

A Quick Help Online Guide to the
Arkansas Comprehensive School Improvement Plan (ACSIP)
(Please note that online help buttons are available for more in-depth information)

BEFORE GETTING STARTED

For those unfamiliar with this planning process, please carefully review the Arkansas Comprehensive School Improvement Planning (ACSIP) Handbook 2005-2006 in downloadable pdf format available from <http://acsip.state.ar.us/>. The Handbook provides detailed information on definitions of terms, authorized activities for various federal funds, program application requirements, transferability of funds, budgeting and more, as related to the ACSIP Program. The Handbook is a wealth of information about the rules and procedures associated with this system.

Have the following materials on-hand in order to make entering the information as easy as possible:

1. Arkansas Comprehensive School Improvement Planning (ACSIP) Handbook 2005-2006
2. Federal Allotments
3. Data (if using NORMES data, the NORMES Campus or District password will be needed)
4. LEA number and password
5. School Steering/Priority Committee Members and Titles

Districts will need all of the above information plus the following:

6. State Categorical Funding (NSLA, PD, ELL, and ALE)
7. Private School Information, as applicable
8. Low-income Student Information, as applicable

ACCESSING THE SYSTEM

To access the system, go to the Home page at <http://acsip.state.ar.us/> From there choose from among the four options on the right side of the page:

1. Login
2. About ACSIP
3. Arkansas Comprehensive School Improvement Planning (ACSIP) Handbook 2005-2006
4. Planning Support Information (Revised PowerPoint demonstration dated 2/15/06)

HOW TO LOGIN

Select the login link and enter the LEA number and the password (which must be at least 8 characters and is case sensitive) according to the directions at the prompt. The password may be all alpha letters, all numbers, or a combination. Both Campuses and Districts login use the same form.

For a forgotten password, select the link at the bottom and enter in the LEA number. The password will be sent to the email address on file for the district. NOTE: Do not change the password without the appropriate superintendent's or principal's (or their designee's) approval.

WHOM TO CONTACT

For questions about logging into the ACSIP system, please contact Ed Jones at 501-682-4373 or the School Improvement Supervisor assigned to the school district. For questions about the financial aspects of ACSIP, please contact Patsy Hammond at 501-682-4275 or Annette Carlton at 501-683-1243.

WELCOME TO ACSIP

Start accessing the online ACSIP system at <http://acsip.state.ar.us/> with the following options:

Login – LEA number and password is needed to log in. Forgotten passwords will be emailed to the registered account as long as the LEA number is known.

About ACSIP – This page provides a brief introduction into the online ACSIP system and how schools use the program to meet state and federal school improvement planning requirements.

Arkansas Comprehensive School Improvement Planning (ACSIP) Handbook 2005-2006 – A copy of the ACSIP Handbook (which contains information on all of the Title funds, rules and parameters, and vocabulary associated with the ACSIP program) can be downloaded to the desktop. It is highly recommended a copy be available for reference as work is being completed on the ACSIP system.

Planning Support Information – A PowerPoint demonstration of the ACSIP process can be viewed by downloading it to your desktop from this link. It is recommended that the PowerPoint demonstration be completed prior to accessing the system to become familiar with the rules and procedures for ACSIP.

A BRIEF OVERVIEW OF THE MENU ITEMS

Once logged in to the system, there is a menu bar at the top of the page and there are links to other items on the left side of the page. The following is a brief overview of these options with more detailed help available on each page by simply selecting the HELP button on the right side of page.

Since the system is different for Districts and Campuses, each of these users is addressed separately below:

FOR DISTRICTS

District Top Navigation Bar items include:

MENU PAGE – Once logged in to the system the MENU page for the District is shown on the screen. From here choose from among the following tasks: ACSIP Options, Reports and Manage Users.

WORK ON YOUR ACSIP – This is where information is entered to create the plan, including that related to Mission and Title I, Team, Priorities, Supporting Documents, Reconciled Transfers and Balance Sheets, and Title I Target Area Selection. When a plan is complete, the line of the chart entitled Ready to Submit will be followed by a Green box with the word Yes in it. Until each section is complete, the boxes will be Red and show No.

REPORTS – This is where reports are accessed on the district-only ACSIP plan, as well as district-wide reports on the district and submitted campus plans.

FEDERAL BUDGETS – This is where federal budgets for the various Title funding programs are broken down by district-only and district-wide combined budgets. Again, any boxes that are Red signify inaccurate or incomplete data. Therefore, the plan is not ready to submit. Green highlighting indicates the information is accurate according to the parameters.

SCHOOL COMPLETION STATUS – This is where the status of the school plans is determined, access to the plans in progress can be viewed, and a print out of the plan(s) for review can be made. Also available are completion dates, contact persons, email and action.

FAQS – This section contains a list of frequently asked questions about the online ACSIP system. For a question about the system that is not listed here, please use the feedback section, contact Ed Jones at 501-682-4373, or the School Improvement Supervisor assigned to the school district.

FEEDBACK – This form allows the user to send ACSIP-related information comments, suggestions, logic errors or other errors found and to provide contact information in order to receive a response. These comments will be sent to Ed Jones or Patsy Hammond for review and/or responses.

LOGOUT – Clicking here, will automatically log the user out of the system and the new screen will prompt the user to enter in the LEA number and password to log in again.

HOW A DISTRICT CREATES A PLAN

The MENU page will offer a navigation bar across the top of the page that allows the user to Work on Your ACSIP, access Reports, access Federal Budgets, view School Completion Status, review answers to FAQs, offer Feedback, and Logout. These items are discussed previously in the section above.

On the left side of the page are the choices ACSIP Options, Reports, and Manage Users.

ACSIP OPTIONS

Under the ACSIP Options are the following selections:

Enter Budget Estimates – once the appropriate data for the Title Funds has been entered, click on submit. A chart will then be provided that details the District Financial Information including the Indirect Cost Rate. From there, select the Transfer Sheet to enter funds to be transferred between programs. Select the Title I Target Area Selection link to determine schools to be served by Title I and determine individual schools allocation. Follow the steps to set budgets and allocations. To access more budget information, select either of the links Balance Sheet and Transfer Sheet.

Work on Your ACSIP – This link allows access to a school plan to either review its progress using the chart or edit a component of the plan in progress. When a plan is complete, the line of the chart entitled Ready to Submit will be followed by a Green box with the word Yes in it. Until each section is complete, the boxes will be Red and show No.

District Financials – This is the balance sheet for the fiscal year.

Federal Funds Transfers – This is where the transfer sheet can be viewed and edited for the current allocations and prior allocations.

Federal Funds Balance Sheet – This where the balance sheet for the various Title funding sources can be viewed.

Title I Target Area Selection – This section is to be completed prior to planning Title I programs in the various schools of the district. Entered the data necessary for the selection of schools eligible for Title I programs. Complete the Title I per pupil expenditure for each school before building individual schools plans.

REPORTS

This area provides reports on the district ACSIP plan, as well as district-wide reports on the district and submitted campus plans. Under Reports, the following options can be selected:

School Completion Status – The status of each school can be viewed and a copy of each plan can be printed out.

Reports – A variety of reports that are either District Only or District-wide can be accessed from this selection.

Federal Budgets – Access to District Budgets Only and to District-wide Combined Budgets is provided.

MANAGE USERS

Under Manage Users - the following options can be selected:

School Accounts – allows review, by LEA number, school name, password and allows new passwords to be generated.

Update Contact Information – allows updating contact information. As staff changes in a district or school, be sure to update the contact information.

Change Password – by entering the new password, the old password can be changed since at this point the user is already logged in to the system. NOTE: Do not change the password without the appropriate superintendent's or principal's (or their designee's) approval.

FOR SCHOOLS

School Top Navigation Bar items include:

HOME PAGE – Once logged in to the system the HOME page for the Campus is displayed. From here choose from among the following tasks: ACSIP Options and Manage My Account.

ACSIP DATA SOURCES – From here a variety of data sources including Criteria Referenced Test Data, Norm Referenced Test Data, School Data, and Discipline Data can be accessed.

WORK ON YOUR ACSIP – From here information related to the plan can be entered including that related to Mission and Title I, Team, Priorities, and Supporting Documents. When a plan is complete, the line of the chart entitled Ready to Submit will be followed by a Green box with the word Yes in it. Until each section is complete, the boxes will be Red and show No.

REPORTS – From here the ACSIP plan(s) can be viewed, and Actions Reports, Program Application for Title Funding Reports and Source of Funds Reports generated.

FEDERAL BUDGETS – From here federal budgets for the various Title funding programs can be viewed. Again, any boxes that are Red signify inaccurate or incomplete data. Therefore the plan is not ready to submit. Green highlighting indicates the information is accurate according to the parameters.

FAQS – This section contains a list of frequently asked questions about the online ACSIP system. For a question about the system that is not listed here, please use the feedback section, contact Ed Jones at 501-682-4373 or ask the School Improvement Supervisor assigned to the school.

FEEDBACK – this form allows the user to send ACSIP-related information comments, suggestions, logic errors or other errors found and to provide contact information in order to receive a response.

LOGOUT – Clicking here will automatically log the user out of the system and the new screen will prompt the user to enter in the LEA number and password in order to login again.

HOW A SCHOOL CREATES A PLAN

The HOME page will offer a navigation bar across the top of the page that allows access to enter ACSIP Data Sources, Work on Your ACSIP, access Reports, access Federal Budgets, review answers to FAQs, offer Feedback, and Logout. These items have been discussed in the section above.

On the left side of the page are the choices ACSIP Options and Manage My Account.

ACSIP OPTIONS

Under the ACSIP Options are the following selections:

ACSIP Data Sources – This will link to the school’s NORMES login page, where NORMES username and password is to be entered. Non-academic data can be accessed through APSCN.

Work on Your ACSIP – This link allows access to the school plan so work may be done on the plan. When the plan is complete, the line of the chart entitled Ready to Submit will be followed by a Green box with the word Yes in it. Until each section is complete, its respective box will be Red and show No.

Reports – From here the user can view the ACSIP plan, generate Actions Reports, Program Application for Title Funding Reports and Source of Funds Reports.

Federal Budgets – From here the user can view federal budgets for the various Title funding programs. Again, any boxes that are Red signify inaccurate or incomplete data. Therefore the plan is not ready to submit. Green highlighting indicates the information is accurate according to the parameters.

MANAGE MY ACCOUNT

Under Manage My Account, the following options can be selected:

Update Contact Information – A form for updating contact information can be submitted from this selection.

Change Password – by entering the new password, the old password can be changed since at this point the user is already logged in to the system. NOTE: Do not change the password without the appropriate superintendent’s or principal’s (or their designee’s) approval.

CORRECTING ERRORS IN DATA ENTRY

If an error is made when entering data, select “Modify”. Then select “Edit” and enter the correct data. When data entry is complete, select “Save”.