

Guidance for Local School Improvement Council (LSIC) Training and Verification



The LSIC Training for 2024/2025 is on Webtop. Principals and superintendents have access using their @k12.wv.us email accounts. Use the following link to access Webtop: <https://sso.k12.wv.us/0/user/login?rid=8405cb1d-4595-44cb-b242-8ee41ce8f6a1>



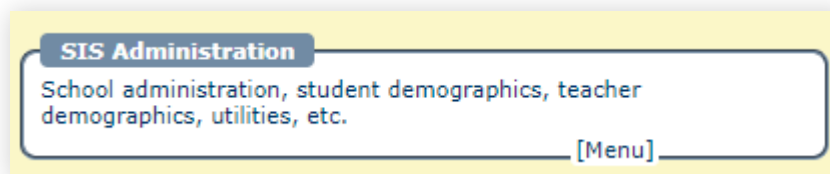
After logging in to Webtop, click on the 'LSIC Training' icon to access the training.

The training will begin automatically. You may stop, pause, and start over at any time.

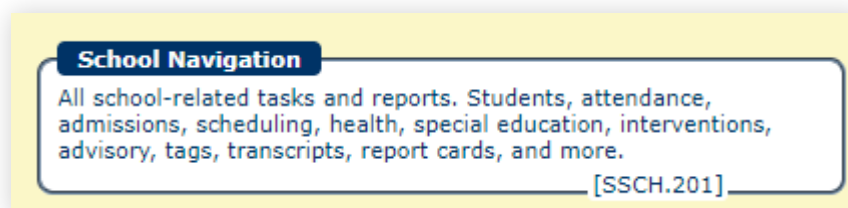
LSIC Training Verification in WVEIS 2.0

At the training's completion, the principal and superintendent will log into WVEIS 2.0 to complete the LSIC Training Verification form: <https://state.sis.k12.wv.us/apps/ptl/ptl100/sso.shtml>

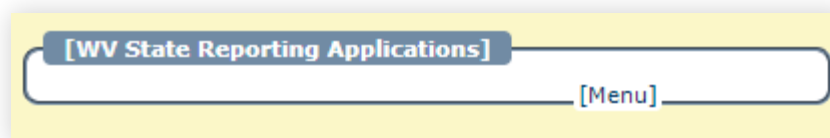
1. First, click the 'SIS Administration' menu.



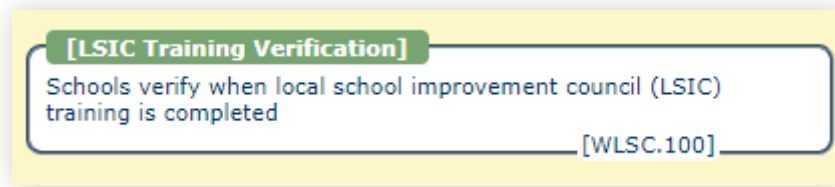
2. Next, click the 'School Navigation' menu.



3. Then click on the 'WV State Reporting Applications' menu.



4. Finally, click the 'LSIC Training Verification' App (WLSC.100) to open the application.



5. Fill in the date training was completed and click 'Enter'. **NOTE:** The training date entered must be prior to the date verification is submitted. You will not be able to submit a future date for Training Completed. District, school, and date of submission are pre-populated. **Use the 'Notes' section to enter in the names of training participants.**

The screenshot shows a web application interface for "LSIC Training Verification". At the top, there is a breadcrumb trail: "Home > WVS Reporting > LSIC Training Verification". Below this is a blue header bar with a calendar icon and a dropdown menu icon. A "Print" button is located on the left side of the form area. The form fields include: "District", "School", "School Year", "Date Verification Submitted (YYYY-MM-DD)", "Date Training Completed" (with an input field and "(YYYY-MM-DD)" label), "Notes" (with a large text area), "Last Updated By" (with a "-" sign), and "Last Updated Timestamp" (with a "-" sign). At the bottom, a green bar indicates "Row 0 of 0". Below this is a table with the following columns: "School Year", "Date Verification Submitted", "Date Training Completed", "Last Updated By", and "Last Update Timestamp".

The application will log the entry along with the user information and time/date stamp. The entry can be modified or deleted if necessary, using the 'Change' or 'Delete' buttons.