



# ARKANSAS DEPARTMENT OF EDUCATION

## SCHOOLS OF INNOVATION APPLICATION INSTRUCTIONS

### “STATE OF ARKANSAS ACT 601 OF 2013”

#### **Introduction**

The Arkansas Department of Education (ADE) has developed a new application in the form of Schools of Innovations (SOI) Application in compliance with the State of Arkansas Act 601 of 2013. Districts will be submitting the “Schools of Innovation” application online and uploading supporting documentation.

The system is located on [ADE Data Center](https://adedata.arkansas.gov/soi) at <https://adedata.arkansas.gov/soi> and can be accessed by any district user with a valid Triand Username and password. District Administrators are asked to complete the application by **May 1, 2014**.

#### **System Details**

- The Schools of Innovation Application is accessible at <https://adedata.arkansas.gov/soi>
- Any district-level user with a valid Triand Username and Password may use the site.

#### **Website Access Details**

After navigating to the URL, the user will be re-directed to a login page. The Schools of Innovation Application is accessible only to district-level users with a valid Triand Username and Password. Instructions are provided on the login page for resetting your Triand password or registering for a new Triand account.

## Step-by-Step Instructions

Note: Be sure to save the page you are working on if you must exit the system before you have completed and submitted the application. You can return to any page to make changes up until the time you submit the application.

### District Information

#### Schools of Innovation Application

[Instructions](#)

Questions/Assistance: [ade.schoolsofinnovation@arkansas.gov](mailto:ade.schoolsofinnovation@arkansas.gov) or call at 501-683-4800.

##### District Information

District LEA:

District Name:

Address:

Superintendent:

Phone:

School Name



Start Application



**\*Note:** Once the application has been submitted, you can only view the application. In order to unlock and make changes to the application, please contact Division of Learning Services.

- From the drop down arrow under **School Name**, choose your school. This information will be pre-populated.
- Click the **Start Application** when you are ready to continue.

# General Questions

## Schools of Innovation Application

- From the drop down arrow under **School's Most Recent Accountability Status**, choose your current accountability status (achieving or needs improvement). If this is a new LEA, choose **N/A** as your status.
- From the **Special Accountability Status**, choose the correct status for your school.

## Schools of Innovation Application

- If you will be using a never-before used LEA number, click the **Yes** bubble under **Brand New LEA Number?**
- If this application is for an Alternative Learning School, click the **Yes** bubble under **Is this an ALE School**.
- Click **Save** when you have completed this section.
- Click **Next** to continue.

## Vision and Mission

Schools of Innovation Application

**CATEGORIES**

- Home
- General Questions
- Vision and Mission**
- Quality and Performance Targets
- Revised Winters
- Documentation
- Submit Request

Instructions  
Download instructions

Contact Support  
For questions or assistance, please contact the following:  
SIS, [sis@schools.dorset.k12.nh.us](mailto:sis@schools.dorset.k12.nh.us)  
or call at 603-433-4000

School:

### Vision and Mission

Describe the significance of the School of Innovation designation to your district. Be sure to include justifications for why your district should be granted "School of Innovation" status.

Please address the following:

- Describe your school's educational philosophy. Explain how goals and performance standards in your plan help to transform and improve current models of students learning necessary for college and career readiness.
- Describe how the proposed innovation plan reflects a commitment to your school's vision and mission and explain how these innovative changes also enhance the district's overarching vision and mission.

Vision/Mission Description

Reviewer Comments

Save

- Type in your **Vision/Mission Description** in the box on the left.
- The box will expand if you need additional space.
- Click **Save** when you have completed your description.
- Click **Next** when you are ready to continue.
- Once the application has been reviewed by the ADE, comments will be available for viewing in the box to the right. Schools will be notified by email when the review process is complete.

# Goals

## Schools of Innovation Application

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- [Home](#)
- [General Questions](#)
- [Vision and Mission](#)
- [Goals and Performance Targets](#)**
- [Requested Waivers](#)
- [Documentation](#)
- [Submit Report](#)

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or call at 501-683-4800

**School:** \_\_\_\_\_

### Goals and Performance Targets

Identify the goals and performance targets for the School of Innovation. Also identify the ways to measure the Goals in the Goals Assessment section. Please be specific.

These may include but are not limited to:

- Reducing the achievement gap among one (1) or more groups of students by accelerating learning experiences for academically low-achieving students
- Increasing student participation in curriculum options
- Exploring new avenues for expanding college and career readiness options
- Motivating students by exploring innovative teaching and learning choices
- Transforming a school's culture and climate in a manner that will lead to transformative teaching and learning; and
- Describing changes that will better prepare students for success in life and career

**Note:** You can have up to 10 goals.

GOAL	STATUS	TOOL
Goal 1		 
Goal 2		
Goal 3		
Goal 4		
Goal 5		
Goal 6		
Goal 7		
Goal 8		
Goal 9		
Goal 10		

- Click on **Tool** for Goal 1

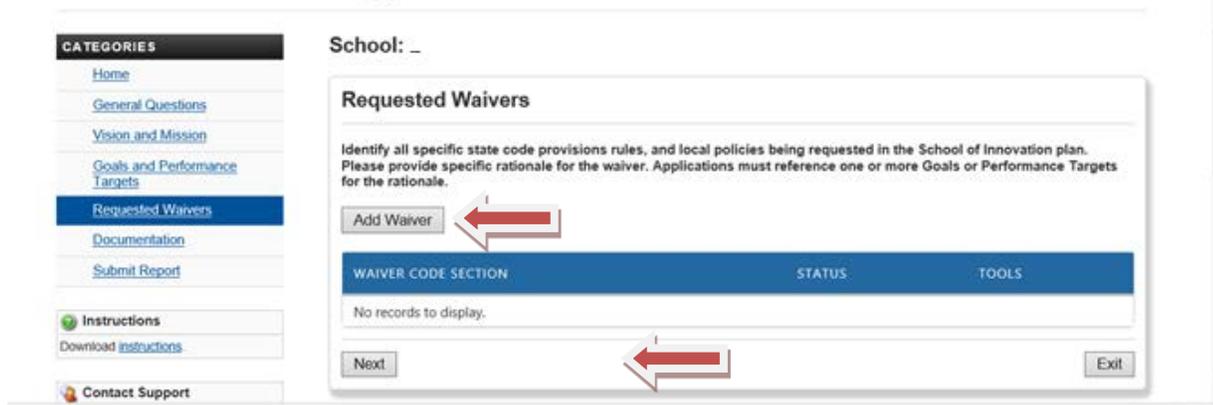
## Entering Goals

The screenshot shows a window titled "Edit Goal" with a close button (X) in the top right corner. The window is divided into two main sections. The top section is titled "Edit Goal Number 1" and contains two text input areas: "Goal Description:" on the left and "Reviewer Comments:" on the right. The bottom section contains two more text input areas: "Goal Assessment:" on the left and "Reviewer Comments:" on the right. At the bottom of the window, there are two buttons: "Save Goal" and "Cancel". Red arrows point to the "Goal Description" field, the "Reviewer Comments" field in the top section, and the "Save Goal" button.

- Type in the box the **Goal Description** for Goal 1. Please be specific in your description.
- Type in the box the **Goal Assessment** for Goal 1. Please include how you will assess your goal's implementation and its impact on student learning.
- Click **Save Goal** to continue.
- Click **Tool** for Goal 2
- Type in the box the **Goal Description** for Goal 2. Please be specific in your description.
- Type in the box the **Goal Assessment** for Goal 2. Please include how you will assess your goal's implementation and its impact on student learning.
- Click **Save Goal** to continue.
- Continuing adding up to 10 goals
- When all goals have been added, click **Next** to continue.

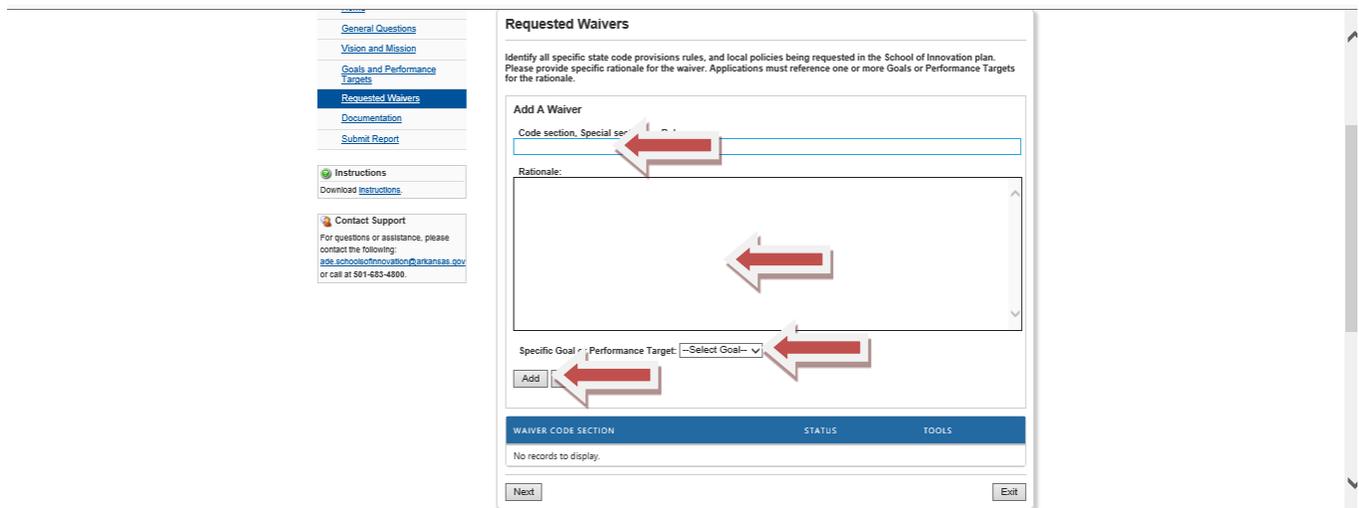
# Waivers

## Schools of Innovation Application



- Click **Add Waiver**

## Requested Waivers



- Type in the Code or Rule you are requesting to be waived in the **Add a Waiver Box**.
- Type in the specific Rationale for this waiver.
- Select the goal that best aligns with your waiver request from the drop down box.
- Click **Add**.

# Additional Waivers

## Schools of Innovation Application

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- [General Questions](#)
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- [Goals and Performance Targets](#)
- [Requested Waivers](#)**
- [Documentation](#)
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**Instructions**  
Download [instructions](#).

**Contact Support**  
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or call at 501-683-4800.

School:

### Requested Waivers

Identify all specific state code provisions rules, and local policies being requested in the School of Innovation plan. Please provide specific rationale for the waiver. Applications must reference one or more Goals or Performance Targets for the rationale.

Waiver added successfully.

[Add Waiver](#)

WAIVER CODE SECTION	STATUS	TOOLS
301		

[Next](#) [Exit](#)

- To add additional waiver requests, click **Add a Waiver** and continue with the same process.
- Waiver requests can be edited by clicking on the **Pen** icon under **Tools**.
- When all waiver requests have been entered, click **Next**.

# Documentation

## Schools of Innovation Application

**CATEGORIES**

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School:

**Documentation**

- Stakeholder Engagement
- Shared Leadership
- Election Results
- Professional Development Scope
- Budget
- References
- Approved School Board Resolution
- Statement of Assurances
- Additional Documentation

**Engagement**

- Evidence of how parents, community and school employees are engaged
  - Examples could include:
    - Meeting agendas
    - Sign-in sheets

\*Note: Only .pdf, .doc, .docx, .xls, or .xlsx files are accepted.

**Reviewer Comments:**

**Document List**

DOCUMENT	UPLOAD DATE	DOWNLOAD
No records to display.		

- There are nine areas listed above requiring documentation. Each is identified in a colored box listed on the left.
- Click the first of the colored boxes labeled with the heading requiring documentation (i.e. Stakeholder Engagement).
- Click the **Browse** icon, locate the file you wish to upload on your computer and double click. The file name should appear to the left of the Browse icon.
- To attach another file, click the next **Browse** icon and double click your file.
- You may attach up to three files.
- When files have been identified and the file name appears next to the Browse icon, click **Upload**.
- Uploaded file names will appear on the Document List.
- Click the next colored boxes labeled with the heading requiring documentation (i.e. Shared Leadership) and continue uploading files.

# Standards of Assurances

## Standards of Assurances

### Schools of Innovation Application

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or call at 501-683-4800.

School: .

### Documentation

#### Statement of Assurances

- Statement of Assurance
  - [Download Statement of Assurances form](#)
  - Print the "Statement of Assurances" PDF document
  - Signature of Superintendent and Date required on the "Statement of Assurances" PDF document
  - Scan the completed "Statement of Assurances" PDF document
  - Upload the completed "Statement of Assurances" PDF document

Browse...

\*Note: Only .pdf file is accepted.

Upload

#### Document List

DOCUMENT	UPLOAD DATE	DOWNLOAD
No records to display.		

Next Exit

- To complete the Standards of Assurances page you must first download and print the PDF document.
- To Download the document, click on [Download Statement of Assurances form](#) circled in red above.
- The superintendent must sign the document.
- Scan in the signed document and save in a PDF file.
- Upload using the directions for uploading above.
- When all documentation has been uploaded, Click **Next** to continue.

# Submit Report

## Schools of Innovation Application

### CATEGORIES

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[Goals and Performance  
Targets](#)

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**[Submit Report](#)**

### Instructions

Download [instructions](#).

### Contact Support

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School: .

### Submit Report

In order to submit the report, each section must have a **Completed** status. Please check the status below for details.

#### Summary

General Questions:	Completed.
Mission/Vision:	Completed.
Goal:	Completed.
Waiver:	Completed.
Documentation:	Completed.

#### Submitter Information

Name:	DIS District
E-mail:	<a href="mailto:district1@mailinator.com">district1@mailinator.com</a>
Phone:	<input type="text"/>

Submit Report

- Each topic must have a completed status before you can submit.
- You can return to a section that needs additional information by navigating the list along the left-hand margin.
- When all sections have been completed correctly, enter a **phone number** for the contact person.
- Click **Submit**
- Once the report has been submitted you may print a copy by clicking on the icon under tools that looks like a globe.



If you have any questions, please contact Learning Services at 501-683-4800.