

To: All K-12 School Leaders

From: Robin LeClaire, Director of School Improvement

Date: October 12, 2018

Subject: FAQs regarding School Improvement Plans

School Improvement plans are due today, October 12, 2018. Plans should be submitted by uploading on DOE Online in legal assurances tab. All submissions must be in PDF format. Below please find some Frequently Asked Questions that may assist you in your submission.

Q: If I am unable to meet today's deadline, what should I do?

A: Contact Robin LeClaire in the Office of School Improvement via email (rleclaire@doe.in.gov) to request an extension.

Q: I previously submitted a plan and have revised or updated it. I am unable to override the previous submission. I receive an error message that says the submission is too large.

A: Your new updated/revised plan must have the exact name that the first plan was submitted with. No extra spaces or characters can be added or missing. Once the file has the exact name, you will be able to upload with no error message.

Q: My plan will not upload.

A: Make sure the plan is in PDF format and you have no special characters in the title.

Q: I need the Exclusive Representation form for my building or corporation. Where can I locate it?

A: Go to the School Improvement homepage (<https://www.doe.in.gov/school-improvement>) and you will find the forms in the yellow highlighted box at the top.

The School Improvement team of specialists stands ready to serve and assist you with any additional questions. Feel free to reach out to Director, Robin LeClaire, with questions.