



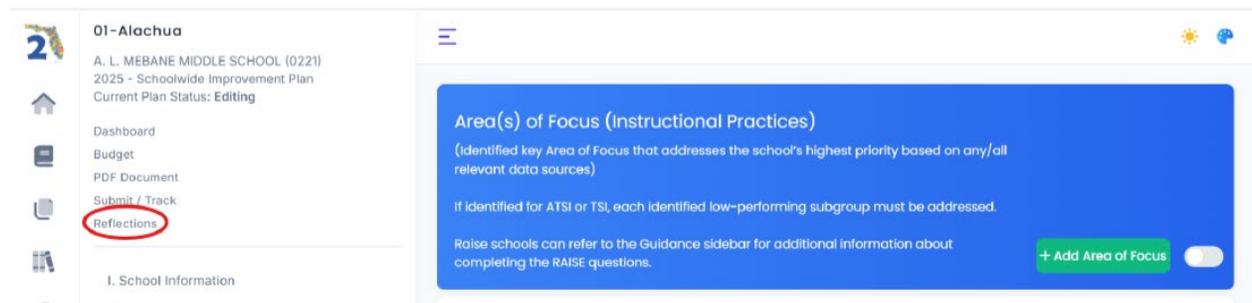
BUREAU OF SCHOOL IMPROVEMENT SCHOOL IMPROVEMENT PLAN MID-YEAR REFLECTION TECHNICAL ASSISTANCE GUIDE

Purpose:

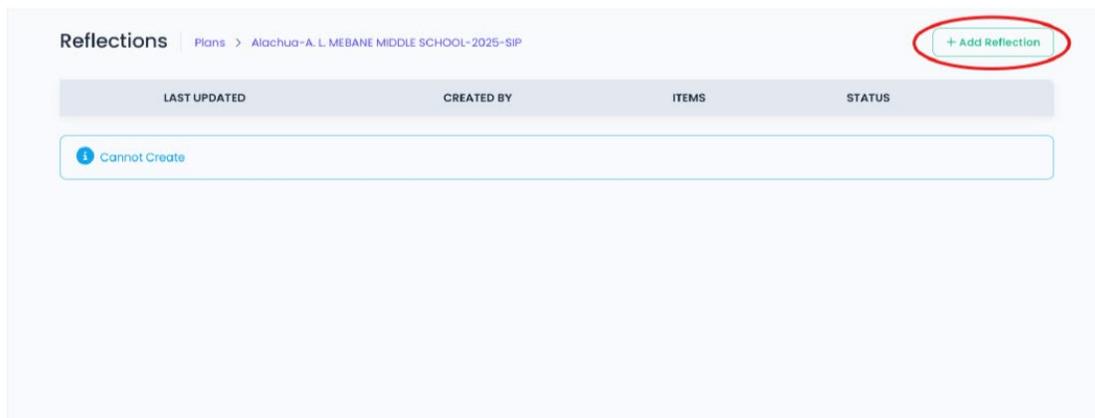
The **Mid-Year Reflection** helps school leadership monitor and assess progress on the Area(s) of Focus identified in the School Improvement Plan (SIP). Collaboration with Bureau of School Improvement (BSI) Regional Teams is strongly encouraged.

The **Mid-Year Reflection** is performed on the most recently edited version of your plan and addresses each Area of Focus described in the SIP.

1. Navigate to the SIP dashboard and select the **REFLECTIONS** tab from the editor side menu.



2. In the **REFLECTIONS INDEX**, click **Add REFLECTION** to begin.





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3. A reflection will be created. Only one reflection can be in **EDITING** status at a time. Click the **EDIT** button.

Reflections | Plans > Alachua-A. L. MEBANE MIDDLE SCHOOL-2025-SIP

LAST UPDATED	CREATED BY	ITEMS	STATUS	
01/10/25 1:07am	Coyce Balara	2	Editing	Close Edit

4. Items from the SIP's Area of Focus and Positive Culture & Environment sections will appear. Click **EDIT** next to an item to answer the reflection.

Reflection Items | Plans > Alachua-A. L. MEBANE MIDDLE SCHOOL-2025-SIP > Reflections

REFLECTION AREA	REFLECTION ITEM	UNISIG FUNDING	PROGRESS?	
Area(s) of Focus (Instructional Practices)	ESSA Subgroups - Students With Disabilities (SWD)	No	No	Edit
Positive Culture and Environment	Teacher Retention and Recruitment	No	No	Edit

5. The Reflection will be displayed. Answer the questions as instructed.

Edit Reflection Item | Alachua-A. L. MEBANE MIDDLE SCHOOL-2025-SIP > Reflection > ESSA Subgroups - Students With Disabilities (SWD)

Did the school receive Unisig funding?

Is desired progress being made to accomplish the intended outcome for the Area of Focus by the end of the school year?

Evidence:
Provide evidence of the implementation challenges the school encountered during the Fall semester. Describe the changes made to address these challenges.

Completed Steps:
What were each completed action step's identified strengths and weaknesses?



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6. After completing each item, click **SAVE** at the bottom of the form. Repeat for all items in the SIP.

Positions:
All positions paid for through UniSIG funding should be filled. Please indicate if positions have been filled. If not, please describe the alternative items used to address the intended outcomes for this position.
Please note that a budget amendment must be submitted prior to implementing the activity.

Additional Reflection (optional)
Please add any additional reflection for this activity.

Cancel Save Reflection

7. When satisfied with responses, return to the **REFLECTIONS INDEX** via the link at the top of the screen.

Reflection Items | Plans > Alachua-A. L. MEBANE MIDDLE SCHOOL-2025-SI > Reflections

REFLECTION AREA	REFLECTION ITEM	UNISIG FUNDING	PROGRESS?	
Area(s) of Focus (Instructional Practices)	ESSA Subgroups - Students With Disabilities (SWD)	No	No	Edit
Positive Culture and Environment	Teacher Retention and Recruitment	No	No	Edit



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8. Click **CLOSE** to record the reflection.

Reflections | Plans > Alachua-A. L. MEBANE MIDDLE SCHOOL-2025-SIP

LAST UPDATED	CREATED BY	ITEMS	STATUS	
01/10/25 1:07am	Coyce Balara	2	Editing	Close Edit

9. A confirmation page will appear. Click **CLOSE REFLECTION** to finalize.

Close Reflection | Plans > Alachua-A. L. MEBANE MIDDLE SCHOOL-2025-SIP > Reflections

Ready to close this Reflection?

Closing the Reflection logs a Reflection tracking event.
This locks the Reflection and prevents any further editing.
A reflection document will be generated and attached to the tracking event.

[Cancel](#)

[Close Reflection](#)



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10. Return to the **REFLECTIONS INDEX**. The status will show as **CLOSED**, and a PDF of the Reflection can be downloaded.

Reflections | Plans > Lake Wales-BOK ACADEMY-2025-SIP [+ Add Reflection](#)

LAST UPDATED	CREATED BY	ITEMS	STATUS	
01/10/25 1:23am	Cayce Balara	1	Closed	Download PDF

11. The Submit and Track page will now include a **PUBLISH REFLECTION** tracking event with the PDF of the Reflection Report attached. Additional Reflections can be added anytime.

Tracking Events | Plans > Alachua-A. L. MEBANE MIDDLE SCHOOL-2025-SIP > Editing [+ Add Tracking Event](#)

#	DATE	ACTION	USER	ADDITIONAL INFO
41	01/10/25 1:18am	Publish Reflection	Bureau of School Improvement	Attachment: reflection-alachua-a-l-mebane-middle-school-2024-25-sip.pdf

1 of 1 entries