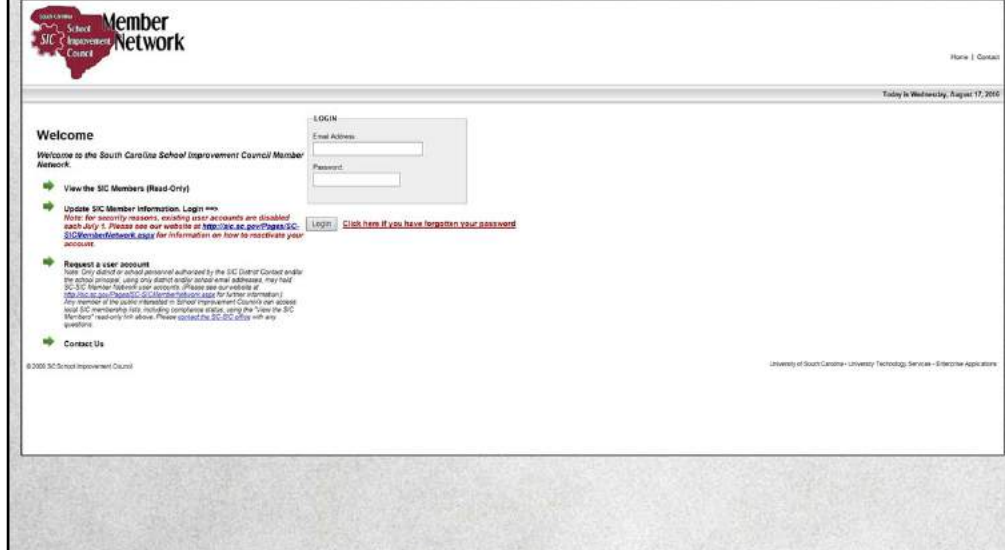




## **The Online SIC Membership and Information Reporting System**

Hello, everyone. Today I'm going to take a few minutes to tell you about the SC-SIC Member Network, the database schools use to report their SIC membership to the state office.

# Member Network Home Page



The screenshot shows the Member Network Home Page. At the top left is the logo for the South Carolina School Improvement Council (SIC) Member Network. At the top right are links for "Home" and "Contact". Below the logo, the page is titled "Welcome" and includes a message: "Welcome to the South Carolina School Improvement Council Member Network." A "LOGIN" section is located on the right side, featuring input fields for "Email Address" and "Password", and a "Login" button. Below the login section, there are several links: "View the SIC Members (Read-Only)", "Update SIC Member Information. Login \*\*\*", "Request a user account", and "Contact Us". A footer at the bottom left reads "© 2005 SIC School Improvement Council" and the bottom right reads "University of South Carolina - University Technology Services - Enterprise Applications".

Member Network

Home | Contact

Today is Wednesday, August 17, 2005

**Welcome**

Welcome to the South Carolina School Improvement Council Member Network.

[View the SIC Members \(Read-Only\)](#)

[Update SIC Member Information. Login \\*\\*\\*](#)

[Request a user account](#)

[Contact Us](#)

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This is the Home page for the Member Network. Users log in here with their email address and password.

# How do I get there?

The *Member Network* site can be accessed by going directly to the Home page at <https://sic.ed.sc.edu/network/>



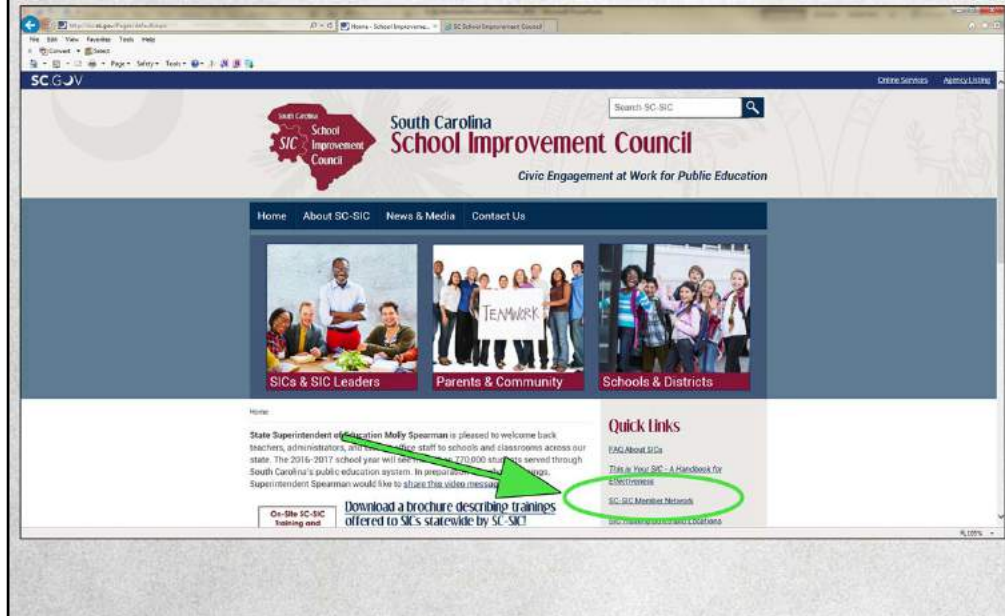
By clicking the *Member Network* link under “Quick Links” on the SC-SIC website at <https://sic.sc.gov>



By visiting the SC-SIC website and clicking the *Member Network* link under any of the three portals on the Home page.

The Member Network site can be accessed by going there directly, by clicking the Member Network link under “Quick Links” on the SC-SIC website, or via the Member Network link under any of the three portals on the SC-SIC Home page.

# SC-SIC Home Page



Here you see the SC-SIC website Home page and the location of the Member Network link on the right-hand side of the page, under "Quick Links." The portals are the three photos at the top.

# User Accounts

**SIC District Contacts coordinate entry of SIC membership information by assigning data entry responsibility to the individual schools' administrative offices or by entering all schools' SIC membership information from the district office.**

**All SIC District Contacts should obtain a District user account in order to oversee SIC membership reporting and compliance.**

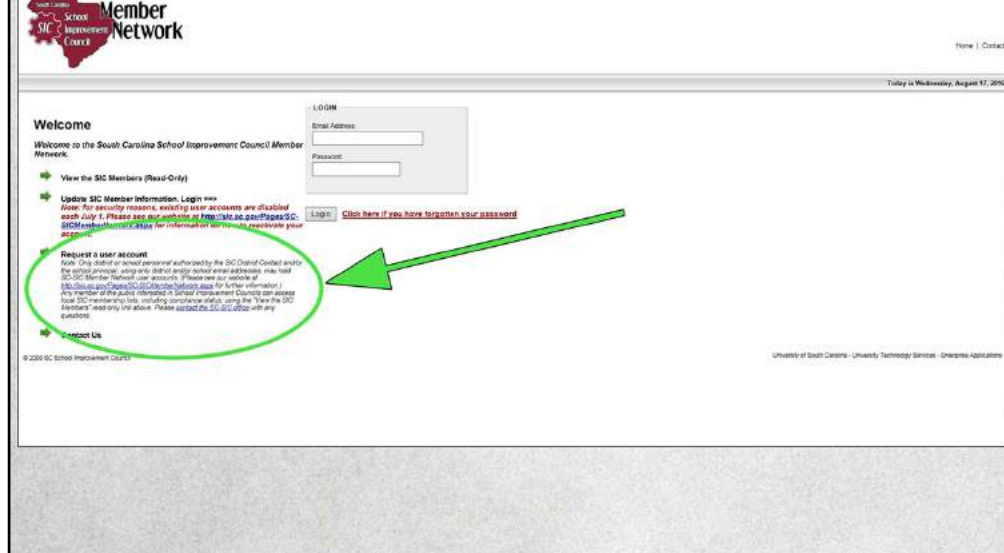
SIC District Contacts coordinate entry of SIC membership information by assigning data entry responsibility to the individual schools' administrative offices or by entering all schools' SIC membership information from the school district office. All SIC District Contacts should obtain a District user account in order to oversee SIC membership reporting and compliance.

# Obtaining an Account

- Visit the *Member Network*
- Click on the “Request a user account” link on the left-hand side of the page, fill out the account request and submit it.
- SC-SIC will receive your request and set the account up. The system will then email a password to the email address indicated on the request form.

You can obtain an account by visiting the home page of the Member Network. Click the “Request a user account” link located on the left-hand side of the page, fill out the account request and submit it. SC-SIC will receive your request and set the account up. The system will then email a password to the email address indicated on the request form.

# Obtaining an Account



Here you see a screen shot of the Member Network landing page with the account request link circled. There is a note under the link that says, in part: “Only district or school personnel authorized by the SIC District Contact and/or the school principal, using only district and/or school email addresses, may hold SC-SIC Member Network user accounts.” Please make sure that your principals are aware of this stipulation.

# About Passwords

- **All user accounts (school and district) are deactivated on July 1 of each year. Passwords for previous-year user accounts will not work for the current school year.**
- **You may reactivate your old account. When you log into the system with your email address and last year's password you will be prompted to reactivate your account. The system will email a new password to the email address associated with the account.**

All user accounts (school and district) are deactivated each year on July 1st. Passwords for previous-year user accounts will not work for the current school year. You may reactivate your old account by logging into the system with your email address and last year's password - you will be prompted to reactivate your account. The system will then email a new password to the email address associated with the account.

# About Passwords

**South Carolina School Improvement Council Member Network**

**Welcome**

Welcome to the South Carolina School Improvement Council Member Network.

- ➡ View the SIC Members (Read-Only)
- ➡ Update SIC Member Information. Login ==>  
*Note: for security reasons, existing user accounts are disabled each July 1. Please see our website at <http://sic.sc.gov/Pages/SC-SICMemberNetwork.aspx> for information on how to reactivate your account.*
- ➡ Request a user account  
*Note: Only district or school personnel authorized by the SIC District Contact and/or the school principal, principal designee, or the school email address may help.*

**LOGIN**

Email Address:

Password:

[Click here if you have forgotten your password](#)

If you forget your password, click the password recovery link located underneath the login box.

## **“That didn’t work!”**

**If a user is unable to reactivate their account or retrieve their password, they should:**

**Fill out a new user account request**



**Contact Claudia at [cparnell@mailbox.sc.edu](mailto:cparnell@mailbox.sc.edu) and request a new password**

The password recovery function may not work with some systems. If that’s the case, fill out a new account request or contact me.

## About Email Addresses

- User accounts are tied to email addresses.
- Email addresses are *Member Network* user ID's.
- If a user's email address has changed, they will not be able to log in with the new email address.
- They will also not be able to reissue their own passwords because the system will have their old email address on their account.

User accounts are tied to email addresses - the email address is the user ID. If your email address changes, you can't use the new one to log in. If you try to use the forgot password feature, the system will email your password to your old address. ALSO, school users are limited to one account per email address. If a principal needs access to multiple SICs, he or she must designate someone within the administration to hold the additional school account. Of course, as a district-level account holder, you have access to all of the schools in your district.

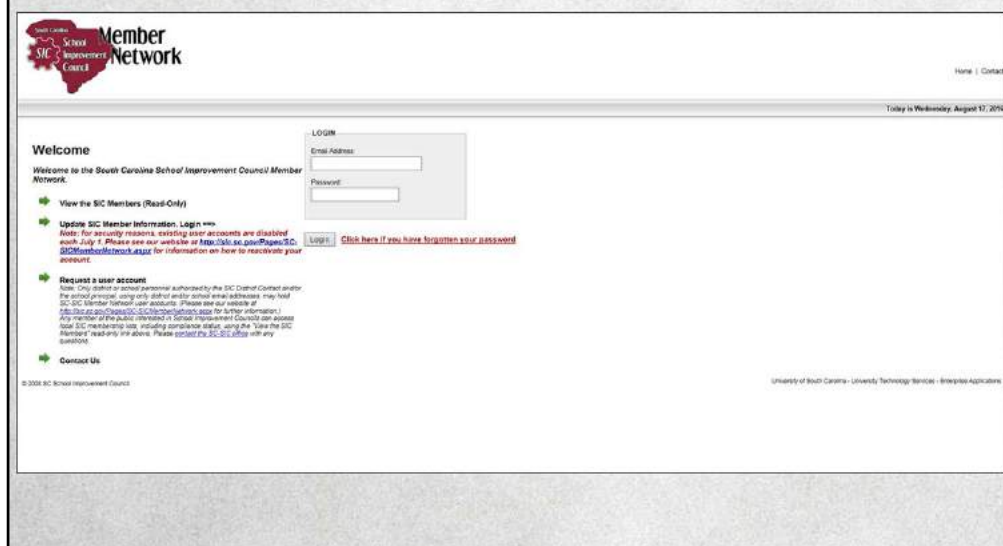
## **If an Email Address Changes**

**The user should contact Claudia at [cparnell@mailbox.sc.edu](mailto:cparnell@mailbox.sc.edu) and request an account update.**

**Alternatively, a user can simply fill out another account request.**

So what do you do? Contact me and I'll update your account. Or a user can simply fill out another account request.

# Using the Member Network



The screenshot shows the login page for the South Carolina School Improvement Council Member Network. At the top left is the logo, which includes a red map of South Carolina and the text "SIC School Improvement Council Member Network". At the top right are links for "Home" and "Contact", and a date stamp "Today is Wednesday, August 17, 2016". The main content area is titled "Welcome" and includes a "LOGIN" section with input fields for "Email Address" and "Password", and a "Login" button. Below the login section, there are several links and notices: "View the SIC Members (Read-Only)", "Update SIC Member Information. Login >>>", "Request a user account", and "Contact Us". A notice states that accounts are disabled each July 1 and provides a link to a FAQ page. The footer contains copyright information for the SIC and the University of South Carolina.

Member Network

Home | Contact

Today is Wednesday, August 17, 2016

**Welcome**

Welcome to the South Carolina School Improvement Council Member Network.

[View the SIC Members \(Read-Only\)](#)

[Update SIC Member Information. Login >>>](#)

Note: For security reasons, existing user accounts are disabled each July 1. Please see our website at [http://sli.sc.gov/Pages/SIC\\_MemberNetworkFAQ.aspx](http://sli.sc.gov/Pages/SIC_MemberNetworkFAQ.aspx) for information on how to reactivate your account.

[Request a user account](#)

Note: Only district or school personnel authorized by the SIC District Contact and/or the school principal, using only district and/or school email addresses, may hold SIC SIC Member Network user accounts. (Please see our website at [http://sli.sc.gov/Pages/SIC\\_MemberNetworkFAQ.aspx](http://sli.sc.gov/Pages/SIC_MemberNetworkFAQ.aspx) for further information.) Any member of the public interested in School Improvement Councils can access local SIC membership lists, including complete status, using the "View the SIC Member" read-only link above. Please contact the SIC SIC staff with any questions.

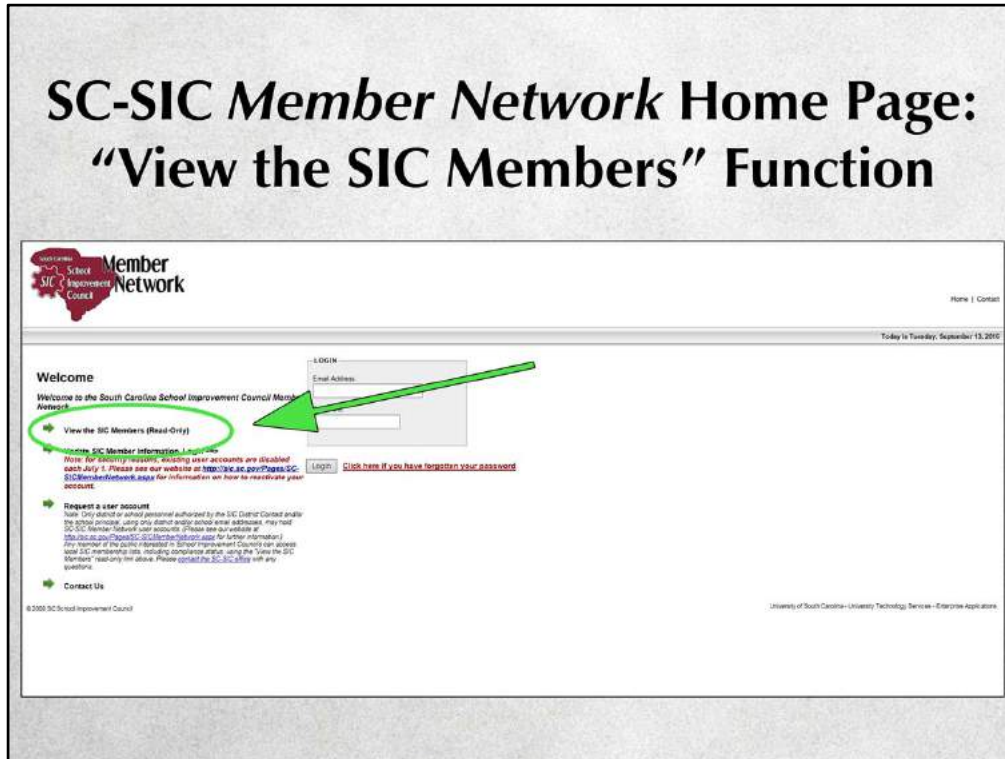
[Contact Us](#)

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Now I'll briefly go over the basics of using the Member Network.

# SC-SIC Member Network Home Page: “View the SIC Members” Function



From the Home page “View the SIC Members” can be accessed. This is a read-only function that allows the public to drill down through the district and school name to access information about the SIC, including compliance status and names of the SIC members. No contact information is shared publicly.

# Main District-Level Screen


Member Network

[Home](#) | [Reports](#) | [Search](#) | [Change Password](#) | [Contact](#) | [Logout](#)

Welcome Coach! Parent!
 Today is Tuesday, September 05, 2017

State:

DISTRICT: SPARTANBURG SCHOOL DISTRICT #

School	SCS CODE	Level	Compliance Status	Report to the Parents 2015 - 2017	Report to the Parents 2015 - 2016	View
<a href="#">WOODBRIDGE ELEMENTARY SCHOOL</a>	4204042	E	✖	✓		
<a href="#">WOODBRIDGE MIDDLE SCHOOL</a>	4204010	M	✖	✓		
<a href="#">WOODBRIDGE PRIMARY SCHOOL</a>	4204040	E	✓	✓		
<a href="#">WOODBRIDGE SENIOR HIGH SCHOOL</a>	4204020	H	✖	✓		

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As a district-level user, after you log in you will see a list of all the schools in your district, their compliance status, and if they have uploaded their last two years of SIC Reports to the Parents. Click on the name of a school to see the main SIC membership screen for that school.

# Compliance Indicators

<div> <div> <a href="#">Compliance status</a> </div> <div> <div> <span>✖ - Not Reported</span> <span>✱ - Reported, Non-compliant</span> <span>✔ - Compliant</span> </div> </div> </div>			
	Report to the Parents 2015 - 2016	Report to the Parents 2016 - 2017	View
✖			
✖			
✱			
✖			
✖			
✱			
✖			
✔			
✔			

Three icons indicate a school's compliance status. A red X for Not Reported means just that – the school didn't report their SIC membership and is therefore out of compliance. A blue asterisk indicates Reported, Non-Compliant - the school reported the SIC membership, but did not do it by the deadline, did not fully update the membership, and/or the SIC does not meet statutory guidelines such as member composition. A green check for Compliant means that the SIC meets all statutory guidelines, including reporting by the deadline of November 15. The status is also visible in the public, read-only view.

# Main School-Level Screen


Member Network

[Home](#) | [Change Password](#) | [Logout](#)

Welcome, Claudia Parent!

Today is Tuesday, September 05, 2017

[Home](#)

[List Members](#)
[Compliance Status](#)
[Add the Record to the Parents](#)
[Export Active Members](#)
[Export Active and Inactive Members](#)

DISTRICT: LEXINGTON SCHOOL DISTRICT 5 | SCHOOL: RIVER SPRINGS ELEMENTARY SCHOOL

### Elected Members

SL#	Full Name	Title	Updated	DOB	Gender
1.	Farah	Bo	Parent Advisor		
2.	Gary	Maria	Parent		
3.	Orlan	Patricia	Parent		
4.	Honora	Don	Teacher		
5.	Virginia	Lisa	Teacher		
6.	Patricia	Rebecca	Parent		
7.	Wesley	Laura	Parent		

### Appointed Members

SL#	Full Name	Title	Updated	DOB	Gender
1.	James	Brian	Community Member		
2.	Maria	John	Community Member		
3.	Monty	Frank	Community Member		

### Ex-officio Members

SL#	Full Name	Title	Updated	DOB	Gender
1.	Cohen	Michael	Principal		
2.	Osaka	Mel	Assistant Principal		
3.	Pollock	Shirley	Parent/Teacher Organization Representative		

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This is a screen shot of the school-level screen, which is what you will see after clicking on a school name. This is also what a school-level user sees after logging in. While school-level users are responsible for membership updates, as a district-level user you can also perform these updates if you choose to do so.

# District Reports

South Carolina School Improvement Council Member Network

Welcome c c

**Reports**

	Name	View
1.	<a href="#">School Compliance</a>	
2.	<a href="#">View SIC members</a>	
3.	<a href="#">View All School Principals</a>	
4.	<a href="#">View SIC Chairs</a>	

© 2008 SC School Improvement Council

These are the reports district-level users can run. Each one returns a report of active SIC membership in an Excel-compatible file. The Reports function link – not shown here - is located in the upper R-hand portion of the screen.

The View SIC members report can be exported as individual SICs or as the entire district. The information on the report is comprised of the name of the district, the name of the school, the member's contact information, the date the member was last updated in the database, whether the member is elected, appointed or ex-officio, and the type of member. (Parent, teacher, community member, etc.) If the member has shared their email address with the school to be included in the Member Network it will be displayed in the report, also.

The View all School Principals and View the SIC Chairs reports contain the same level of detail as the View SIC members report. It's important to remember that the reports only return results for ACTIVE members. All SIC membership becomes inactive after July 1<sup>st</sup>, and won't be active again until it's updated for the new school year. So, for example, if you run a View SIC members report on July 1<sup>st</sup>, the system won't find any active members.

# Active and Inactive Members Export – School-Level Screen



Should you wish to look at inactive members, you can do that from the school-level screen. School-level users also have this capability. The blue links beside the “Add the Report to the Parents” button allow you to export a report with Active or Active and Inactive members.

# School-Level Screen

The screenshot displays the 'School-Level Screen' for Cherokee Trail Elementary. The page header includes the 'Member Network' logo and navigation links. The main content area is titled 'DISTRICT: ABBEVILLE COUNTY SCHOOLS | SCHOOL: CHEROKEE TRAIL ELEMENTARY'. It features three sections: 'Elected Members', 'Appointed Members', and 'Ex-officio Members'. Each section contains a table with columns for 'Last Name', 'First Name', 'Title', 'Updated', 'Edit', and 'Delete'. A green arrow points to the 'Updated' column in the 'Elected Members' section.

Elected Members						
	Last Name	First Name	Title	Updated	Edit	Delete
1.	Jones	Jennifer	Parent/Chair	✓		
2.	More	Jessica	Parent	✓		
3.	Reynolds	Nicole	Parent	✓		
4.	Swainright	Jerry	Teacher	✓		
5.	Smith	Shawn	Teacher	✓		
6.	Neal	Jennifer	Teacher	✓		

Appointed Members						
	Last Name	First Name	Title	Updated	Edit	Delete
1.	Cox	Wendy	Community Member	✓		
2.	Harlan	Wendy	Community Member	✓		
3.	Smith	John	Community Member	✓		

Ex-officio Members						
	Last Name	First Name	Title	Updated	Edit	Delete
1.	NOV	CHESTER	Principal	✓		

This is an updated SIC. If the member has been updated, there will be a green check in the updated column.

# School-Level Screen

**Member Network**

Home | Reports | Search | Change Password | Contact | Logout

Welcome, Christine Farnell

Today is Wednesday, August 17, 2010

Home | About the System | User's Interface

[Add New Member](#)
[Delete Member](#)
[Add the Record to the Parents](#)
[Export to CSV](#)
[Export to Excel](#)

**DISTRICT: CHATTAHOOCHEE COUNTY SCHOOLS | SCHOOL: ALMA ELEMENTARY SCHOOL**

The highlighted members below have not been updated for the new school term. Click on the **RED** icon to update the member record. For members that are no longer serving, click on the **DELETE** icon.

Elected Members			Updated	Edit	Delete
Last Name	First Name	Title			
1. Cain	Jennifer	Teacher	●	✍	✖
2. Harlowe	Mary Kaye	Teacher (Sub)	●	✍	✖
3. Phillips	Wendy	Parent	●	✍	✖
4. Higgins	Charly	Parent	●	✍	✖
5. Wilkins	Roxanne	Teacher	●	✍	✖

Appointed Members			Updated	Edit	Delete
Last Name	First Name	Title			
1. Mason	Marina	Community Member	●	✍	✖
2. Peltier	Alfred	Community Member	●	✍	✖


Ex-officio Members			Updated	Edit	Delete
Last Name	First Name	Title			
1. Camp	John	Principal	●	✍	✖

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This is a screen shot of an SIC that has not been updated. The non-updated members are highlighted. You'll see a note at the top indicating that the highlighted members haven't been updated for the current school year.

# School-Level Screen


**Member Network**

[Home](#) | [Reports](#) | [Search](#) | [Change Password](#) | [Contact](#) | [Logout](#)

Records Created: 10/17/2015

[Home](#) | [Back to District](#) | [Back to School](#)

[Add New Member](#) | [Add New Member](#) | [Add New Report to the Parents](#) | [Back to Activities](#) | [Back to Activities](#)

**DISTRICT: YORK SCHOOL DISTRICT 4 | SCHOOL: FORT WILL MIDDLE SCHOOL**

The highlighted members below have not been updated for the new school term.  
Click on the **EDIT** icon to update the member record. For members that are no longer serving, click on the **DELETE** icon.

Elected Members					
Last Name	First Name	Title	Updated	Edit	Delete
1. Ode	Wesley	Parent			
2. Kewling	Beth	Teacher			
3. Yussner	Supriya	Parent			
4. Mervick	April	Teacher			

Appointed Members					
Last Name	First Name	Title	Updated	Edit	Delete
1. Evans	David	Community Member			
2. McCarter	Debra	Community Member (Chair)			

Ex-officio Members					
Last Name	First Name	Title	Updated	Edit	Delete
1. Lumbard	Robert	Principal			
2. Arnsperg	Colin	Assistant Principal			
3. Hoffman	Christina	Assistant Principal			

Updated by: [Christina Hoffman](#)

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This SIC has been partially updated.

# School-Level Screen

**Member Network**

Welcome Claudia Farned Today is Wednesday, August 17, 2010

Home | Reports | Search | Change Password | Contact | Logout

Home | Back to School | Back to School

[Add Member](#) [Complete](#) [Add the Request to the Parents](#) [Export Active Members](#) [Export Active and Inactive Members](#)

**DISTRICT: YORK SCHOOL DISTRICT #4 | SCHOOL: FORT MILL MIDDLE SCHOOL**

The highlighted members below have not been updated for the new school term.  
Click on the EDIT icon to update the member record. For members that are no longer serving, click on the DELETE icon.

	Last Name	First Name	Title	Updated	Edit	Delete
1.	Cole	Michael	Parent			
2.	Kneeling	Book	Teacher			
3.	Kuebler	Rachana	Parent			
4.	Lorenson	April	Teacher			

**Appointed Members**

	Last Name	First Name	Title	Updated	Edit	Delete
1.	Brown	David	Community Member			
2.	MCCORMICK	Celia	Community Member (2 Year)			

**Ex-officio Members**

	Last Name	First Name	Title	Updated	Edit	Delete
1.	CHAMBERS	John	Principal			
2.	Anderson	Corey	Assistant Principal			
3.	Archer	Christina	Assistant Principal			

System for [Cognate 3.0](#)

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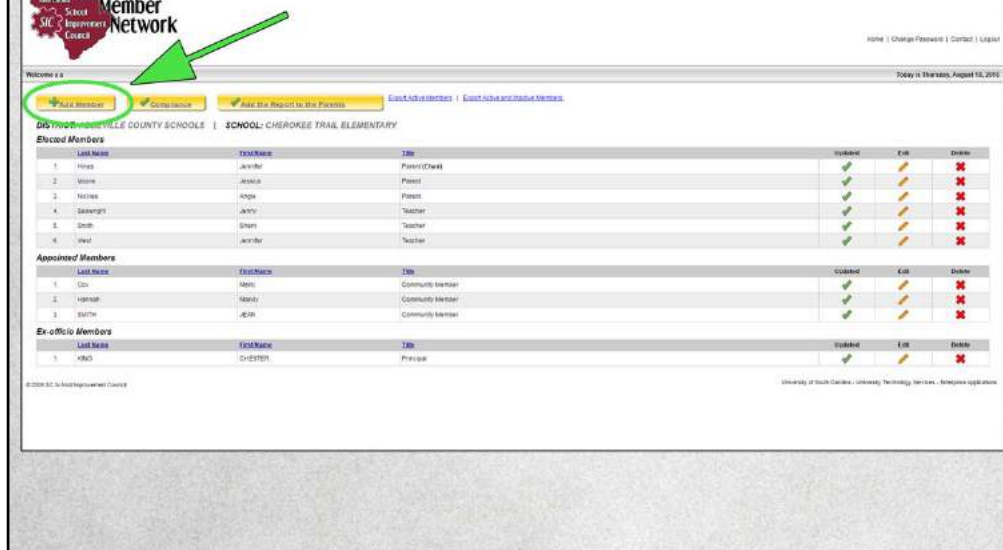
Members are updated by clicking the pencil icon in the Edit column.

# SIC Update Member Screen

The screenshot shows the 'SIC Update Member' screen. At the top, there is a header with the 'SIC Member Network' logo and navigation links: Home, Reports, Search, Change Password, Contact, Logout. Below the header, the breadcrumb trail reads: Home > School District > School Members. The main content area displays the following information: DISTRICT: ANDERSON SCHOOL DISTRICT 2 | SCHOOL: BELTON ELEMENTARY SCHOOL. Below this, the 'School Members' section contains a form with the following fields: Select Member Method (dropdown), Select Member Type (dropdown), First Name (text), Last Name (text), Address 1 (text), Address 2 (text), City (text), State (dropdown), Zip (text), Phone (999-999-9999) (text), Email (text), Chair (radio buttons: Yes, No), and Last Updated (text). A red tooltip message 'OFFICE MEMBERS Cannot be a Chair' is visible next to the Chair field. At the bottom of the form is an 'Update Member' button. Green annotations include two arrows pointing to the 'Chair' field and the 'Update Member' button, and two circles highlighting the 'Chair' field and the 'Update Member' button.

To update a returning member for the new school term, the user indicates whether or not the member is a Chair and then clicks the Update Member button.

# School-Level Screen



The screenshot displays the 'School-Level Screen' for the 'Member Network'. At the top, there is a navigation bar with the 'Add Member' button highlighted by a green circle and a green arrow. Below the navigation bar, the page shows the 'Elected Members' section for 'SCHOOL: CHEROKEE TRAIL ELEMENTARY'. This section includes a table with columns for 'Last Name', 'First Name', 'Title', 'Invited', 'Edit', and 'Delete'. The table lists six members: 1. Hines, Jennifer (Parent/Chair), 2. Moore, Jessica (Parent), 3. Haines, Angie (Parent), 4. Satterly, Jody (Teacher), 5. Smith, Shari (Teacher), and 6. West, Jennifer (Teacher). Below this, there is an 'Appointed Members' section with a similar table listing three members: 1. Cox, Alex (Community Member), 2. Harnish, Nancy (Community Member), and 3. Smith, Alex (Community Member). At the bottom, there is an 'Ex-officio Members' section with a table listing one member: 1. King, Chester (Principal). The page footer includes the copyright notice '© 2008 SC State Government Council' and the text 'University of South Carolina - University Technology Services - Enterprise applications'.

To add a member, the user clicks the “Add Member” button on the main membership screen.

# SIC Member Screen

The screenshot displays the 'SIC Member Network' interface. At the top, there is a header with the 'SIC Member Network' logo on the left and navigation links ('Home', 'Change Password', 'Contact', 'Logout') on the right. Below the header, a 'Welcome to' message is followed by the date 'Friday, 18 August 2017'. The main content area is titled 'DISTRICT: ARSHELLE COUNTY SCHOOLS | SCHOOL: CHEROKEE TRAIL ELEMENTARY' and 'School Members'. A 'Back to Members' link is located above the form. The form itself is titled 'Select Member Method' and includes a 'Select One' dropdown menu. Below this, there are input fields for 'First Name', 'Last Name', 'Address 1', 'Address 2', 'City', 'State' (with a dropdown menu), 'Zip', 'Phone (999.999.9999)', 'Email', 'Re-type Email', and 'Class'. A note states 'If a SIC member is added as a Class'. At the bottom of the form is an 'Update Member' button. The footer contains copyright information for 'ARSHELLE COUNTY SCHOOLS' and 'ARSHELLE COUNTY SCHOOLS'.

The member's contact information is added here. All fields are required except the email field. We strongly encourage SIC members to share their email address if they have one, because this is how the state office communicates with them.

# School-Level Screen

**Member Network**

Home | Reports | Search | Change Password | Contact | Logout

Welcome, Corinne Farnell

Today is Thursday, August 18, 2016

Home | Back to District | Back to Schools

[Add Member](#) | [Compare Data](#) | [Add the Member to the Parents](#) | [Export School Members](#) | [Export Active and Inactive Members](#)

**DISTRICT: ANDERSON SCHOOL DISTRICT 2 | SCHOOL: BELTON ELEMENTARY SCHOOL**

The highlighted members below have not been updated for the new school term. Click on the EDT icon to update the member record. For members that are no longer serving, click on the DELETE icon.

Elected Members			EDT	Delete
Last Name	First Name	Title		
1. Owen	Artley	Teacher	EDT	X
2. Olinetti	Patty	Teacher	EDT	X
3. Olinetti	Steve	Parent	EDT	X
4. Smith	Steve Joe	Parent	EDT	X

Appointed Members			Updated	Edit	Delete
Last Name	First Name	Title			
1. Harshbarger	Daryl	Community Member	EDT		X
2. Kirby	Nick	Community Member (Chair)	EDT		X

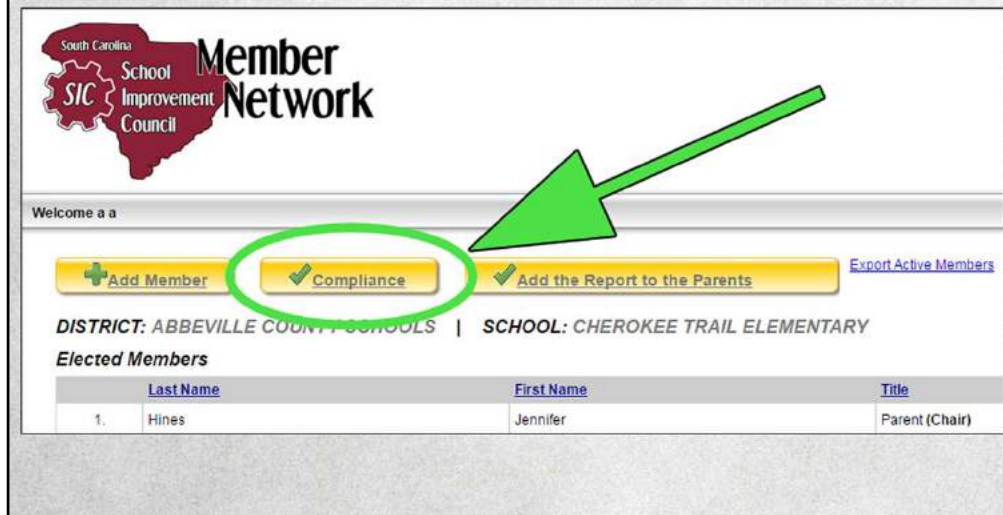
Ex-officio Members			Updated	Edit	Delete
Last Name	First Name	Title			
1. Fowler	Jonathan	Assistant Principal	✓		X
2. Hadlock	Tracy	Principal	✓		X

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To delete a member, the user clicks the “Delete” icon, a red X, on the main membership screen.

# Member Network Compliance Report



South Carolina School Improvement Council Member Network

Welcome a a

[+ Add Member](#) [✓ Compliance](#) [✓ Add the Report to the Parents](#) [Export Active Members](#)

**DISTRICT:** ABBEVILLE COUNTY SCHOOLS | **SCHOOL:** CHEROKEE TRAIL ELEMENTARY

**Elected Members**

	<a href="#">Last Name</a>	<a href="#">First Name</a>	<a href="#">Title</a>
1.	Hines	Jennifer	Parent (Chair)

By clicking the Compliance button, a user can see whether or not the SIC is in compliance with state statute.

# Member Network Compliance Report



Welcome Claudia Parsell

[Back to Members](#)

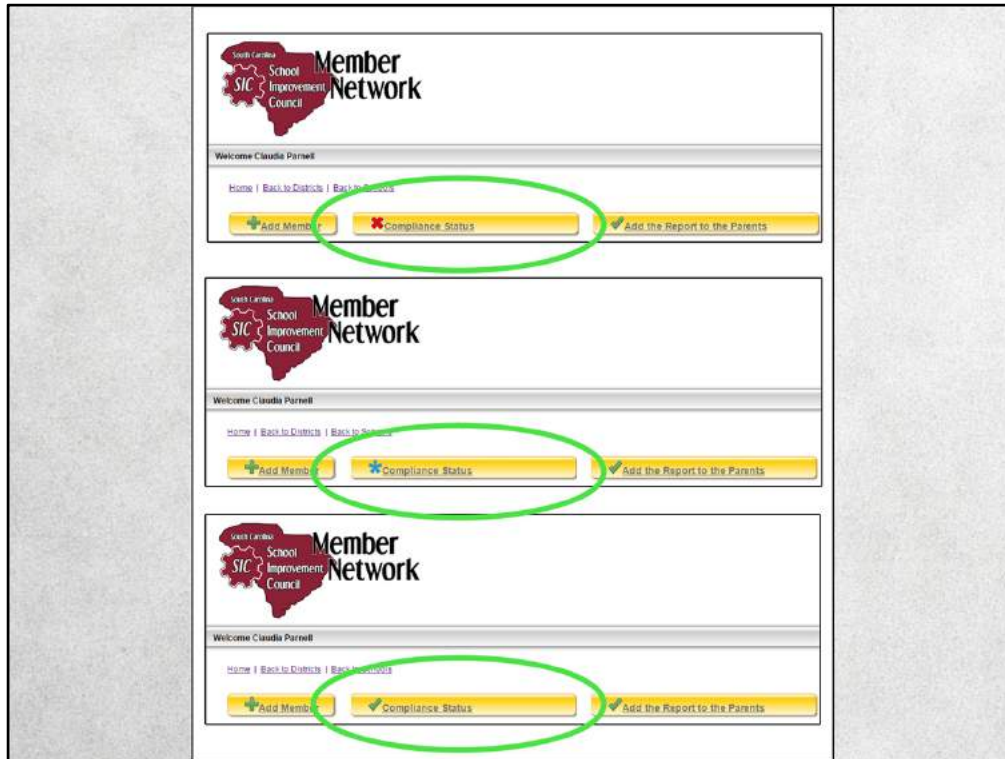
**DISTRICT:** GREENVILLE COUNTY SCHOOLS | **SCHOOL:** RALPH CHANDLER MIDDLE SCHOOL

## Compliance Report

Report	Result
1. <b>Elected / Appointed Members</b> There must be exactly twice as many Elected Members as Appointed Members. If the amount of Elected Members is even, there must be exactly half as many Appointed Members as Elected Members. If the amount of Elected Members is an odd number, round up or down. Please select your Elected and Appointed members	✗
2. <b>Parents</b> A minimum of two parents elected by parents are required to be in compliance. There are currently 0 parent(s) as members	✗
3. <b>Teachers</b> A minimum of two teachers elected by teachers are required to be in compliance	✓
4. <b>Chair</b> A minimum of one Chair or a maximum of two Co-Chairs are required to be in compliance	✓
5. <b>Principal</b> There must be one principal designated as an ex-officio per school to be in compliance	✓
6. <b>Update</b> All members must be added, updated or deleted to be in compliance. All members have not been updated	✗

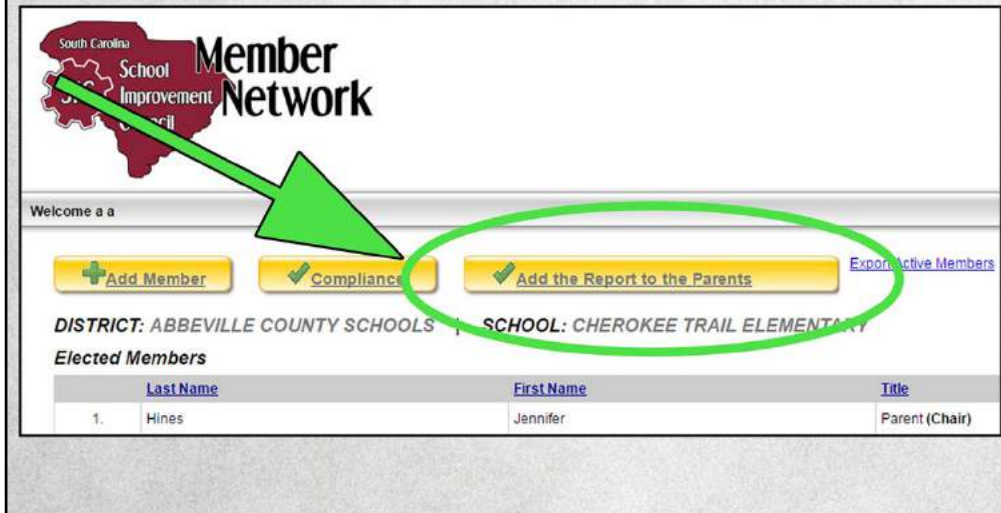
© 2008 SC School Improvement Council

A green check mark in the Result column indicates that the SIC is in compliance on each of the levels. A red X in the column indicates that they are not. The report will tell the user why the SIC is not in compliance on this particular level.



The Compliance Status button on the main school membership screen will show a red X for Not Reported, a blue asterisk for Reported, Non-Compliant, and a green check for In Compliance.

# Adding the *Report to the Parents*



The screenshot shows the 'Member Network' interface. At the top left is a logo for 'South Carolina School Improvement Council'. Below it, a green arrow points from the logo area to a yellow button labeled 'Add the Report to the Parents'. This button is circled in green. To the left of this button are two other yellow buttons: 'Add Member' and 'Compliance'. To the right is a blue link 'Export Active Members'. Below the buttons, the text 'DISTRICT: ABBEVILLE COUNTY SCHOOLS' and 'SCHOOL: CHEROKEE TRAIL ELEMENTARY' is displayed. Below this is a section titled 'Elected Members' with a table.

	<u>Last Name</u>	<u>First Name</u>	<u>Title</u>
1.	Hines	Jennifer	Parent (Chair)

We ask the Councils to share their annual Report to the Parents by June 1 of each year. A user clicks the “Add the Report to the Parents” button to start this process.

# Adding the *Report to the Parents*

South Carolina School Improvement Council Member Network

Welcome a a

[Home](#) | [Back to Members](#)

[+ Add Report](#)

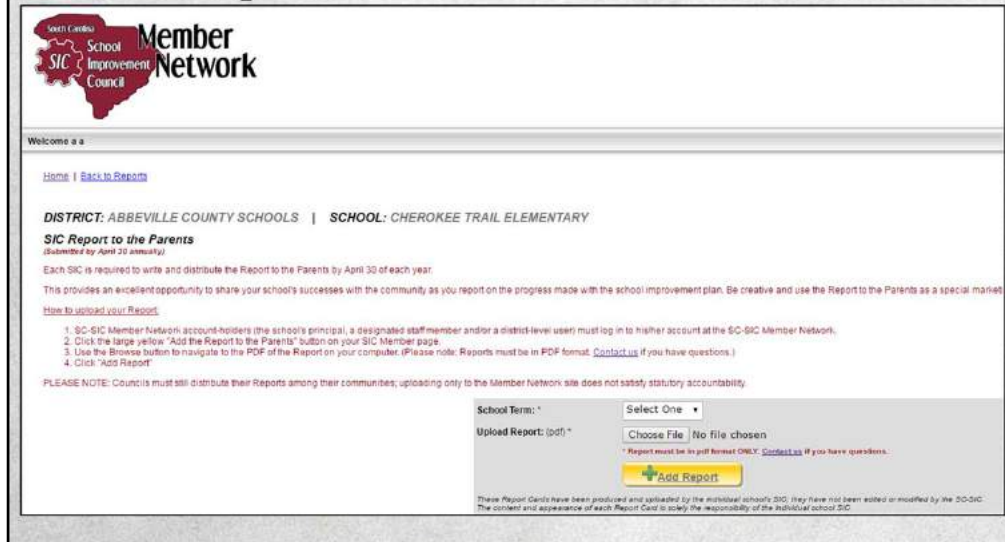
DISTRICT: ABBEVILLE COUNTY SCHOOLS | SCHOOL: CHEROKEE TRAIL ELEMENTARY

SIC Report to the Parents

	Report	Download	Delete
1	<a href="#">2013-2014</a>		
2	<a href="#">2012-2013</a>		

After clicking the “Add the Report to the Parents” button, the user should click the “Add Report” button.

# Adding the *Report to the Parents*



The screenshot shows a web portal for the South Carolina School Improvement Council Member Network. The header includes the council's logo and name. Below the header, there is a navigation bar with links for 'Home' and 'Back to Reports'. The main content area displays the district and school information: 'DISTRICT: ABBEVILLE COUNTY SCHOOLS | SCHOOL: CHEROKEE TRAIL ELEMENTARY'. It then presents the 'SIC Report to the Parents' section, which includes instructions on when to submit the report (by April 30) and a list of steps for uploading the report. A 'PLEASE NOTE' section clarifies that uploading to the Member Network site does not satisfy statutory accountability. At the bottom, there is a form with a 'School Term' dropdown menu, an 'Upload Report: (pdf)' field with a 'Choose File' button, and a prominent yellow 'Add Report' button. A small disclaimer at the very bottom states that the report cards are produced and updated by the individual schools' SIC and that the content and appearance are the responsibility of the individual school SIC.

South Carolina  
SIC School Improvement Council  
Member Network

Welcome a a

[Home](#) | [Back to Reports](#)

**DISTRICT:** ABBEVILLE COUNTY SCHOOLS | **SCHOOL:** CHEROKEE TRAIL ELEMENTARY

**SIC Report to the Parents**  
(Submitted by April 30 annually)

Each SIC is required to write and distribute the Report to the Parents by April 30 of each year.

This provides an excellent opportunity to share your school's successes with the community as you report on the progress made with the school improvement plan. Be creative and use the Report to the Parents as a special market.

[How to upload your Report](#)

1. SC-SIC Member Network account-holders (the school's principal, a designated staff member and/or a district-level user) must log in to his/her account at the SC-SIC Member Network.
2. Click the large yellow "Add the Report to the Parents" button on your SIC Member page.
3. Use the Browse button to navigate to the PDF of the Report on your computer. (Please note: Reports must be in PDF format. [Contact us](#) if you have questions.)
4. Click "Add Report"

PLEASE NOTE: Councils must still distribute their Reports among their communities; uploading only to the Member Network site does not satisfy statutory accountability.

School Term:

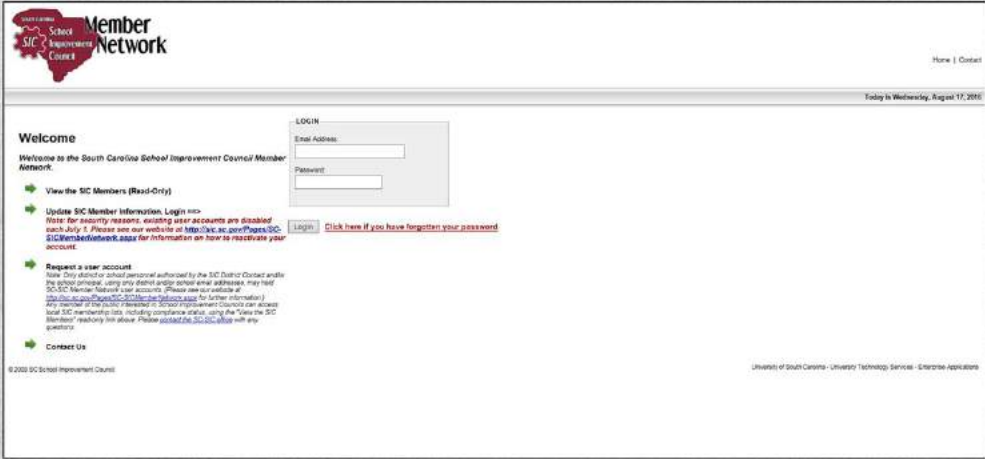
Upload Report: (pdf)  No file chosen

\* Report must be in pdf format ONLY. [Contact us](#) if you have questions.

These Report Cards have been produced and updated by the individual schools' SIC; they have not been edited or modified by the SC-SIC. The content and appearance of each Report Card is solely the responsibility of the individual school SIC.

After clicking the “Add Report” button, the system will advance to the next screen. Instructions for adding the Report are displayed.

# And That's the Member Network!



The screenshot shows the login page for the South Carolina School Improvement Council Member Network. At the top left is the logo, which includes a red map of South Carolina and the text "South Carolina School Improvement Council Member Network". To the right of the logo are links for "Home" and "Contact". Below the logo, the date "Today is Wednesday, August 17, 2016" is displayed. The main content area is titled "Welcome" and includes a "LOGIN" section with fields for "Email Address:" and "Password:". Below the login fields are several links: "View the SIC Members (Read-Only)", "Update SIC Member Information. Login info", "Request a user account", and "Contact Us". The "Update SIC Member Information" link has a note about disabled accounts and a "Login" button. The "Request a user account" link has a note about authorized personnel and a link to the "SIC Member Network user account". The "Contact Us" link has a note about the "SIC Member Network user account". At the bottom left is the copyright notice "© 2016 SC School Improvement Council". At the bottom right is the text "University of South Carolina - University Technology Services - Enterprise Applications".

South Carolina School Improvement Council Member Network

Home | Contact

Today is Wednesday, August 17, 2016

Welcome

LOGIN

Email Address:

Password:

View the SIC Members (Read-Only)

Update SIC Member Information. Login info

Note: For security reasons, existing user accounts are disabled each July 1. Please see our website at <http://sicsc.org/Pages/SIC-MemberNetwork.aspx> for information on how to reactivate your account.

Request a user account

Note: Only district or school personnel authorized by the SIC District Contact and/or School principal, using only district-issued email addresses may request SIC Member Network user accounts. (Please see our website at <http://sicsc.org/Pages/SIC-MemberNetwork.aspx> for further information.)

For members of the public, interested in School Improvement Councils, we accept local SIC membership lists, including compliance status, using the "View the SIC Member" tool only from above. Please contact the SIC SC office with any questions.

Contact Us

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So, that's the Member Network. Does anyone have any questions?