

School Improvement Plans Instructions

Accessing Basecamp

Basecamp is the new file storing website the Office of Systems and School Improvement (OSSI) is using to store School Improvement Plans (SIP), L-CAPs, and other related documentation collected from schools and districts. As of August 2024, Basecamp is replacing SharePoint as the storage system for District/School documents. Please do not upload anymore documents to SharePoint.

Requesting Access

1. Go to the [District/School Contact Form](#) to request access to Basecamp.
2. Once you receive an email invitation to join Basecamp, click on the link in the email and follow the instructions on the screen to set up your profile.

Uploading to Basecamp

1. Once in Basecamp, you should only have access to your district/school folder within the [School Improvement Plans](#) site.
2. Click on the "Docs & Files" tile to go to your designated folder. **NOTE:** You should only have access to your district/school folder.
3. Once in your school's folder, drag and drop the requested file from your computer into the "Upload" field. Once the file is uploaded, click on the "Post to the Project" button below the download screen.
 - a. Supported file types: Word/Excel, PDF files, Cloud-based files (i.e., Google Docs)

