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**M E M O     #2012-16**

TO:             District Superintendents  
                 Technology Center Directors

COPY:          ARIN Management Team

*L.A.S.*

FROM:         Lynne A. Snyder, Supervisor of Curriculum & Instruction

SUBJECT:      ***The School Level Planning Process – Overview for Administrators***

DATE:          March 6, 2012

As you are probably already aware, any building that did not make AYP for 2011 (including those in Warning, Making Progress, School Improvement I, School Improvement II, Corrective Action I, and Corrective Action II) must submit a school improvement plan (which, under the new Comprehensive Planning Process, is now referred to as a "School Level Plan") to PDE by July 1, 2012.

A workshop entitled, *The School Level Planning Process – Overview for Administrators*, will be held at ARIN on Monday, March 26, 2012, from 8:30 a.m. – Noon. (Note: Following the session, the room will remain available through the afternoon for participants to work on their school level plans with support from ARIN staff.)

Please see the attached flyer for details. If you have any questions, feel free to contact me (724-463-5300, ext. 1210; [lsnyder@iu28.org](mailto:lsnyder@iu28.org)).

Please forward this memo/flyer, as appropriate, within your district. Thanks for your help in spreading the word!

**ATTENTION:**

Administrators who will be leading the School Level Planning process (e.g., principals/assistants; superintendents/assistants; district office curriculum, federal program, and/or special education administrators)

**WHAT:**

*The School Level Planning Process – Overview for Administrators*  
**Act 48 Hours**

**WHEN:**

**Monday, March 26, 2012; 8:30 a.m. - Noon**

*Participants should bring a wireless-enabled laptop to the workshop. NOTE: Following the session, the room will remain available through the afternoon for participants to work on their school level plans with support from ARIN staff.*

**WHERE:**

**ARIN Office, Conference Room A/B**

**COST:**

**\$0 - Please register on or before 3/22/12.**

**FACILITATOR:**

**Jeremy Gabborin, ARIN Curriculum Specialist**

**At-A-Glance:** This workshop will prepare administrators who will be leading teams through the completion of a school level plan (formerly known as “school improvement plan”). Using the *School Level Planning Offline Guidance Tool*, participants will be guided through the following steps in the school level planning process: Analysis of various AYP-related data (including the pre-populated data on [www.pasip.org](http://www.pasip.org)) ; Analysis of school systems using the School Level Guiding Questions with System Concerns; Identification/prioritization of systemic challenges; Development of action plans that address the systemic challenges (including determination of goals, indicators of effectiveness, strategies, and action steps); Development of professional development action steps; Determination of achievement and performance targets; Use of the Quality Review Criteria to guide responses and ensure compliance; and Submission of the plan. (Notes: 1) Participants must bring a wireless-enabled laptop/tablet to the workshop; and 2) Any school in Warning, Making Progress, School Improvement 1, School Improvement 2, Corrective Action 1, or Correction Action 2 must submit their plan to PDE by July 1, 2012 – the online tool itself will be accessible May 1.)

Registration Deadline: **3/22/12**. Before registering online, the participant is responsible for obtaining administrative approval for attendance as directed by his/her district. Registrants should print out their email confirmation as evidence of their registration. For more information, contact Danielle Kalgren at 724-463-5300, ext. 1240 or [danielle.kalgren@iu28.org](mailto:danielle.kalgren@iu28.org).

All registration will be handled through ARIN’s online process at [www.solutionwhere.com/arini](http://www.solutionwhere.com/arini).

**Directions:**

1. Navigate to the course/activity using the icons at the top of the page – we suggest choosing *View by Alpha* or *View by Month*.
2. Select the appropriate course/activity. Click the date of the appropriate session.
3. Click the “Register” button located below the session information.
4. **(Existing Users)** Enter your User ID and Password; then click “Register For Course.” NOTE: If you have forgotten your username and/or password, click the “Email My ID” button.
5. **(New Users)** Click “Create Account;” then fill in the requested information. The system suggests (but does not require) that your username consist of your first & last initials, and the last 4 digits of your SSN. This is merely a guideline to help ensure multiple people do not have the same username.
6. Verify that your information is correct; then click “Submit Registration.” NOTE: Be sure your email address is correct – all communication regarding the activity (e.g., confirmation, cancellation, change in dates/times, etc.) will be via email. After registering, you will receive both onscreen and email confirmations. If you do NOT receive these confirmations, you are NOT registered and must go through the registration process again. If you continue to experience difficulties, please contact Danielle Kalgren (724-463-5300, ext. 1240; [danielle.kalgren@iu28.org](mailto:danielle.kalgren@iu28.org)). Note: Registration is a commitment for payment unless cancellation is made at least 48 hours prior to the activity.