The first step is to open the eduCLIMBER website and click District ID.

Enter 1568 and Click Continue.
3. Click eduCLIMBER Early Access

4. Click Sign In with Google

5. There will be a district pop-up message. Read and Click Okay
To begin to create the Student Improvement Plan or SIP for a student, Click **smartFORMS** Note that this video is linked on the TSD SST webpage, linked here. It also has other resources for SSTs. https://www.thompsonschools.org/Page/22593

Click **New**

Click **Form**
9. Click the Form Template box

10. Select TSD Student Improvement Plan

11. Search for Student (3 characters minimum)
12

Type a Form Name using the setup: SIP-LastName, FirstName

13

Optional Field - Select a Folder from the Drop-Down if you are using folders.

14

The Smart Form is populated in your list of My smartForms. Open Form.
15 Click **Set Status**.

16 There are Drop-Down options, such as: **In Progress**.

17 Select school year.
Click 2021-2022

Any TSD Student Tags will auto-populate in this section.

There is the expectation to review all other student plans available.
After you have reviewed all other plans, check this box.

Note: you will be able to find old Alpine forms as an attachment within the student profile.

Hover over and Click on date field.
24 Select date of meeting.

25 Select the plan type.

26 Click Initial or Continuing.
27. Document the name of the Plan Manager. Drop-Down is populated.

28. Click drop-down for Options to appear.

29. Add others, as needed.
30
Include Contact Number at left, and be sure to include Contact email here.

31
Find information in Infinite Campus to complete the Family information section which includes Parent/Guardian Name, Relationship to Student, Phone Number, Email Address, and Primary Language.

32
This is the student information section, from the Family Perspective, with the school's insights included. Type in the relevant information per prompt.
After strengths and interests are added on the left, you will enter challenges here, from the Family Perspective, with insights from the school.

If there are other notes, add them here.

Information about assessments completed in-district will populate here. Note: This demo example does not have visual data populated. Other assessments can be added in by the form creator in box below.
Next, Select Area of Concern. You may check as many as apply.

You will then specify from the drop-down which is the Primary Focus and, potentially, a Secondary Focus, at right. If a Secondary Focus is selected, the intervention details will show up below the Additional Plan Design Details.

After naming focus areas, you will type in the box the Supplementary Supports that have been provided so far.
Check this box if the Family-Partnership Forms have been signed demonstrating agreement. They are available in English & Spanish on the TSD SST webpage, hyperlinked here. https://www.thompsonschools.org/Page/22593

Select the date if the family declined the partnership. This might affect any further Form Completion.

Per example provided, type a Precise Problem Statement that describes clearly what the difference is between the student performance and the expectation.
42

Type the Root Cause, following the description provided. For example, Adequate instruction in the Colorado Academic Standard Skill area of Place Value has not been provided.

43

Enter the description of the Intervention. If you have a primary and secondary focus, the secondary focus Plan Design will be below. The plan has three plan design section if needed.

44

After naming the Intervention you have selected, include the date here.
Select the date that the intervention is intended to end and be evaluated for effectiveness.

Select the Level of Intensity from the drop-down options.

Click on "How will you measure Fidelity?"
48 Select where you will track the intervention implementation.

49 Select who is responsible from the drop-down menu.

50 Click on Frequency of Progress Monitor
There are 5 options: Daily, weekly, biweekly, every 3 weeks, and monthly.

Select who is responsible for documenting progress. There may be an additional field for where Progress is Monitored, if needed.

After noting when the Review Meeting is to be held, at left, you will see the Reason for Ending Intervention box.
This will not be completed when you start the plan as it is done at Plan End during Evaluation.

Options for the Reasons to End - or continue - are provided in a drop-down.

Type in any additional notes that need to be part of the SIP that have not been previously captured above in the General Notes section.
Select where the intervention will be tracked. Click Yes or No depending on if the tracking will be in EDC. This must be selected.

Similarly, select where meeting follow-up will be. Click this box.

The drop-downs are provided, such as: In eduCLIMBER or google suite.

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If you have chosen "other", you will need to specify in the next space.

Notes: If this section does not appear make sure the initial section question about Intervention Tracking is EduClimber is completed.

Click Continuing or exiting.
An additional plan design section will appear if continuing is selected from above. Complete this section. Follow this same instructions to have the last additional plan design section to appear.

Remember the **Set Status icon**.

Determine your status such as: **In Progress**
On the right, you will note the activity completed by the Form Creator. You also may see other tabs possible.

Click **close**

The Form is in the "My smartForms" tab and can be searched with the Student Forms tab at top right.
That's it. You're done.