**Preparation Activities for the Graduation Rate Improvement Plan (GRIP) Training Day**

There are a few activities to prepare for a successful GRIP day**. Activity 1 should be completed prior to the training day so we have an accurate count of attendees.** Please rest assured that if you only have time to complete activity 1, we will complete the other activities on the training day. We can save some time by doing the housekeeping activities ahead of time and can get right to the GRIP work. Contact information: Mary Kampa, TIG PSO Coordinator, mkampa@cesa10.k12.wi.us, 715-416-09609.

1. **Register for the training day and have all invited members register** at: <https://www.witig.org/calendar.html> Those GRIP team members without an account will have to create one, but it is a very simple process.
2. **Edit the Agenda for your specific district needs**
	* I can be very flexible with the time we need to do the GRIP and want the agenda times to reflect works best for your district. Below please see a general agenda. Please let me know what adjustments you would like to make, like a different starting or ending time. I will make the changes on the agenda and bring copies of all participants.
3. **Let me know about the meeting location, and lunch plans.**
	* It is helpful to know the building and room number, and if there are any special parking arrangements I should know about.
	* Unfortunately, the TIG grant is unable to pay for lunch. You can use your stipend funds to pay for lunch for everyone, eat in the school cafeteria, or break for lunch on our own, in or out of the building. Please plan to do whatever works best for your staff for lunch.
4. **Create a GRIP account**.
	* Go to [www.wigrip.org](http://www.wigrip.org)
	* If you have a TIP user account, it will work on the GRIP side as well, since both tools are on the same website. You can toggle between them and log-in to the tool you want to use.
	* Click “Forgot your password” if you aren’t sure if you have an account.
	* If you don’t have an account, click “New Account Registration” and complete the brief form. You will receive confirmation and your password (you can choose or use the auto-generated option).
5. **Create your GRIP team**
	* Log-in and click the left-hand link labeled “My Toolbox”.
	* You will see a yellow box on the upper right. Click the link labeled “Build a New Team” in the lower left-hand corner of the yellow box.
	* Select your “Team Type” and enter a team name. Use any name you like, but also include the meeting date after the name so it is easy to locate.
	* Click the “Add this team” link and you will be returned to the yellow box.
	* Under the team name you just created, click “edit this team”. Here you will see you are listed as the “Leader”. This means you can “invite” others to join your team to have access to view and edit your team plan. You can also delete members as needed.
	* Add the names of those team members you want to have access to your team plan, including those who may not be able to attend the GRIP training day. Invitees will receive the invitation and can set-up their own accounts.
6. **Prep for your district GRIP**
	* When you are done, click the “My Toolbox” link and you will be set to “Start a New Plan” – upper left corner of the green box.
	* When you click this link, you will see a purple box open. Select the same type of team you just created, and the plan name, and then click “Create this plan”. When you do, you will see the GRIP open. This is where we will start on the GIP training date.

**Additional activities prior to the training day, if you have time.**

**The two things we will do on the GRIP training day**

1. **Reviewing statewide ad district Graduation and Dropout data.**
	* I will bring the state and district Indicator 1 and 2 data disaggregated by disability and race but the most recent year I have access to is 2015-16.
	* You may already have had these discussions and prefer just a brief review and summary at the GRIP by a district person familiar with that data.
	* Let me know if you prefer me or your district data person (someone who uses the WISEdash portal) to review your district’s Indicator 1 (Graduation with a Diploma) and Indicator 2 (Drop-out Rates) data.
2. **Go to** [**www.wigrip.org**](http://www.wigrip.org)**. Click the left-hand “RESOURCES” link to preview these docs**
* **“GRIP Ratings and Next Steps Planning” –** view GRIP ratings, site navigation and planning form
* **“GRIP Full Website View” –** view the items we will be rating

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**GRIP AGENDA**

8:00 – 8:30 Registration

**8:30 – 9:00 Welcome / Introductions**

**9:00 – 10:00 Overview of GRIP**

**Introduction and Overview of Ratings, Tools and Resources**

* **GRIP Ratings: Review of Evidence-Based Practices**
* **Resources/Strategies: Review of GRIP Learn More and Resources**
* **Planning: Team Improvement Plan**

Supporting Tools – TIP and PSO Website-Indicator 14/PSO)

10:00 – 10:15 Break

**Each of the 4 GRIP areas, Ratings, Resources and Planning will be completed together:**

**10:15 – 10:45 Data Review: Indicators 1 and 2**

 Data Review: Indicator 14

**10:45 – 12:00 School Leadership**

**Family and Community Relationships**

12:00 – 12:45 Lunch

**12:45 – 2:00 Student – Educator Learning Supports**

**Effective Instruction and Targeted Interventions**

**2:00 – 2:30 Next Steps**

**Notes/Observations/Comments:**