How to create a SIP Form in EduCLIMBER
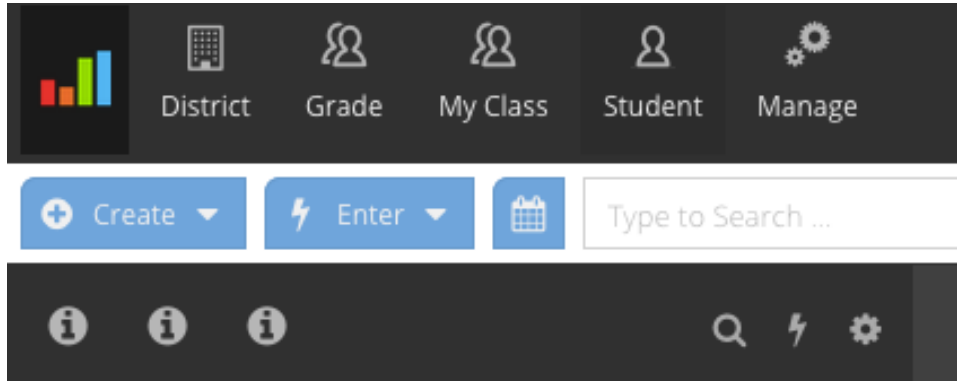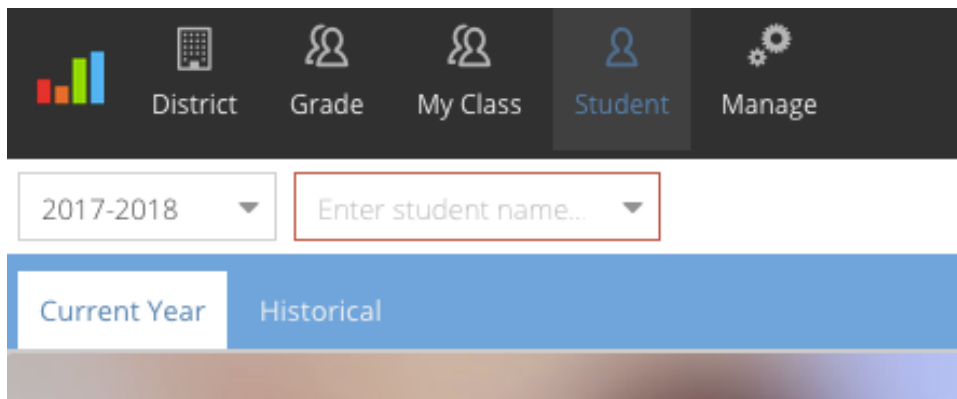
Step 1:

Once you have logged in to EduCLIMBER, click on the "Student" tab along the top of your dashboard.


Step 2:

You are now in the student detail view. In the search-box (highlighted in red in the photo below), begin typing the student's last name you would like to fill out a SIP form for. Select the student's name when it appears in the drop-down.
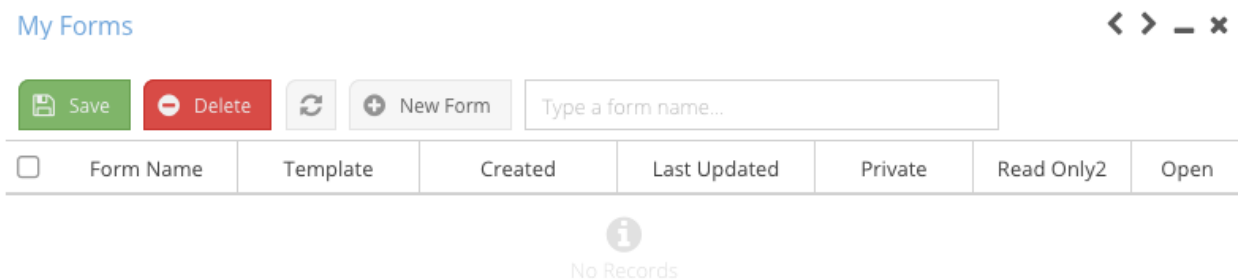
Step 3:

You will now see the student's information. To the right of the student's name and demographics, click on "Forms" (circled in red in the photo below).
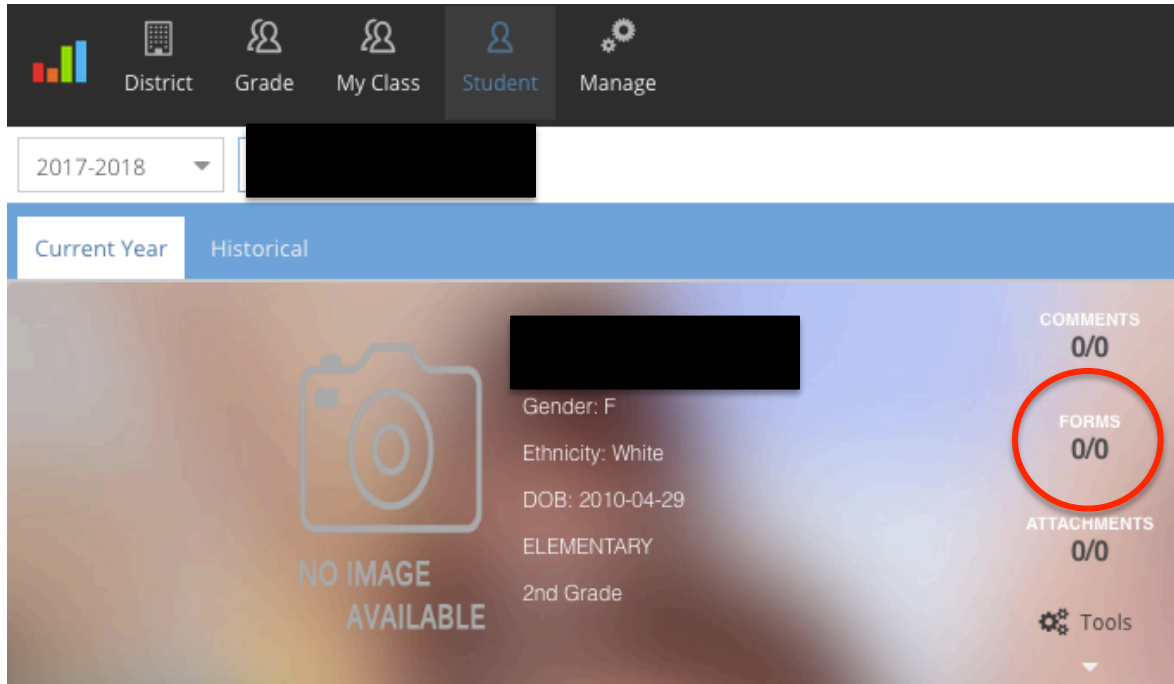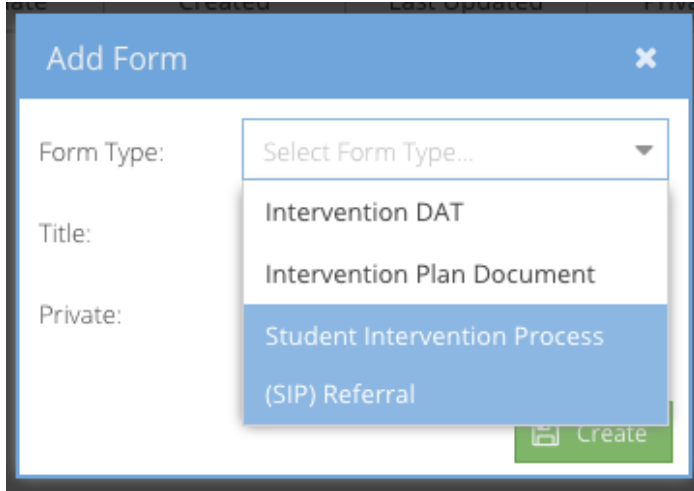

Step 4:

A new window pops up. Click on "+ New Form" to create a new SIP form for the student. If a SIP form has been filled out (on EduCLIMBER) for this student, the completed form would also show up here.

Step 5:

Again, a new window will pop up. In the drop-down, click on "Student Intervention Process (SIP) Referral."


You will then be asked to give the form a title. To help with organization, follow the following format when naming your forms: [Season] [Grade] [Date Completed].

Example: Fall 2nd 9/30/17

Once you have named your form, click "Create" (*note: do not click the private box or else the SIP team will not be able to view your form*).

Step 6:

Your form will now be listed in the student's "My Forms" window. To complete the SIP form, click on the "Open" button (circled in red in the photo below).
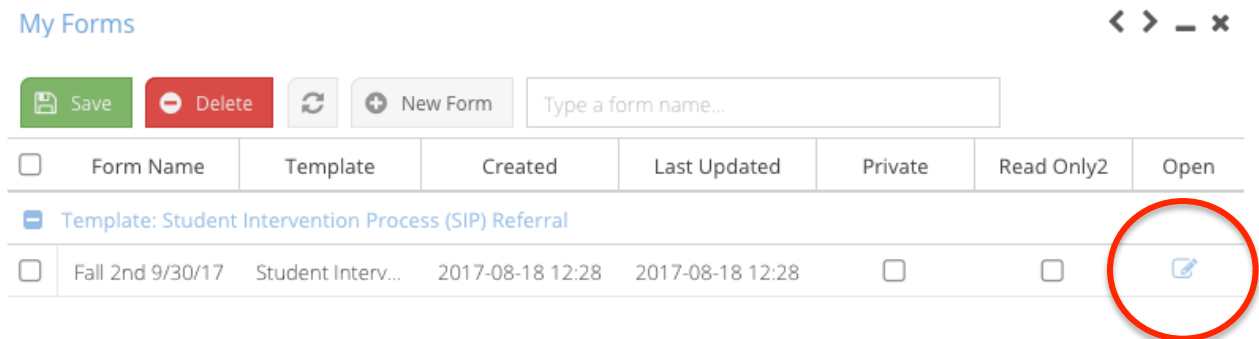
Step 7:

The SIP Form will now open in a new window. Complete the form as you would our previous SIP Form. Some fields will remain blank until the SIP meeting (e.g. Date of Follow-Up Meeting, Intervention Planner).

The following sections should be completed prior to the SIP meeting: Student Information, Teacher Concern Checklist, Prioritized Concerns, and What Have You Tried?

Additional Information:

The SIP Form will save automatically when you close it. TIP: If you close out of it and come back to it later, you may need to refresh your browser for the information you have already entered to appear.

The regular SIP Team members have been assigned as "Subscribers" to this form. When you close out of the form window, you will get the warning box below:
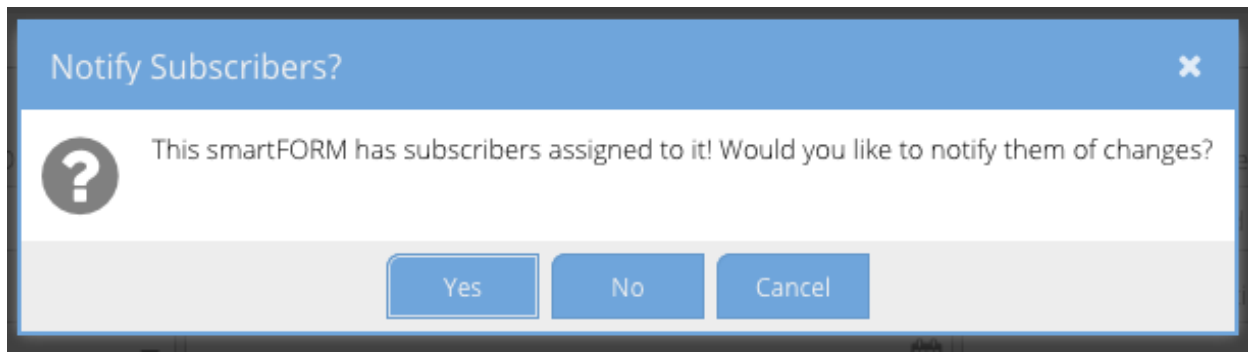
If you have more filling out to do, click on "No."

If you are finished filling out your form or if you have made changes to a previously completed form, click on "Yes." By doing this, an email will be sent to the SIP Team members notifying them that the form is complete (or updated) and ready for review prior to the meeting date.