

Table of Contents

COPYRIGHT

SOFTWARE LICENSE AGREEMENT

CHAPTER 1: INTRODUCTION ----- 1

CHAPTER 2: DIP2K10 SETUP PROCEDURES ----- 2

Introduction-----	2
Estimated System Requirements-----	2
Setup-----	2

CHAPTER 3: PROGRAM TOUR ----- 5

Introduction-----	5
The Tour-----	5
Chapter Format-----	6
Access 2007 User Notes-----	7
License Agreement-----	10
Main Switchboard-----	12
File Menu-----	15
Edit Menu-----	17
View Menu-----	19
Records Menu-----	21
Tools Menu-----	24
Help Menu-----	26
Basic Plan Data Switchboard-----	28
District Data / Voting Results-----	31
District Profile: Executive Summary - Introductory Statement-----	35
District Profile: Executive Summary - Demographic Data-----	37
District Profile: Executive Summary - Student Performance Data-----	39
District Profile: Executive Summary - Needs Assessment-----	41
Analysis of Quality Standards-----	43
Analysis of Quality Standards - Indicator Evidence-----	45
Standards Assessment Report (SAR)-----	47
Standards Assessment Report Focus Questions-----	49
Vision/Mission/Beliefs-----	51
Goals-----	53
Objectives-----	56
Strategies-----	59
Persons Responsible-----	62
Budget/Finance-----	65
Calendar/Timelines-----	68

Action Plan - General -----	71
Action Plan - Improvement Plan Types-----	76
Action Plan - Budgets-----	79
Waivers-----	82
Remediation Narrative -----	85
LEA Title I Components-----	87
District Improvement Team -----	89
Framework for Action-----	91
Alternate Reform Model -----	93
Freeform -----	95
District Profile Data - A Switchboard-----	97
Sample - A Detailed Data by Category -----	99
District Profile Data - B Switchboard-----	102
Sample - B Detailed Data by Category -----	104
District Profile Data - C Switchboard-----	107
Staff Characteristics -----	109
Other Data -----	111
Action Plan Review -----	113
Assurances -----	116
Budget Fund & PRCs -----	118
Goals Review-----	120
Incentive Funds Distribution -----	122
Objectives Review -----	124
Standard Operating Procedures -----	126
Basic Plan Reports-----	129
Profile Reports - A-----	133
Profile Reports - B-----	135
Profile Reports - C-----	137
Other Reports-----	139
Administrator Switchboard-----	142
Summary-----	144

CHAPTER 4: DATA ENTRY-----145

Introduction-----	145
Data Entry -----	145
Chapter Format-----	145
School District Data -----	146
District Profile -----	148
Analysis of Quality Standards -----	151
Standards Assessment Report -----	152
Vision/Mission/Beliefs-----	153
Goals-----	154
Objectives-----	156
Strategies -----	158
Persons Responsible-----	160
Budget/Finance-----	162
Calendar/Timelines -----	164
Action Plan -----	166
Waivers-----	170
Remediation Plan Narrative -----	172
LEA Title I Components-----	173
District Improvement Team -----	174
Framework for Action-----	175

Alternate Reform Model -----	176
Freeform -----	177
Other Data -----	178
Administrator Switchboard -----	181
Summary -----	182

CHAPTER 5: REPORTS-----183

How Do I Get Here from the Main Switchboard?-----	183
Introduction-----	183
Reports -----	183
Chapter Format-----	184
Reports Switchboards -----	185
Action Plan -----	185
Action Plan Budgets -----	186
Action Plan New/Revised Strategies -----	186
Action Plan Progress -----	187
Action Plan Review -----	187
Action Plan Strategies to be Deleted -----	188
Alternate Reform Model -----	188
Alternate Reform Model Budget -----	189
Analysis of Quality Standards -----	189
Annual Priorities Action Plan -----	190
Assurances -----	190
Budget/Finance-----	191
Budget/Finance by PRC-----	191
Budget Fund & PRCs -----	192
Budget Plan by Strategy -----	192
Budget Plan by Strategy PD-----	193
Calendar/Timelines -----	193
Character Education Action Plan -----	194
Closing the Gap Action Plan -----	194
Composite Report (Final Report) -----	195
Departments -----	196
District Profile Executive Summary -----	196
DIT/Voting Results -----	197
Exceptional Children Action Plan -----	197
Framework for Action-----	198
Freeform -----	198
Goals-----	199
Goals Review-----	199
Guidelines-----	200
Incentive Funds Distribution -----	200
Interim Annual Action Plan -----	201
LEA Title I Components -----	201
Locally Defined Profile Data -----	202
Monitoring Dates -----	202
Needs Assessment -----	203
Objectives-----	203
Objectives Review -----	204
Parent Involvement Action Plan -----	204
Persons Responsible-----	205
Professional Development Action Plan -----	205

Profile Reports - A, B, and C-----	206
Quality System Indicators -----	206
Quality System Standards-----	207
Remediation Action Plan -----	207
Remediation Narrative -----	208
Review Ratings-----	208
SACS CASI Action Plan-----	209
Safe Schools Action Plan -----	209
Section 504 Action Plan -----	210
Staff Characteristics -----	210
Standard Operating Procedures -----	211
Standards Assessment Report -----	211
State Requirements Action Plan -----	212
Strategies-----	212
Technology Action Plan -----	213
Title I Action Plan -----	213
Title II Action Plan -----	214
Title Page -----	214
Title Page-Profile Data -----	215
Vision/Mission/Beliefs -----	215
Waivers-----	216
Summary -----	216

CHAPTER 6: BACKUPS AND RESTORES-----217

Backups -----	217
Rule of Thumb -----	217
Microsoft ® Backup-----	217
Backup Series -----	217
First Backup -----	218
Subsequent Backups-----	218
Storage of Backups -----	218
Restores -----	219
Introduction-----	219
Microsoft Backup/ Restore -----	219
Selecting the Backup Series to Restore -----	219
How to Restore-----	219