your [Theory of Action](#) and as you finalize your draft SIP.

### How to Use

Your SBLT should work through the following questions, referencing the draft Theory of Action and SIP and making changes as needed.

### Overall

1. Have you considered last year's SIP progress when formulating this year's Theory of Action and draft SIP?
2. Have you considered how the various elements of the SIP (such as strategies and professional learning) relate to each other?
3. Have you looked for vertical and horizontal alignment across the SIP elements?
4. Have you looked for alignment between your equity vision and other components of your SIP?
5. Have you considered how your SIP supports the graduate vision?

### Introduction

1. Have you entered your school name and principal's name?
2. Is your SBLT representative of school staff?
3. Are all necessary roles assigned to an SBLT member?
4. Have you filled out the text that will appear on your School Profile, editing the "Connection Between School's Work and District's Vision for MMSD Graduates" if you choose to do so?

### Goals

1. Are your goals realistic given the strategies you laid out in your SIP and given your school's past progress?
2. Are the focus groups you identified high-impact for your school overall?

### Strategies

1. Are your strategies specific and clearly defined?
2. Do your strategies link back to one of your goals?
3. Do your End of Year Targets for each strategy represent conditions where you know that if that target was met, you were successful in that strategy?
4. Are your Evidence of Implementation and Evidence of Success for each strategy relevant, specific, and measurable?
5. Have you read the Strategies across as well as up and down to ensure coherence?

### Quarterly Planning and Progress Monitoring

1. Have you outlined clear and specific actions to complete for each quarter?
2. If you completed those actions, would you know that your work was on track?

### Professional Learning Plan

1. Is your professional learning plan coherent and aligned to district priorities?
2. Will all data you plan to review be available at the time you plan to review it?
3. Does your data calendar include review at some point during the year for data pertaining to each focus area and/or Strategic Framework goal?

### Assessment & Data Review Plan

1. Have you completed the optional assessment table?
2. Does your assessment plan cover all of the areas you believe you need to assess during the year to track SIP progress?

## Mandatory Versus Flexible: SBLT Toolkit

<b>Mandatory</b>	<b>Flexible</b>
None	<i>Use of this guidance tool is optional</i>