

# **Guidelines for Updating Information on the NC SIP Online Database\***

## **Instructions for Completing the Developmental Review**

**1. For Reading site, access the form on the “Info for Site Coordinators”:**

<http://ncsip.org/reading/Info-for-site-coordinator.php>

**2. For Math, access the form on the “Info for Site Coordinators”:**

<http://ncsip.org/mathematics/info-for-coordinator.php>

Coordinators will be sent an electronic version of the developmental review ahead of the scheduled meeting. The literacy and/or math consultant will complete the form during the meeting with the LEA and the LEA will sign the form. The literacy or math consultant will submit the form after it is completed during the meeting.

## **Instructions for Updating Reading/Math Site Information**

1. For Reading, go to: <https://ncsip.knack.com/nc-sip-database#ncsipreadingsites/>

2. For Math, go to: <https://ncsip.knack.com/nc-sip-math>

Select “Site Details” at far left of table of your site. If you would like to edit the demographic information for your site, select “Edit Site” from this table.

Once you are on the Site Details page of your NC SIP site, select the area (schools, teachers, etc.) that you need to update and use the Edit/Delete links as appropriate.

## **Instructions for Submitting Professional Development Events**

Reminder – There is no longer a pre-event form or post event form. All pre and post event info is entered into the database via the events calendar. Please use the link below to access the calendar: [https://ncsip.knack.com/nc-sip-database#ncsipeventscalendar/?view\\_252\\_view=month&view\\_252\\_date=%222016-05-17T15%3A48%3A32.157Z%22](https://ncsip.knack.com/nc-sip-database#ncsipeventscalendar/?view_252_view=month&view_252_date=%222016-05-17T15%3A48%3A32.157Z%22)

**You will access the calendar through the reading database.** To enter an event, click on the date in the calendar that the event started and complete the form. You can also upload a participants list in this view as well. The template is [available here](#). If you would like to go back to a previous event to upload a participants list, click on that event on the calendar and choose "edit." Once you have entered an event and uploaded a completed participants list, you are all done -no need for any additional pre or post event forms!

### **Instructions for Submitting the 2015-16 Student Progress Data**

1. Log in to the NCSIP Database at <https://ncsip.knackhq.com/nc-sip-database>
2. Select "Student Progress Data Form"
3. Select the correct LEA Name for the drop-down menu
4. Enter either the NCSIP Coordinator or EC Director Name. PLEASE NOTE: THE NAME ENTERED HERE SHOULD BE OF THE PERSON WHO WILL BE CONTACTED WITH ANY QUESTIONS OR CONCERNS ABOUT THE DATA SUBMITTED.
5. Enter the corresponding email address for the name entered above.
6. Enter the Date of Submission. PLEASE NOTE: THE FORM WILL DEFAULT TO TODAY'S DATE. **ALL DATA IS DUE BY JUNE 30, 2016.**
7. Under "Student Data Reading Progress File Upload" use the "Choose File" button to upload your completed Student Data Progress Form
  - a. The templates for the Student Data Progress Forms are available for Reading at [http://www.ncsip.org/reading/forms\\_and\\_surveys.php](http://www.ncsip.org/reading/forms_and_surveys.php) and [http://www.ncsip.org/mathematics/forms\\_and\\_surveys.php](http://www.ncsip.org/mathematics/forms_and_surveys.php) for math.
  - b. PLEASE use the naming conventions for the files you upload:

LEA#\_LEA name\_2016 Student Data Form (i.e.: 430\_Harnett\_2016 Student Data Form)

8. **REMINDER: NCSIP REQUESTS THAT EACH SITE COMPILES ALL OF ITS STUDENT PROGRESS DATA INTO ONE (1) MASTER SPREADSHEET FOR EACH TYPE OF DATA (I.E. GRADES 3-12 READING, DIBELS, ETC...) AND SUBMIT ONLY ONE MASTER SPREADSHEET FOR EACH TYPE OF DATA.**

**PLEASE DO NOT HAVE MULTIPLE TEACHERS SUBMIT THEIR OWN INDIVIDUAL SPREADSHEETS.**

***\*All site information and related data should be submitted no later than June 30, 2016.***