



# Welcome to ESEA Office Hours!

We will start at 9:00



# ESEA Planning Tool Office Hours

Guidance for Creating Your Planning Tool  
August 2025



# Session Objectives

1. **Explain** the 4 most common errors LEAs are making in the planning tool.
2. **Provide** actionable steps to **support** successful revisions.
3. **Empower** LEAs to revise with autonomy while meeting ESEA requirements.

# Why the Planning Tool Comes First

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- It serves as the foundation for funding decisions.
- Grants must be based on accurate needs assessments and stakeholder input (Data and CNA).
- Public money must have public input.
- Plans must align with ESEA requirements before funds can be approved.

# Common Return #1- CTDS and Name Mismatch

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- Names must match across EOS and GME exactly (Schools and LEAs).
- ADE cannot determine which platform is correct- the LEA must verify.
- Submit a help ticket if updates are needed.
- **Leave a comment to the history log to proceed with review.**

## Common Return #2- Planning Team Composition (Stakeholders)

- LIAP: Required stakeholders for all title funds received (I-A, II-A, III, IV)
- SIAPs: Must have Title I stakeholders.
- Single-site LEAs: SIAP only, but must represent all Title funds received.
- Type a clear role in the Title column- **use "/" if this person fills two roles.**
- Use the ADE Stakeholder Guidance Document for Reference.



# Common Missing Stakeholders

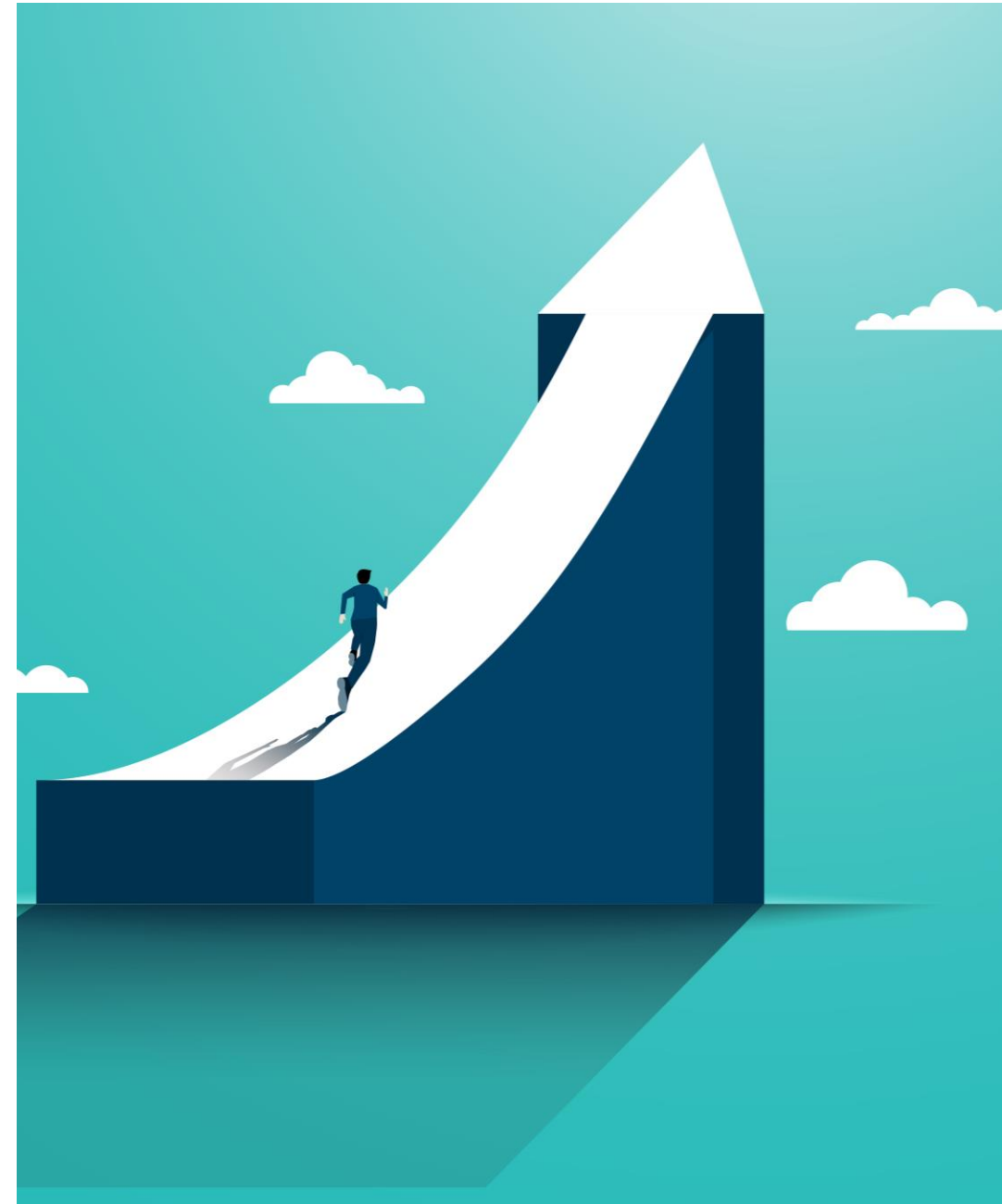
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- Early Childhood Education (ECE) Representative (HeadStart, Local Preschool, etc.)
- Institute of Higher Education (Community College, University, Trade School, etc.)
- Paraprofessional/Support Staff
- Title III Researcher (**Title III LEP and Consortia Members**)
- Title IV Student Representative

# Missing Stakeholder(s) With Reason?

## Here is What to Do!


- Upload Rational to Related Documents Section (preferred) ~or~ Include Rationale in the Stakeholder Narrative Question Response
- **What to Include in the Rationale:**
  - Reason/explanation why the stakeholder is missing
  - The plan to recruit the missing stakeholder or plan to fill that missing perspective
  - Timeline
  - The anticipated onboarding process



# Common Return #3- Stakeholder Narrative Response


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- Avoid vague, one sentence responses.
- **ESEA requires LEAs to do the following:**
  - **Hold regular meetings with stakeholders.**
  - **Have at least (4) quarterly forums a year.**
  - **Implement various feedback collection methods (meetings, town halls, surveys, feedback forums, etc.).**
  - **Utilize various types of data as a part of the monitoring and revision process.**
  - **Plans must be adjusted throughout the year.**




Are you meeting regularly?


"We value stakeholder input and make sure everyone is included in our planning process. Our team meets and our leadership ensures that all voices are heard."




Are you having quarterly forums?



What feedback collection methods do you use?



Is your team looking at various types of data?



How are you adjusting your plan throughout the year?

# Common Return #4- Misaligned Data and Focal Points

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- CNA graphs and external data must inform focal point ratings.
- Misalignment = Available data says one thing, ratings say another.
- Rule of Thumb: If between two scores, round down.
- Use guiding rubric and stakeholder feedback for rating accuracy.

# Bonus- Goals and Action Steps

- ✓ Each goal must be measurable (quantitative or observable).
- ✓ Minimum of two action steps per goal.
- ✓ SIAPS should inform LIAP; Single Site LEAs complete only SIAP.
- ✓ Goals must be grounded in school level data and needs.
- ✓ All SIAPs inform the LIAP.



# Q & A Protocol

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- To clarify content only.
- For more complex or programmatic issues, email follow up is required.
- We may consult with Director and DAS as needed.
- Thank you for respecting the process- we are here to help!

[ESEA@azed.gov](mailto:ESEA@azed.gov)  
[bailey.acevedo@azed.gov](mailto:bailey.acevedo@azed.gov)