Chapter 1: INTRODUCTION

SIP2K10 is a relational database application designed to facilitate and encourage development, and regular maintenance of, effective School Improvement Plans. It is designed to assist the user in processing and analyzing data to be used in preparing the improvement plans.

SIP2K10 operates in a Microsoft ® Access environment.   SIP2K10 requires that MS Access 2000 or higher be installed prior to its use.

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SIP2K10 is adaptable to individuals with a wide range of computer and/or mathematical computational skills. The program is designed for ease of use without sacrificing key elements of data analysis and effective planning.

This manual serves as a guide for the user in preparing the SIP2K10 School Improvement Plan. It is divided into six (6) chapters:

1. Introduction
2. SIP2K10 Setup Procedures
3. Program Tour
4. Data Entry
5. Reports
6. Backups and Restores

SIP2K10 Setup Procedures provide the user with step-by-step instructions on how to install SIP2K10 and to start the program. Program Tour takes the user through a detailed description of the various components of the program. It is **strongly recommended that the user take the time to proceed through this tour prior to entering data in the program**.

Data Entry guides the user through the process of actually developing the School Improvement Plan and entering data. Reports give the user an overview of the various reports available in the program.

This manual concludes with a description of a typical process of backing up and restoring data. The user's computer may be running a different type of backup program; if so, the user should refer to the operating system manual for his/her computer.

Questions, comments, and recommendations are welcomed. Please forward any correspondence to:

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Disclaimer: Educational Vision And Networking Services, Inc. does not guarantee any specific results in student achievement by using the SIP2K10 product.