

## **SIP: COMMON MISTAKES TO AVOID**

- Records should be updated every August/September and December/January. The deadlines to have SIP roster updates entered are September 5 and January 20. Please make sure to correctly update your SIP rosters by these dates to avoid penalty.
- Each SIP coordinator must view the SIP online rules presentation by September 5 annually to avoid penalty. We realize that there may be semesters where you may not have students enrolled in SIP. We ask each school that has an SIP plan on file with the AAA to view the rules meeting annually to make sure SIP coordinators stay familiar with the rules. If a school wishes to completely discontinue their SIP, please send a letter on letterhead and we will un-enroll your program from our active file.
- Please enter only one record per student. If after the spring semester a student is eligible for a second SIP semester, we will assume the grade level increases. Please do not enter a new record with the new grade level.
- If a student does not improve their GPA by one-tenth of one point, they are not eligible for another SIP semester unless they improve their GPA to a 2.0 or better on their own and then drop below a 2.0 again. Please make sure student improves a full tenth.
  - Example: Johnny had a 1.57 when he entered SIP. At the end of his first SIP semester, he has a 1.65. Johnny did not improve a full one-tenth of one point and is not eligible to stay in SIP.
- A student may only be in SIP for two consecutive semesters as long as their GPA improves by one-tenth of one point each semester. After two consecutive semesters, a student is no longer eligible for SIP. The student must obtain a 2.0 on their own and fall below a 2.0 again before they are eligible for SIP again.
- The GPA1st and Status1st columns refer to the first SIP semester. The GPA2nd and Status2nd columns refer to the second SIP semester. A common mistake is updating the GPA2nd and Status2nd columns because the Spring semester is the second semester of the school year. Remember the GPA and Status columns are referring to semesters in SIP, not school year semesters.
  - Example: Susie's first semester in SIP was Spring 2017. When her record is updated, the GPA1st and Status1st columns should be completed.
- If a GPA is entered in the GPA1st column, you must enter the appropriate status in the Status1st column as well. The same applies to GPA2nd and Status2nd. When a GPA is entered, make sure to enter a corresponding status in the respective status column.