

CIMS Tracking Flow Narrative

Plan Creation

When a plan is created it is always status **EDITING**.

This means that the plan can be edited and changed by those who have access to do so.

Plan Submission

Submitting a plan puts the plan in **SUBMITTED** status and locks any further editing to the plan.

Submitting is only available to the **Level 2** school users.

All questions in a plan must be marked **COMPLETE** or **N/A** before a plan can be submitted.

Note that for 2324 SIP, the RAISE section will remain open for edits when the plan is in **SUBMITTED** status.

District Tracking

The district **School Improvement Contact** (SIC) is notified of all submissions.

The SIC can return the plan to the school with requested changes. This places the plan back into **EDITING** status and unlocks it for editing.

The SIC can forward the plan to other district personnel for review. The target will be notified of the forwarded plan. The status of the plan does not change when a plan is forwarded.

The SIC can submit the plan to the state to send the plan to the state for review. The BSI team is notified of all **SUBMIT TO STATE** actions.

The SIC can approve the plan to indicate that the plan content has been approved by the district. The plan will move to **APPROVED** status.

State Tracking

BSI can return the plan to send the plan back to the district with requested changes. The plan will be placed in **SUBMITTED** status and will still be locked for editing until the district returns the plan to the school.

BSI can complete their review of the plan to indicate that the state has reviewed the plan content and has no requested changes. The plan will move to **STATE REVIEW COMPLETE** status.

Publishing

2324 SIPs will not auto-publish upon approval, as has been done in the past.

On the specified date, the 2324 SIP plans in **STATE REVIEW COMPLETE** or **APPROVED** status will be published. This will create a snapshot of the plan in **PUBLISHED** status.

2324 SIPs will not auto-reopen upon publishing as has been done in the past.