

# Technology Plan Checklist

ALEAT Instrument Items			
Item Categories	Item ID	Name	Required Elements
#1 Introduction	TP-01	Technology Plan Title Page	<input type="checkbox"/> Name of School/District. <input type="checkbox"/> Correct dates (years).
#1 Introduction	TP-02	LEA Profile & Technology Plan Contact	<input type="checkbox"/> Completed LEA Profile information. <input type="checkbox"/> Completed Primary Contact Information. <input type="checkbox"/> Completed Secondary Contact Information.
#1 Introduction	TP-03	Technology Plan Committee	<input type="checkbox"/> District/upper level administrator included such as District Superintendent and/or Assistant Superintendent or Principal for charter school. <input type="checkbox"/> Federal programs director, curriculum director, ed tech director or coordinator, special education director, and ELL director have been included in the committee. (A director may have more than one duty and should list all roles for that person.) <input type="checkbox"/> at least one of each: school principal, teacher, technology coach (if any), parent (other than a community member or staff), and community member (other than a parent or staff).
#1 Introduction	TP-04	Technology Vision and Mission Statement	<input type="checkbox"/> Vision statement should reflect technology (21st Century). <input type="checkbox"/> Mission statement should reflect technology and how technology will increase academic achievement as well as students and teachers technology literacy skills.
#1 Introduction	TP-05	CIPA Certification & LEA Approval	<input type="checkbox"/> Name of School/District and correct plan dates included. <input type="checkbox"/> One of the 4 CIPA certification choices has been selected. <input type="checkbox"/> Included school board approval date or projected approval date. <input type="checkbox"/> ADE has received the original, hard copy with District Superintendent or Charter School Principal signature in <b>blue ink</b> .
#2 Needs Assessment	TP-06	Technology Plan Needs Assessment	<input type="checkbox"/> Identification of current reality and needs that relate to the AZ State Technology <b>Standard</b> . <input type="checkbox"/> Identification of current reality and needs that relate to the AZ State Technology <b>Plan</b> . <input type="checkbox"/> Student Learning: addresses the questions/issues with current reality and provides a list of needs. <input type="checkbox"/> Leadership: addresses the questions/issues with current reality and provides a list of needs. <input type="checkbox"/> Preparation and Development of Educators: addresses the questions/issues with current reality and provides a list of needs. <input type="checkbox"/> Infrastructure: addresses the questions/issues with current reality and provides a list of needs.

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#3 Goals - Strategies - Action Steps	TP-07	ALEAT Consolidated Plan Strategies & Action Steps	<input type="checkbox"/> At least one technology focused <b>action step</b> that supports an established strategy or a new technology strategy has been included with every NCLB goal, including Technology Literacy, in the Consolidated Plan. <input type="checkbox"/> Technology focused <b>strategies</b> may be required if there isn't any evidence of an established strategy that the technology focused action step supports has been included with every NCLB goal, including Technology Literacy, in the Consolidated Plan. <input type="checkbox"/> Evidence of how each technology action step will be evaluated has been included. <input type="checkbox"/> Required: The plan must have a minimum of one (1) <b>professional development</b> strategy with an action step to ensure that staff understands how to use new technologies <b>to improve students' academic achievement</b> . <input type="checkbox"/> Required: NCLB Goal #4, Safe, Drug-Free Schools Conducive to Learning, includes a strategy and action steps that relate to Internet Safety and CIPA requirements.
#3 Goals - Strategies - Action Steps	TP-08	ALEAT Consolidated Plan Technology Literacy Goal	<input type="checkbox"/> Sufficient Technology Literacy SMART goal. <input type="checkbox"/> At least one <b>student technology literacy strategy</b> that addresses and encompasses the AZ State Technology Standard is evident. <input type="checkbox"/> At least one <b>technology literacy action step</b> that supports the student technology literacy strategy is evident. <input type="checkbox"/> Evidence of how each technology action step will be evaluated has been included. <input type="checkbox"/> Evidence of how the students will be engaged with technology to foster the growth of their technology literacy skills has been included in an action step or strategy. <input type="checkbox"/> Evidence of how high school students have mastered an eighth grade level of technology literacy has been included in an action step or strategy (if applicable).
#3 Goals - Strategies - Action Steps	TP-09	ALEAT Consolidated Plan Tech Timeline	<input type="checkbox"/> At least one technology focused action step with start and stop dates (timeline) that supports an established strategy or a new technology strategy has been included with every NCLB goal, including Technology Literacy, in the Consolidated Plan. <input type="checkbox"/> Timelines can be reflective for up to 3 years.
#3 Goals - Strategies - Action Steps	TP-10	ALEAT Consolidated Plan Tech Budget Resources	<p>Educational Technology unit at the Arizona Department of Education has received feedback from LEA's in regard to the budget portion of an "action step" in the Technology Plan. In response, we have elected to <b>not monitor or implement the TP-10, ALEAT Consolidated Plan Tech Budget Resources</b>, requirement at this time. This is the budget piece that is part of an "action step" in the Consolidated Plan. Although this item continues to be included in the Technology Plan, it will be marked as "not monitored." Thus, <b>you do not need to complete the budget portion of an action step. You need to change the status to "Not Monitored" and save or save and continue.</b></p>
#3 Goals - Strategies - Action Steps	TP-11	ALEAT Consolidated Plan "Tech" Tags	<input type="checkbox"/> At least one technology focused action step with a "Tech" tag that supports an established strategy or a new technology strategy has been included with every NCLB goal, including Technology Literacy, in the Consolidated Plan. <input type="checkbox"/> Evidence of how each technology action step will be evaluated has been included.

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#4 Funding and Costs	TP-12	Average Annual Funding and Costs	Educational Technology unit at the Arizona Department of Education has received feedback from LEA's in regard to the budget in the Technology Plan. In response, we have elected to <b>not monitor or implement the TP-12, Average Annual Funding and Costs</b> , requirement at this time. Although this item continues to be included in the Technology Plan, it will be marked as "not monitored." <b><u>Thus, you need to change the status to "Not Monitored" and save or save and continue.</u></b>
#4 Funding and Costs	TP-13	Technology Plan Annual Budget Summary	<input type="checkbox"/> Completed 3 different years (tabbed worksheets) of a Technology Budget Summary. <input type="checkbox"/> Completed the Estimated E-Rate Discount Percentage. <input type="checkbox"/> If E-Rate has been included, a minimum of one (1) additional funding source must be entered in conjunction with E-rate for the same services. The other funding sources must equal the uncovered percentage from E-rate. (Example: If E-rate is 80% then the other funding source(s) must equate to 20%. <input type="checkbox"/> If LEA is not applying for E-Rate, this must be indicated in the comments section of all worksheets.
#5 Evaluation Process	TP-14	Technology Plan Evaluation Process	<input type="checkbox"/> Evaluation includes who will be involved with evaluating the technology plan. <input type="checkbox"/> Evaluation includes how frequently the technology plan will be evaluated (a minimum of annually is required). <input type="checkbox"/> Specific steps or actions for evaluating the progress towards the plan goals, strategies, and action steps has been included.
			<input type="checkbox"/> Used the correct templates. <input type="checkbox"/> Uploaded completed templates in the "Attach Evidence Document" under Requested Documents. <input type="checkbox"/> Answered the "Compliance Indicator" questions in the Comments to SEA section in each of the criteria sections TP-01 through TP-14. <input type="checkbox"/> Entered information in the Consolidated Plan for TP-07 through TP-11.