

**NORTH CAROLINA  
STATE IMPROVEMENT  
PROJECT**



**PROGRAM MANUAL**

Hello NC SIP Coordinators:

The purpose of this manual is to guide coordinators and individuals involved with the NC SIP project to the documents and tools that will be utilized in scaling up and sustaining the project within a local education agency (LEA) or institute of higher education (IHE). The framework of the manual generally follows that of the NC SIP *Developmental Review*. Thus, the documents are organized under the following headers: Project Implementation, Foundations, Program Implementation, Student Progress Evaluation, and Parent Involvement. For each form, information regarding the submission date, frequency of submission, submission process, and location (with link if applicable) is included. After each heading, associated support documents are also included.

Additionally, an appendix to the document includes a list of hyperlinked forms presented chronologically by due date.

**Please note, this document is intended to be viewed electronically to access links and will be continually updated as forms and processes are revised. For the most recent version of the Program Manual, please access it at [www.ncsip.org](http://www.ncsip.org). The date of the most recent revision of this document is: 10/29/14.**

We appreciate your support of the NC SIP project. If you have further questions, concerns, or ideas, please pass them along to your regional consultants.

Thanks,

The NC SIP Project Team



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## PROJECT IMPLEMENTATION

Form	Description	Submission Due Date	Frequency	Process	Location
<b>Memo of Agreement (MOA)</b>	This form documents a site's agreement of the requirements of NC SIP participation.	<b>November</b>	Once	A signed copy of the MOA is handed to, sent by mail, or scanned and emailed to the regional consultant(s). Signing this form signifies understanding and agreement to responsibilities of the site and NCDPI.	Provided by regional consultant(s) to new NC SIP grant recipients during initial orientation.
<b>Developmental Review</b>	This is a tool to annually measure the implementation of the project within an LEA.	<b>June 30<sup>th</sup></b>	Annually	The NC SIP <i>Developmental Review</i> is submitted by a regional consultant after meeting with the site. This tool should be reviewed by the NC SIP Advisory Committee <b>prior</b> to meeting with a regional consultant.	Available for <a href="#">download</a> from the NC SIP website.
<b>Site Information Form</b>	<p>This form documents site information including contacts, schools, and teachers involved in the project.</p> <p>This form is utilized for tracking the completion of fidelity checks and evaluating the scaling of the project.</p>	<b>November 1st</b>	Annually	The completed <i>Site Information Form</i> is submitted electronically via upload to the NC SIP website. The form can be revised each year based on attrition and addition of new staff.	Available for <a href="#">download</a> from the NC SIP website.

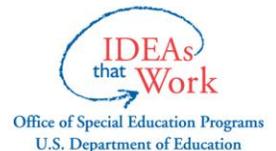
Both

Reading

Math



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Form	Description	Submission Due Date	Frequency	Process	Location
<b>Expenditure Form</b>	This form tracks the expenditures of PRC 82 funds and is used for reporting to the Office of Special Education Programs (OSEP).	June 30 <sup>th</sup>	Annually	The completed <i>Expenditure Form</i> should be emailed to Sherry Thomas, Assistant Director of Exceptional Children. Please note there are separate tabs for reading and math on the Excel file. <a href="mailto:Sherry.thomas@dpi.nc.gov">Sherry.thomas@dpi.nc.gov</a>	Available for <a href="#">download</a> from the NC SIP website.
<b>Three-Year Plan</b>	This tool guides the process of implementation planning. The form should be reviewed and updated (as needed) annually.	<b>Prior to Developmental Review</b>	Annually	Email the reviewed and updated <i>Three Year Plan</i> to your regional consultant.	Available for <a href="#">download</a> from the NC SIP website.

- Both
- Reading
- Math



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## PROJECT IMPLEMENTATION – SUPPORT DOCUMENTS

Support Document	Description	Location Of Support Document
<b>Sample Advisory Team Agenda</b>	This support document has potential agenda items to be used for planning and discussion during advisory team meetings.	Available for <a href="#">download</a> from the NC SIP website.
<b>NCSIP Coordinator Description Form</b>	This support document provides a broad overview of the roles and responsibilities of NC SIP Coordinators.	Available for <a href="#">download</a> from the NC SIP website.
<b>Sample Practice Profile</b>	This support document enables the implementation of evidence-based instructional practices in a way that is teachable, learnable, and doable within the context of a school district.	Available for <a href="#">download</a> from the NC SIP website.  Other examples of practice profiles can be found at <a href="#">The Active Implementation Hub</a> .

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- Reading
- Math



## FOUNDATIONS

Form	Description	Submission Due Date	Frequency Of Submission	Submission Process	Location Of Form
<b>Pre-Event Form</b>	This form prompts inclusion of the professional development on the NC SIP events calendar and the creation of an Eventbrite registration (if requested).	<b>Continually</b>	At least two weeks prior to all professional development activities related to NC SIP.	The <i>Pre-Event Form</i> is submitted electronically via the submit button on the form.	Available for <a href="#">download</a> from the NC SIP website.
<b>Post-Event Form</b>	This form documents participants of completed NC SIP related professional development activities.	<b>Continually</b>	After all professional development activities related to NC SIP.	The <i>Post-Event Form</i> is submitted electronically via the submit button on the form.	Available for <a href="#">download</a> from the NC SIP website.
<b>Reading Foundations Evaluation</b>	This tool is completed by Reading Foundations participants. Instructors may request results by contacting the regional consultant.	<b>Continually</b>	After each Reading Foundations.	The <i>Reading Foundations Evaluation</i> is submitted electronically via the submit button on the form.	Available for <a href="#">download</a> from the NC SIP website.

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Form	Description	Submission Due Date	Frequency Of Submission	Submission Process	Location Of Form
<b>Math Foundations Evaluation</b>	This tool is completed by Math Foundations participants. Instructors may request results by contacting the regional consultant.	<b>Continually, on day five of Math Foundations.</b>	After each Math Foundations.	The <i>Math Foundations Evaluation</i> is submitted electronically via the submit button on the form.	Available for <a href="#">download</a> from the NC SIP website.
<b>Reading Foundations TOT Process Letter of Intent</b>	This form is utilized to ensure administrator support for a prospective Reading Foundations instructor.	<b>Prior to attendance at the TOT.</b>	Once	A signed copy of the <i>Letter of intent</i> is handed to, sent by mail, or scanned and emailed to the regional consultant.	Available for <a href="#">download</a> from the NC SIP website.

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## FOUNDATIONS – SUPPORT DOCUMENTS

Support Document	Description	Location Of Support Document
<b>Reading Foundations Participant Manual</b>	This contains electronic versions of all Reading Foundations participant materials that can be downloaded, printed, and copied. A username and password is required to access these documents.	Available for <a href="#">download</a> from the NC SIP website.
<b>Math Foundations Participant Manual</b>	This contains electronic versions of all Math Foundations participant materials that can be downloaded, printed, and copied.	Available for <a href="#">download</a> from the NC SIP website.
<b>Reading Foundations Participant Manual Order Form</b>	This form is used to purchase printed and shrink-wrapped <i>Reading Foundations Participant Manuals</i> from NCDPI Printing and Publications.	Available for <a href="#">download</a> from the NC SIP website.
<b>Math Foundation Participant Manual Order Form</b>	This form is used to purchase printed and shrink-wrapped <i>Math Foundations Participant Manuals</i> from NCDPI Printing and Publications.	Available for <a href="#">download</a> from the NC SIP website.
<b>Reading Foundations Instructor Requirements</b>	This document details the process involved with becoming a Reading Foundations instructor.	Available for <a href="#">download</a> from the NC SIP website.
<b>Math Foundations Instructor Requirements</b>	This document details the process involved with becoming a Math Foundations instructor.	Available for <a href="#">download</a> from the NC SIP website.

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<b>Support Document</b>	<b>Description</b>	<b>Location Of Support Document</b>
<b><i>Reading Foundations Observation Form</i></b>	This is the form utilized by DPI staff for observing and coaching potential Reading Foundations instructors.	Available for <a href="#">download</a> from the NC SIP website.
<b><i>Math Foundations Observation Form</i></b>	This is the form utilized by DPI staff for observing and coaching potential Math Foundations instructors.	Available for <a href="#">download</a> from the NC SIP website.
<b><i>Math Foundations Self-Observation Form</i></b>	This is the form utilized by prospective Math Foundations instructors for observing and reflecting on their video-tape.	Available for <a href="#">download</a> from the NC SIP website.
<b><i>Reading Foundations Classroom Walkthrough</i></b>	This form is utilized to assess the transfer of skills taught in Reading Foundations to the classroom setting.	Available for <a href="#">download</a> from the NC SIP website.
<b><i>Reading Foundations Stages of Implementation Framework</i></b>	This document details specific activities that may occur in each stage of implementation.	Available for <a href="#">download</a> from the NC SIP website.

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## PROGRAM IMPLEMENTATION

Form	Description	Submission Due Date	Frequency Of Submission	Submission Process	Location Of Form
<b>Reading Program Fidelity Observation Forms</b>	These are forms used to measure fidelity of observed lessons of research-based reading programs.	<b>Continually, by June 30th</b>	These are submitted upon completion of the observation.	The fidelity observation forms are submitted electronically via the submit button on the form.	Available for <a href="#">download</a> from the NC SIP website.
<b>Math Program Fidelity Observation Forms</b>	These are forms used to measure fidelity of observed lessons of research-based math programs.	<b>Continually, by June 30th</b>	These are submitted upon completion of the observation.	The fidelity observation forms are submitted electronically via the submit button on the form.	Available for <a href="#">download</a> from the NC SIP website.

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## PROGRAM IMPLEMENTATION – SUPPORT DOCUMENTS

Support Document	Description	Location Of Support Document
<b><i>Fidelity Observation and Procedures for Obtaining Inter-Rater Reliability</i></b>	This document details the process for conducting fidelity observations (e.g., who is observed and the frequency of observation). In addition, it details the process for obtaining inter-rater reliability.	Available for <a href="#">download</a> from the NC SIP website.
<b><i>Process for Identifying a Program as Research-Based and Developing a Fidelity Observation Form</i></b>	This document details the process for identifying an instructional program as research based and developing a fidelity observation form. This document would be used when a district is considering the implementation of an instructional program for which a fidelity observation form is not currently available on the NC SIP website.	Available for <a href="#">download</a> from the NC SIP website.
<b><i>Guidelines for Selecting an Effective Reading Program</i></b>	This document details characteristics to look for when selecting research-based reading programs.	Available for <a href="#">download</a> from the NC SIP website.
<b><i>Guidelines for Selecting an Effective Math Program</i></b>	This document details characteristics to look for when selecting research-based math programs.	Available for <a href="#">download</a> from the NC SIP website.

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## STUDENT PROGRESS EVALUATION

Form	Description	Submission Due Date	Frequency Of Submission	Submission Process	Location Of Form
<b>Student Progress Forms: Reading 3-12</b>	These forms are used to collect LEA, teacher, and student information to obtain EOG scores and evaluate student progress.	June 30th	Annually	Complete the Excel file and upload to the NC SIP website.	Available for <a href="#">download</a> from the NC SIP website.
<b>Student Progress Forms: Reading K-2 (DIBELS Next)</b>	These forms are used to collect DIBELS Next data for K-2 students	June 30th	Annually	Complete the Excel file and upload to the NC SIP website.	Available for <a href="#">download</a> from the NC SIP website.
<b>Student Progress Forms: Math 3-12</b>	These forms are used to collect LEA, teacher, and student information to obtain EOG scores and evaluate student progress.	June 30th	Annually	Complete the Excel file and upload to the NC SIP website.	Available for <a href="#">download</a> from the NC SIP website.
<b>Student Progress Forms: Math K-2 (Number Knowledge Test)</b>	These forms are used to collect Number Knowledge data (pre and post) for K-2 students	June 30th	Annually	Complete the Excel file and upload to the NC SIP website.	Available for <a href="#">download</a> from the NC SIP website.

- Both
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- Math



## PARENT PARTICIPATION

Form	Description	Submission Due Date	Frequency Of Submission	Submission Process	Location Of Form
<b>Parent Satisfaction Survey (Reading)</b>	This is a parent satisfaction survey that should be completed by parents who have children in NC SIP model reading classrooms.	<b>Continually, by June 30<sup>th</sup></b>	Annually	These forms can be completed throughout the year and submitted electronically or printed and mailed with tracking to:  <i>Compass Evaluation &amp; Research</i> 5270 Fayetteville Road Suite 202 Durham, NC 27713	Available for <a href="#">download</a> from the NC SIP website.
<b>Parent Satisfaction Survey (Math)</b>	This is a parent satisfaction survey that should be completed by parents who have children in NC SIP model math classrooms.	<b>Continually, by June 30<sup>th</sup></b>	Annually	These forms can be completed throughout the year and submitted electronically or printed and mailed with tracking to:  <i>Compass Evaluation &amp; Research</i> 5270 Fayetteville Road Suite 202 Durham, NC 27713	Available for <a href="#">download</a> from the NC SIP website.

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# FORMS REQUIRING SUBMISSION: BY DUE DATE

## NOVEMBER

Form	Description	Submission Due Date	Frequency Of Submission	Submission Process	Location Of Form
<b>Memo of Agreement (MOA)</b>	This form documents a site's agreement with the requirements of NC SIP participation.	<b>November</b>	Once	A signed copy of the MOA is handed to, sent by mail, or scanned and emailed to the regional consultant(s). Signing this form signifies understanding and agreement to responsibilities of the site and NCDPI.	Provided by regional consultant(s) to new NC SIP grant recipients during initial orientation.
<b>Site Information Form</b>	<p>This form documents site information including contacts, schools, and teachers involved in the project.</p> <p>This form is utilized for tracking the completion of fidelity checks and evaluating the scaling of the project.</p>	<b>November 1st</b>	Annually	The completed <i>Site Information Form</i> is submitted electronically via upload to the NC SIP website. The form can be revised each year based on attrition and addition of new staff.	Available for <a href="#">download</a> from the NC SIP website.

## JUNE

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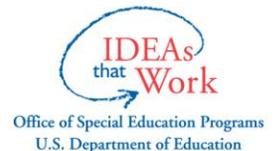
Form	Description	Submission Due Date	Frequency Of Submission	Submission Process	Location Of Form
<b>Three-Year Plan</b>	This tool guides the process of implementation planning. The form should be reviewed and updated (as needed) annually.	<b>Prior to Developmental Review</b>	Annually	Email the reviewed and updated <i>Three Year Plan</i> to your regional consultant.	Available for <a href="#">download</a> from the NC SIP website.
<b>Developmental Review</b>	This is a tool to annually measure the implementation of the project within an LEA.	<b>June 30<sup>th</sup></b>	Annually	The NC SIP <i>Developmental Review</i> is submitted by a regional consultant after meeting with the site. This tool should be reviewed by the NC SIP Advisory Committee <b>prior</b> to meeting with a regional consultant.	Available for <a href="#">download</a> from the NC SIP website.
<b>Expenditure Form</b>	This form tracks the expenditures of PRC 82 funds and is used for reporting to the Office of Special Education Programs (OSEP).	<b>June 30<sup>th</sup></b>	Annually	The completed <i>Expenditure Form</i> should be emailed to Sherry Thomas, Assistant Director of Exceptional Children. Please note there are separate tabs for reading and math on the Excel file. <a href="mailto:Sherry.thomas@dpi.nc.gov">Sherry.thomas@dpi.nc.gov</a>	Available for <a href="#">download</a> from the NC SIP website.

- Both
- Reading
- Math



Form	Description	Submission Due Date	Frequency Of Submission	Submission Process	Location Of Form
<b>Student Progress Forms: Reading 3-12</b>	These forms are used to collect LEA, teacher, and student information to obtain EOG scores and evaluate student progress.	<b>June 30th</b>	Annually	Complete the Excel file and upload to the NC SIP website.	Available for <a href="#">download</a> from the NC SIP website.
<b>Student Progress Forms: Reading K-2 (DIBELS Next)</b>	These forms are used to collect DIBELS Next data for K-2 students	<b>June 30th</b>	Annually	Complete the Excel file and upload to the NC SIP website.	Available for <a href="#">download</a> from the NC SIP website.
<b>Student Progress Forms: Math 3-12</b>	These forms are used to collect LEA, teacher, and student information to obtain EOG scores and evaluate student progress.	<b>June 30th</b>	Annually	Complete the Excel file and upload to the NC SIP website.	Available for <a href="#">download</a> from the NC SIP website.
<b>Student Progress Forms: Math K-2 (Number Knowledge Test)</b>	These forms are used to collect Number Knowledge data (pre and post) for K-2 students	<b>June 30th</b>	Annually	Complete the Excel file and upload to the NC SIP website.	Available for <a href="#">download</a> from the NC SIP website.

- Both
- Reading
- Math



## CONTINUAL SUBMISSION

Form	Description	Submission Due Date	Frequency Of Submission	Submission Process	Location Of Form
<b>Pre-Event Form</b>	This form prompts inclusion of the professional development on the NC SIP events calendar and the creation of an Eventbrite registration (if requested).	<b>Continually</b>	At least two weeks prior to all professional development activities related to NC SIP.	The <i>Pre-Event Form</i> is submitted electronically via the submit button on the form.	Available for <a href="#">download</a> from the NC SIP website.
<b>Post-Event Form</b>	This form documents participants of completed NC SIP related professional development activities.	<b>Continually</b>	After all professional development activities related to NC SIP.	The <i>Post-Event Form</i> is submitted electronically via the submit button on the form.	Available for <a href="#">download</a> from the NC SIP website.
<b>Reading Foundations Evaluation</b>	This tool is completed by Reading Foundations participants. Instructors may request results by contacting the regional consultant.	<b>Continually</b>	After each Reading Foundations.	The <i>Reading Foundations Evaluation</i> is submitted electronically via the submit button on the form.	Available for <a href="#">download</a> from the NC SIP website.

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Form	Description	Submission Due Date	Frequency Of Submission	Submission Process	Location Of Form
<b>Math Foundations Evaluation</b>	This tool is completed by Math Foundations participants. Instructors may request results by contacting the regional consultant.	<b>Continually, on day five of Math Foundations.</b>	After each Math Foundations.	The <i>Math Foundations Evaluation</i> is submitted electronically via the submit button on the form.	Available for <a href="#">download</a> from the NC SIP website.
<b>Reading Program Fidelity Observation Forms</b>	These are forms used to measure fidelity of observed lessons of research-based reading programs.	<b>Continually, by June 30th</b>	These are submitted upon completion of the observation.	The fidelity observation forms are submitted electronically via the submit button on the form.	Available for <a href="#">download</a> from the NC SIP website.
<b>Math Program Fidelity Observation Forms</b>	These are forms used to measure fidelity of observed lessons of research-based math programs.	<b>Continually, by June 30th</b>	These are submitted upon completion of the observation.	The fidelity observation forms are submitted electronically via the submit button on the form.	Available for <a href="#">download</a> from the NC SIP website.
<b>Parent Satisfaction Survey (Reading)</b>	This is a parent satisfaction survey that should be completed by parents who have children in NC SIP model reading classrooms.	<b>Continually, by June 30<sup>th</sup></b>	These are submitted upon completion of the survey or at the end of the year (if mailing).	These forms can be completed throughout the year and submitted electronically or printed and mailed with tracking to:  <i>Compass Evaluation &amp; Research</i> 5270 Fayetteville Road Suite 202 Durham, NC 27713	Available for <a href="#">download</a> from the NC SIP website.

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<p><b>Parent Satisfaction Survey (Math)</b></p>	<p>This is a parent satisfaction survey that should be completed by parents who have children in NC SIP model math classrooms.</p>	<p><b>Continually, by June 30<sup>th</sup></b></p>	<p>These are submitted upon completion of the survey or at the end of the year (if mailing).</p>	<p>These forms can be completed throughout the year and submitted electronically or printed and mailed with tracking to:</p> <p><i>Compass Evaluation &amp; Research</i>                      5270 Fayetteville Road                      Suite 202                      Durham, NC 27713</p>	<p>Available for <a href="#">download</a> from the NC SIP website.</p>
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- Both
- Reading
- Math

