2023-24
School Improvement Plan
Mid-Year Reflection

This guide provides step-by-step directions for school leaders to complete the Mid-Year Reflection with the School Improvement Plan.
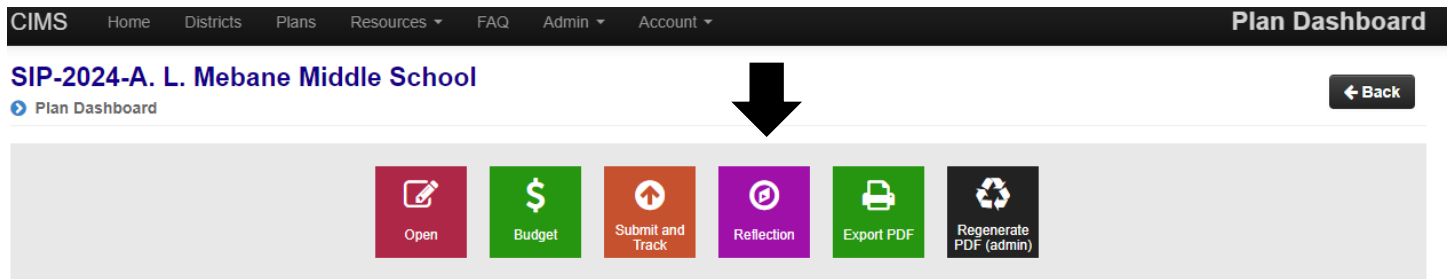
The SIP is available at www.FloridaCIMS.org.

The purpose of the **Mid-Year Reflection** is to facilitate discussion with school leadership to monitor and assess the progress being made in the Area(s) of Focus targeted within the School Improvement Plan (SIP). Schools and districts are strongly encouraged to collaborate with the Bureau of School Improvement Field Teams for schools that receive a school grade, school improvement rating or DJJ accountability rating to assist with this process.
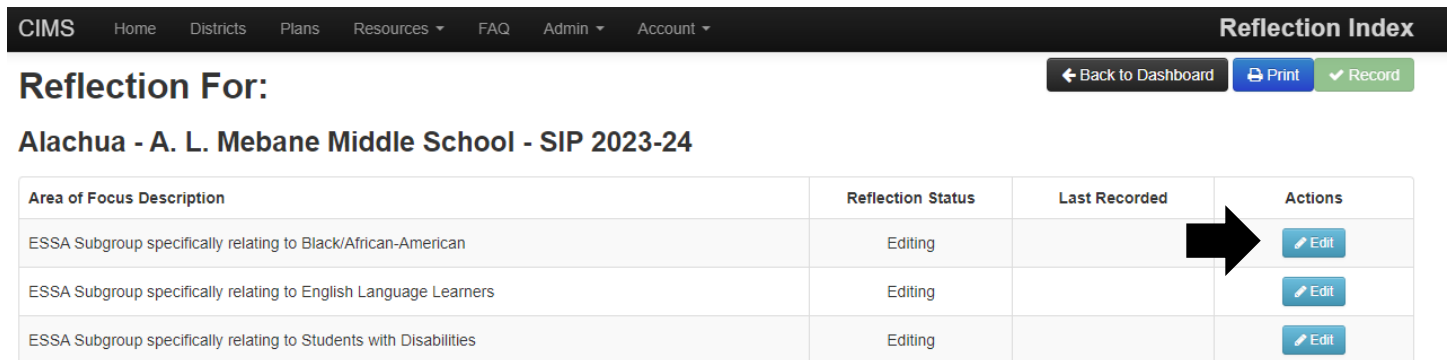
The Mid-Year Reflection is performed on the most recently edited version of your plan and addresses each Area of Focus described in the SIP.

The Mid-Year Reflection is available to schools on the plan dashboard of the SIP. Click on the magenta **Reflection** button to access and complete your Mid-Year Reflection.
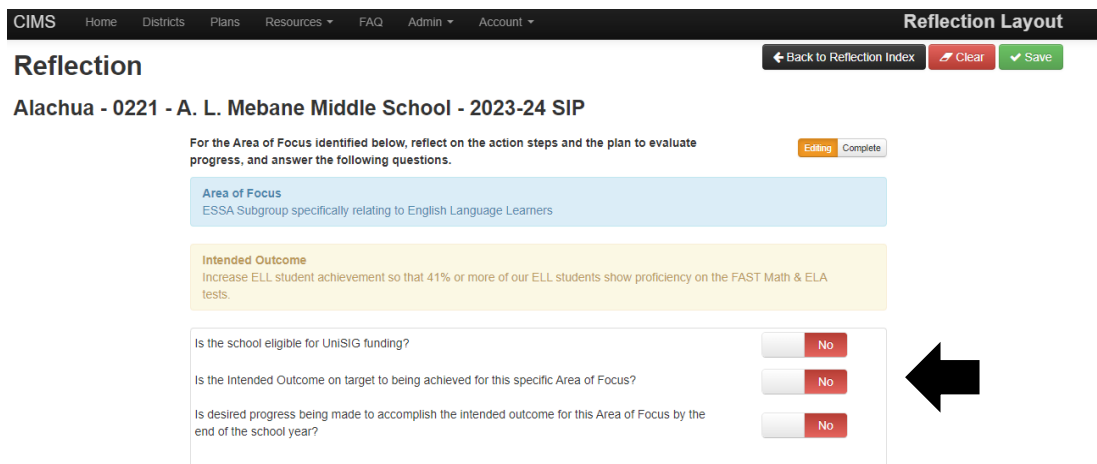

Steps to Complete the Mid-Year Reflection

Step 1: When you click on the magenta **Reflection** button, the Reflection Index page will show the Area(s) of Focus targeted within your SIP. Click blue **Edit** button to complete the series of questions for each Area of Focus.

Step 2: The next screen shows the specific Area of Focus as well as its Intended Outcome. Using the toggle, as indicated by the arrow, answer the two questions that address progress being made towards the Area of Focus. The answers to each of these questions will determine the follow up questions for each Area of Focus.

Step 3: Answer the subsequent questions that appear based on your answers to the two toggle questions.

Step 4: After completing the series of questions, make sure to change each Area of Focus from the orange **Editing** to the green **Complete** using the toggle near the top of the screen.

Step 5: Complete the steps above for each of the school's Area of Focus. When the reflection for each one has been completed, the Reflection Index page will change the status to **Complete**.

Step 6: After completing the steps 1 through 5 for each identified Area of Focus, click the green **Record** button at the top of the page to submit the Mid-Year Reflection.

Step 7: Click the green **Yes, Record the Reflection** button to finalize the submission of your Mid-Year Reflection.

Step 8: To save a copy of the Mid-Year Reflection, click the blue **Print** button to download a PDF version.

Upon completion of the Mid-Year Reflection, a review of initiatives funded with the Unified School Improvement Grant (UniSIG) should be conducted. Approved initiatives that have not been implemented should be amended to impact student achievement to the maximum benefit given the remaining time left in the school year. Please collaborate with your district if an amendment is required.