

CSIP - Frequently Asked Questions

Report Query Questions - NEW

1. Can I make more than one selection?

Yes, please choose any combination of selections you want. You can select strategies based on: Action component, NCLB/SB168, Last Name or Funding source.

2. I have made my selections but not all of my strategies under this selection are showing.

- Make sure to click “Run Query” after you change your selections.
- If you left NCLB or Last Name blank, click the blank space in the selection list to pull up those strategies. (You should go into those strategies and update your information)

3. Can I edit my strategies here?

No, you must go into the application as usual to edit your strategies.

4. Can I print out my query?

Yes, you can print from your browser. Click on: File>Print Preview>Page Setup (this is an icon) – change to landscape, and then click print.

5. Can I query my goals and benchmarks?

No, right now you are able to only query your strategies.

6. When I select a funding source I get that particular funding, but other funding sources are also listed.

Yes, this is OK. If you have multiple funding for a strategy, all of the funding will be listed for that strategy. This way you will know that you have other funding for this strategy.

7. Can I choose more than one sort at the same time?

No, you are able to sort by only one of the sort options (start date, end date or last name).

Technology Questions

1. Why are my numbers for strategies not in sequence?

- Make sure that the cost and funding sources are entered for each strategy
- If you deleted a strategy it will not renumber.

2. How do I type information into my benchmark?

- Click on Edit to activate the boxes

3. Can I copy and paste from Word or Excel into the application?

- Yes, this is highly recommended in order to avoid a time out error or misspellings
- If you do copy and paste from the goal calculator, make sure to delete any extra spaces and lines between the text and numbers

4. I have my goals enter into the application, but they do not show up on my printed report. Why?

- The goals will not appear on the printed report unless the benchmark information has also been completed.

5. I am getting a time out error. Why?

- If you are not working in the application OR are typing in the application but have not hit a Complete or Next or OK button for approximately 20 minutes, it will time out.
- You may want to copy and paste information from Word in order to avoid time out errors OR hit the Complete or Next or OK button more frequently.

6. If the application times out will my information be saved?

- Yes, as long as you have completed Complete or OK or Next

7. I received an error when I type the date into the application. Why?

- Calendars are provided for dates, but if you choose to type in the date – it must be in the following format: mm/dd/yyyy

8. Can I print a report even though I have not completed the plan?

- Yes, you can print directly from the screen to print sections of your plan
- If you hit the “print report” button, make sure that you follow the tips for # 9 below.

9. I am having trouble printing a report, what can I do?

- Please make sure that you have followed the directions listed below:
 - Enter a date in your approval page
 - If you copied and pasted information from the goal calculator, please make sure to delete any extra spaces and lines between the text and numbers
 - Make sure that all of the strategies have costs & funding sources listed
 - Download Adobe Reader (if not already installed)

Content and Organization Questions

1. Do I need to reference the SISI document in my CSIP?

- SISI references are not required. However, schools can reference the indicator in their strategy section or in their executive summary (if appropriate)

2. How many components can I include in my CSIP?

- Schools can have as many as 8 components (one for each content area assessed on CATS and 1 “other” component)
- Schools are not required to have all 7 content components
- The 1 “other” action component can include as many goals as needed

3. How many goals do I need in my CSIP?

- Schools are required to have at least 1 Reading and 1 Math goal.
- Schools are required to have either a NCLB or SB168 goal for their subgroup population(s).
- Schools can have as many goals as needed. However, it is best practice to review your data and select a few top goals based on priority needs.
- Keep in mind that for every goal set, schools need to set benchmarks and strategies.

4. How will my CSIP be reviewed?

- Your school plan will be reviewed by the Assistant Superintendent or designee using the CSIP review rubric. The review rubric can be found at <http://apps.jefferson.k12.ky.us/planning/planpublic/SchoolPlanningSite/PlanningTools.html>
- The review rubric also contains information relevant to Title I Tier schools, Level 3 Assistance schools and schools eligible for Mid-Year Adjustment funds.

5. What are the requirements that need to be included in my plan?

- All A1 schools need to make sure that they meet the Senate Bill 168 requirements (7).
- Title I Tier schools need to make sure that they meet the NCLB requirements (10).
- The state and federal requirements can be found at <http://apps.jefferson.k12.ky.us/planning/planpublic/SchoolPlanningSite/PlanningTools.html>

If you have any other questions that are not listed above, please feel free to contact the JCPS Planning Unit at 485-6254.