

Perkins Improvement Plan Update Instructions 2016-2017

INSTRUCTIONS

NOTE: The IndyGrants system times-out every 60 minutes per USDE requirements. Any work will be lost if you do not save within that timeframe. We suggest you save after you have completed each indicator. It should not take you 60 minutes to complete an indicator. If it does you are writing too much.

NOTE: This is an update due to new data to the Improvement Plans you wrote as part of your Local Plan. Please be concise. You only need to tell us how your plans will change based on the new data, or tell us why you believe you do not need to change your plans. No text box should have more than 2-3 sentences.

1. Go to www.indygrants.com/login
2. In the upper right corner, click on "Login". The login window will appear
3. In the login window, enter your username and password and click on "Login"
4. On the left side menu, click on "Grants".
5. Locate your 2016-2017 grant. Right-click on it and select "Edit Grant" from the menu.
6. Once the grant has loaded, in the middle of the page locate the "Indicators/Improvement Plans" tab and click on it.
7. Going forward you will work within each Indicator that is titled "Interim". To open an indicator just click on it and the indicator window will open. Note that you will not be able to edit the Indicators titles "Original", so don't worry about those at all. Only work on the Indicators that have "Interim" in the title and "Pending" under status.
8. For each indicator you failed, you will complete each of the text boxes titled "MID GRANT UPDATE: Details on what is expected in each text box are below.
9. Once you have completed an indicator, click on "Save" in the upper right corner. Repeat Steps 5-9 until you have completed all eight indicators.
10. Once you have completed all eight indicators and saved for the last time, locate your 2016-2017 grant and right-click on it.
11. Select "Submit Grant" from the menu. If submitted, the status of the grant will change to "Update Review". If the status does not change, then logout completely, log back in, and try to submit again.

INDICATOR TEXT BOX DETAILS

The followings are details on each of the text boxes you need to complete.

General Tab

MID GANT UPDATE: General Strategies – Outline any adjustments you plan to make to you strategies to improve the indicator. (2-3 Sentences)

MID GRANT UPDATE: Comment or Context – Provide comment or context that you feel the reviewer needs to take into consideration. (1-2 Sentences)

Sub-Populations Tab

To access the textboxes, you click on each line found under the Sub-populations tab. If there are none, you will not have to complete these text boxes.

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MID GRANT UPDATE: Sub Populations – List each subpopulation in which you did not meet your AUL. Subpopulation data are found on the individual indicator reports. List only populations that appear on the report.

MID GRANT UPDATE: Contextual Factors – Describe why you did not pass the subpopulations listed above. (1-2 Sentences)

Action Steps Tab

To access the textboxes, you click on each line found under the Sub-populations tab. If there are none, you will not have to complete these text boxes.

MID GRANT UPDATE: Steps – List any revisions or additions to the steps you previously listed.

MID GRANT UPDATE: Persons – List the titles of the people that will be involved in the plan (Director, Teacher, etc)

MID GRANT UPDATE: Progress – Describe the current status of your pervious plan and any adjustment you have already made. (1-2 Sentences)

MID GRANT UPDATE: Resources – List the resources that will be used to accomplish the plan.

MID GRANT UPDATE: Implementation Timeline – Goal date to complete the plan. Milestones can also be provides, but please limit to 1 or 2.

Additional Information Tab

MID GRANT UPDATE: Stakeholders Involved – List the stakeholders involved in the plan (Community, Business, Students, etc)

MID GRANT UPDATE: Process – Describe the process used to develop this plan and any adjustments made. (1-2 Sentences)

MID GRANT UPDATE: Data Sources – List the data sources used during this plan