Navigation Instructions
School Parent Involvement Plan Online Template

Step 1: Access the online parental involvement plan system at:

Step 2: Login

- The User Name is the two (2) digit district number and the school’s four (4) digit location number (13XXXX).
- If you do not represent a new Title I School, use the password from last year to access the 2016-17 PIP.
- If you represent a new Title I School, the Password is the two (2) digit district number and the school's four (4) digit location number (13XXXX). The system will prompt you to enter a New Password.
- If you forget the new password, you may select the “Retrieve Password” link. You will be asked to enter your two digit district identification number. An email will be sent to the initial contact with the password.

Step 3: Contact Information

Enter contact information and then click submit. You should receive a “Data Saved Successfully” notice.

- When developing your PIP - using the PIP Template provided by the State, many of the fields will pre-populate with the response from last year. Please note that the overall layout of the online PIP system is very similar to the look and feel as last year.
- If your response is the same as last year, you can click on the appropriate “radio button” and you will be forwarded to the next section. If not, you can provide your response in the same fashion as in previous years. **We strongly recommend you to review the entire PIP, in order to ensure that all sections of the PIP reflect the current school year, along with the programs and activities that your school is planning to implement.**
- Follow the steps as prompted to complete the template for your school’s PIP. Make any necessary updates, and click “Save” to enter the data into the 2016-2017 plan.
- **Final Submit:** Clicking the button will record the date and send notice to FDOE that your plan is complete. Once the “Submit” button has been clicked, the system will be locked for changes until reviewed by the District.
- If your school was not a Title I school for 2015-2016, the review sections for the prior year will be grayed out.
- The due date for the 2016-2017 PIP is on or before close of business, Friday, **October 7, 2016.**

If you have any questions, contact Mr. Pedro Arteaga, Executive Director at parteaga@dadeschools.net or 305 995-1716.