

Checklist for the School Improvement Process

1. ASSESSING YOUR COMPREHENSIVE NEEDS ASSESSMENT

- Completed as a team and gives well rounded perspective
- Data tabs entered (K-8 AzMERIT/AZELLA, HS AzMERIT, Misc. Data, Teachers) or upload school or district data reports
- Patterns and Trends completed for each principle
- Primary need identified for each principle
- Final summary page completed and primary needs narrowed down to 3-4 main targets
- Comprehensive Needs Assessment uploaded to ALEAT (Title 1 Schools) or emailed to specialist (Non-Title Schools)

2. CONDUCTING YOUR ROOT CAUSE ANALYSIS

- Fishbone conducted on each need from the final summary page, include principle or indicators to be addressed (minimum of 3-4 fishbones)
- 5 whys (if needed)
- Needs Statement, Root Cause, Desired Outcome developed from fishbone
- Fishbones and 5 Whys uploaded to ALEAT (Title Schools) or emailed to specialist (Non-Title Schools)

3. CREATING SMART GOALS

- SMART goal for ELA based on AZ Merit data
- SMART goal for Math based on AZ Merit data
- SMART goal for Science based on AIMS data
- Additional SMART goals based on CNA analysis

4. DEVELOPING A TARGETED AND FOCUSED INTEGRATED ACTION PLAN FOR

- Use the integrated action plan worksheet to develop your plan. The worksheet includes all required components for school improvement and will help support transition to ALEAT.

INTEGRATED ACTION PLAN 2024-2025

Put all information in this plan into the ALEAT system to create your target.

Primary Need (brief list below)

Root Cause:

Needs Statement (rule of thirds)

Desired Outcome (Needs statement restated in a positive)

SMART Goal (if the primary need is fixed how will your % goal be affected?)

Strategy #:	Action Step Title	Action Step Narrative	Start/End Dates	Person Responsible	Data to Collect to Monitor and Evaluate
Title:					
Narrative:					

- For the school improvement focus principles in the primary summary box you must include:
primary need,
root cause,
needs statement,
desired outcome,
SMART goals

LEA Overview | Plan | File Cabinet | Setup & Maintenance

1 - Educ Leadership

PRINCIPLE SUMMARY

Title *

1 - Educ Leadership

Need Statement and Desired Outcome: *

Instructions

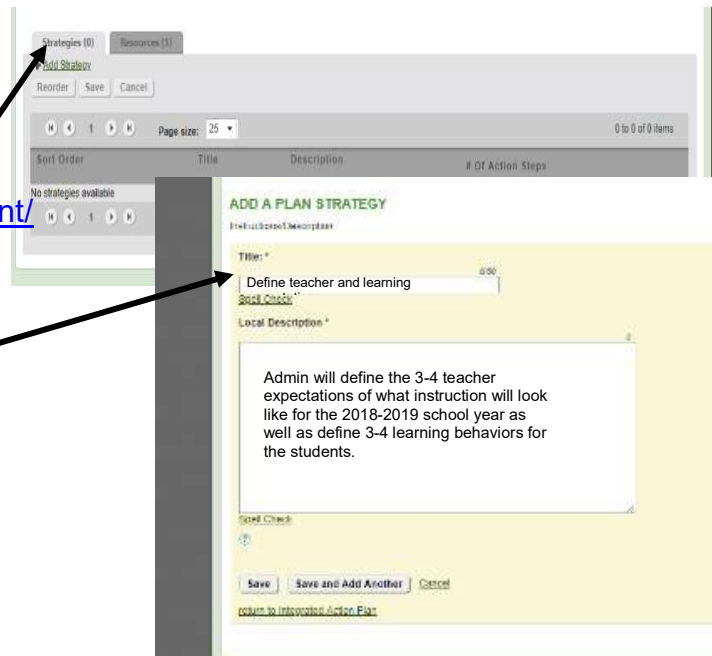
Using the ADF Comprehensive Needs Assessment, evaluate your school against the indicators of an effective school and determine the areas of focus. After determining the areas of need, create a Need Statement and list Desired Outcomes. Then develop strategies and action steps to address the Principle. If multiple areas of need are identified under the same Principle, an additional Principle may be added by clicking on the Manage Principle tab.

Review the Integrated Action Plan Outcome Document found under the Resources icon and under the ALEAT Help link to ensure that all required components are included in the LEA/School Integrated Action Plan.

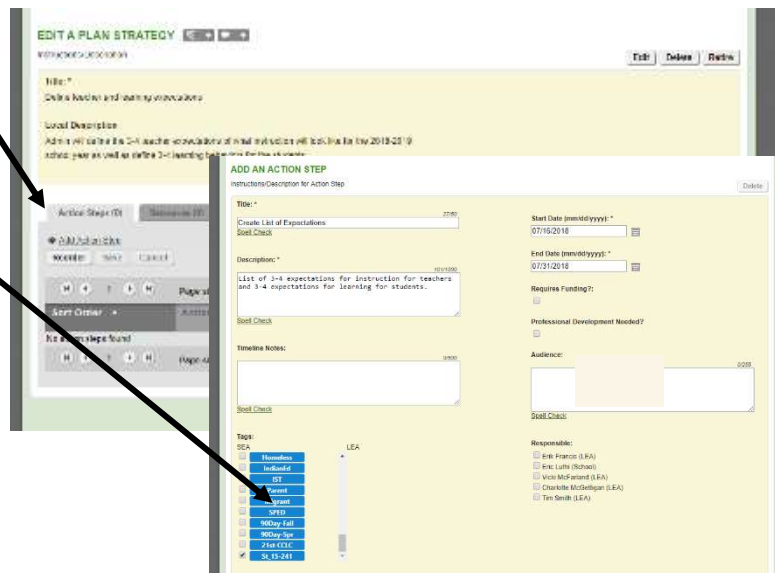
Original Description

Effective leaders envision, articulate, and inspire a vision of academic success for all students. They analyze and attack challenges and manage systems to position the school and students to achieve at high levels. They set clear, measurable and attainable goals. They create a culture of high-quality teachers and cultivate leadership in others.

- Determine evidence based strategies that will help achieve the desired outcome connected to the root cause (for evidence based strategies click <http://www.azed.gov/improvement/> and look under CNA to IAP). Upload strategy by clicking on strategy tab and then Filling in the boxes.



- List action steps that are actionable and will lead to implementing the strategies listed above. Please also select the program tag for all actions steps associated with school improvement. Include the title, narrative, start-end dates, and person responsible



6. Next Steps

- Email your specialist to let him/her know your Comprehensive Needs Assessment, Root Cause Analysis, Integrated Action Plan has been completed and uploaded to ALEAT.

We thank you for your hard work and time. Feel free to seek advice and support from your specialist throughout this process. Your specialist can also review your plan before it is submitted to help ensure all school improvement expectations are included.

Thank you!

Support and Innovation Team

