



# Documentation Project

## Readiness Checklist

Version 4.1

January 22, 2007

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### **Intended Audience**

SWIS™ Facilitators use the Readiness Checklist to prepare schools for SWIS™ compatibility prior to the licensing process.

### **Description**

The Readiness Checklist is a list of ten requirements for obtaining a SWIS™ License Agreement.

### **Purpose of the Readiness Checklist**

The Readiness Checklist outlines a list of ten requirements necessary for setting up a SWIS™ license and school account. Completing the ten readiness requirements ensures that a school will have all of the information, resources, structure and support needed to use SWIS™ efficiently and effectively.

### **Who uses the Readiness Checklist**

The Readiness Checklist is used primarily by SWIS™ Facilitators to prepare schools for SWIS™ use. School teams can also use the Readiness Checklist to prepare for the use of SWIS™.

### SWIS™ Readiness Checklist

SWIS™ Facilitator: \_\_\_\_\_

School: \_\_\_\_\_

Year: \_\_\_\_\_

Requirement	Tasks to Complete	Who will Complete	By When	Date of Completion
1. School-wide discipline is one of the top three goals for the school.				
2. Administrative support for the implementation and use of SWIS™ is available.				
3. A behavior support team exists, and they review referral data at least once a month.				
4. The school uses an office discipline referral form that is compatible with SWIS™ referral entry.				
5. The school has a coherent office discipline referral procedure that includes: <ul style="list-style-type: none"> <li>a. definitions for behaviors resulting in office-managed vs. staff-managed referrals</li> <li>b. a predictable system for managing disruptive behavior</li> </ul>				
6. Data entry time is allocated and scheduled to ensure that office referral data will be current to within a week at all times.				
7. Three people within the school are identified to receive one, 2½ -3 hour training on the use of SWIS™.				
8. The school has computer access to the Internet, and one of the following web browsers (Internet Explorer 6.0 or higher for PC, Safari 1.0 or higher, Mozilla 1.5 or higher, Firefox 1.0 or higher, Netscape 7.0 or higher). <i>NOTE: IE not compatible with Windows 2000 or on Macs</i>				
9. The school agrees to on-going training for the team receiving SWIS™ data on uses of SWIS™ information for discipline decision-making.				
10. The school district agrees to provide a facilitator who will work with school personnel on data collection and decision-making procedures.				