



## Arizona LEA Tracker (ALEAT)

Reference Guide  
August 2010

# LEA Guide



### ***Introduction***

**ALEAT, the Arizona LEA Tracker**, is a web application that supports a variety of interactions between the ADE and its LEAs and schools. The main purpose is for LEAs and schools to have a single site within a secure environment to submit information electronically. ALEAT serves two basic functions for an LEA: a Continuous Improvement Planning tool that supports required plans for the improvement of student achievement at the LEA and school levels, and a monitoring section that allows an LEA to submit evidence of compliance with various federal and state requirements.

**The Continuous Improvement Plan (CIP)** format allows an LEA to submit and track goals, strategies, and action steps for the implementation of federal programs. Planning for services to struggling students, professional development, and technology can be combined into a single comprehensive plan. A companion school level planning tool allows the school (and the LEA) to track the status of school goals, strategies, and action steps. Based on federal and state accountability determinations from AYP or AZLEARNNS, HQ teacher data, or AMAOs, a school or an LEA may be required to develop an improvement plan. The CIP structure can accommodate designated improvement goals, strategies and action steps for both schools and LEAs.

**The Monitoring Section of ALEAT** is organized to collect annually evidence of compliance with federal programs assurances, program requirements, and several state requirements. An LEA Filing Cabinet allows an LEA to submit electronic copies of policies, procedures, program descriptions, and other pertinent documents. The items can be desk reviewed by ADE staff members, who return comments to the LEA of meeting or not meeting the requirements. The LEA can then resubmit to correct any deficiencies as needed.

**Why ALEAT?** The advantages to using ALEAT apply to both the ADE and the LEA. The CIP tool and the LEA Filing Cabinet allow an LEA to develop a single plan and submit items one time, even if they serve several purposes. An LEA's ALEAT file provides a historical backup and is a safeguard against records being lost or misplaced. Multiple divisions within ADE can access the items within ALEAT for review and information about an LEA. This single site repository aids in avoiding duplication and improving services to schools and LEAs.

**Work In Progress:** ALEAT has been operational since the 2008-2009 school year but has been undergoing periodic upgrades. Based on feedback of all of the users, the ADE continues to partner with its developer to improve and refine the operation of the site and, as required with all new technology, work out the bugs. Your suggestions for improvement are always welcome.



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# LEA Overview Page

*Setup & Maintenance will only be available to those individuals identified as administrators in ALEAT. Click on the Setup & Maintenance link to manage and add users.*



*The "Dashboard" contains tabs that allow access to different areas within ALEAT:*  
*[LEA List](#) – allows access to past years' monitoring instruments*  
*[LEA Overview](#) – is the LEA home page*  
*[Monitoring](#) – allows the LEA to assign District Submitters to all monitoring instruments*  
*[Plan](#) – allows access to the LEA Continuous Improvement Plan*  
*[File Cabinet](#) – allows access to all documents uploaded into ALEAT*

## LEA Overview Sample LEA - Technical Assistance

### LEA at a Glance

Monitoring	
<b>LEA Instruments</b>	
<a href="#">2010-2011 Cycle 1</a>	In Progress
<a href="#">2010-2011 Cycle 2</a>	In Progress
<a href="#">2010-2011 Cycle 3</a>	In Progress
<a href="#">2010-2011 Cycle 4</a>	In Progress
<a href="#">2010-2011 Cycle 5</a>	In Progress
<a href="#">2010-2011 Cycle 6</a>	In Progress
<a href="#">2010-2011 Cycle 6 ELL</a>	In Progress
<a href="#">301 Plan</a>	In Progress
<a href="#">Affirmation/Consultation</a>	In Progress
<a href="#">Career Ladder</a>	In Progress
<a href="#">Gov. Board Declaration</a>	Received
<a href="#">Principal Declaration</a>	In Progress
<a href="#">Superintendent Declaratio</a>	In Progress
<a href="#">Teacher Evaluation System</a>	In Progress
<a href="#">Technology Plan 2011-2014</a>	In Progress

Continuous Improvement Plan	
<b>LEA Plan Overview</b>	Status: In Progress Progress: 28 %
<b>Goals</b>	
<a href="#">Implementation of the Transformation Model</a>	In Progress
<a href="#">1A Reading/Language Arts Proficiency</a>	In Progress
<a href="#">1B Mathematics Proficiency</a>	Submitted
<a href="#">2 Equitable Distribution of Effective Teachers</a>	In Progress
<a href="#">3 Proficiency in English for ELLs</a>	In Progress
<a href="#">4 Safe, Drug-free Schools Conducive to Learning</a>	In Progress
<a href="#">5 High School Graduation</a>	Submitted
<a href="#">6 Parent Involvement</a>	In Progress
<a href="#">7 Technology Literacy</a>	In Progress
<a href="#">Technnology Literacy</a>	Needs Further Action
<a href="#">HQ Teachers and Para-Professionals</a>	In Progress

Schools in District (5)
<a href="#">ASIP/AZ Learns - Sample-001</a>
<a href="#">ASIP/Schoolwide - Sample-002</a>
<a href="#">ASIP/Targeted Assistance - Sample-003</a>
<a href="#">Schoolwide Plan - Sample-004</a>
<a href="#">Targeted Assistance Plan - Sample-005</a>

*To access School Plans click on the School name.*

*Monitoring Instruments assigned to the LEA will be listed and indicate the current status of the instrument.*

*To open a specific monitoring instrument click on the title.*

*To access the LEA Continuous Improvement Plan you can click on the "Plan" link on the "Dashboard", on the link within the Plan box, or on the title of the Goal.*

*Each Goal will show current status.*

Arizona Department of Education  
 For questions related to ALEAT, please contact: ALEAT@azed.gov

# Setup & Maintenance - ALEAT Access

To use ALEAT the representative from the LEA must have access to Common Log-on found on the ADE website. The authorized LEA signatory must contact the ADE at [Enterprise@azed.gov](mailto:Enterprise@azed.gov) to authorize Common Log-on access for the employee. Then the LEA administrator in ALEAT can go into Setup & Maintenance to add users and provide invitation codes.

Arizona LEA Tracker (ALEAT)

Hi Teel Logout Help Setup & Maintenance ✓

LEA List

Programs  
Instruments  
**Users** ✓  
Organization  
Evidence  
Item Categories  
Localization  
Goal Templates  
Plan Tags  
System Dashboard

### Tracker Administration

Access to Setup and Maintenance is controlled via application permissions. If you are unable to select one of the administration links on the left, then you will need to talk to the Tracker administrator in order to get the desired permissions assigned to your account.

**To find the page to update LEA users and issue invitation codes for new users, click on "Setup & Maintenance" in the upper right hand corner of the page. Then click on the "Users" link on the left.**

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Arizona LEA Tracker (ALEAT)

Hi Teel Logout Help Setup & Maintenance

LEA List

Programs  
Instruments  
**Users** ✓  
Organization  
Evidence  
Item Categories  
Localization  
Goal Templates  
Plan Tags  
System Dashboard

### Add Contact

**Create Account**

Instructions/Description

Access Level \*

State  
 District Sample Improvement Plan for a mock improvement LEA. -  
 School Sample Improvement Plan for a mock improvement LEA. -

Administrator

First Name \* [ ] Last Name \* [ ] Email \* [ ] ✓

Phone [ ]  
Position [ ]  
Department [ ]

**Create Account** ✓

When you click Create Account, an invitation with a link to the system will be sent to this user.

**Check the "Administrator" box if the individual will have authority to submit information to the state and manage users in ALEAT.**

**When creating an invitation code for an individual who will work at the LEA level, click on the District radio button. When creating an invitation code for a principal, click on the school radio button. Then, click on the blank drop down box and find the school name.**

**Review the email address for accuracy; this is used for communication with ALEAT. To save information and send the invitation code click on "Create Account".**

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# Managing User List

It is the LEA's responsibility to annually update the LEA user list. It is recommended that at the beginning of each school year the LEA user list is updated by disassociating employees who are no longer with the LEA or no longer in a position to be working in ALEAT.

## Contact Administration

[Add Us](#)

Show 
  
 Show

### All Assigned users (6)

Instructions/Description

NAME	ORGANIZATION	EMAIL	LEVEL	ADMIN	
<a href="#">Sample Atest</a> ✓	Sample LEA	sample@nomail.org	District	admin	
<a href="#">WEI ATester</a>	Sample LEA	rognier@gmail.com	District	admin	
<a href="#">Chris Dickinson</a>	Sample LEA	mrfriggz@gmail.com	District	admin	
<a href="#">Justin Hernandez</a>	Sample LEA	ALEAT.ADE@gmail.com	District		
<a href="#">Tee Lambert</a>	Sample LEA	tee.lambert@yahoo.com	District	admin	
<a href="#">Brendal Wright</a>	Sample LEA	purple2football@yahoo.com	District	admin	

*To remove a person no longer associated with the LEA, click on his or her name.*

## Edit User: Sample Atest

Instructions/Description

**First Name \***   
**Last Name \***   
**Email Address\***   
 Level   
 Phone Number   
 Org   
 Position   
 Department

*To remove the employee, click on "remove" and when the pop up box appears asking if you want to remove the organization click "OK".*

*To change the admin level, click on the pencil and set as admin or set as user.*

Invitation [90B1170FB5](#) Sent 10/08/2008 by Libby Rognier. [Resend Invitation](#)

[Cancel](#)

### Organizations (1)

DISTRICT	ORGANIZATION	LEVEL	ADMIN	
Sample LEA	Arizona Department Of Education	District	admin	✓ <a href="#">remove</a> ✓

# Monitoring Instrument Overview Page

Once you open a monitoring instrument you will go to the Instrument Overview page where you will be able to see at a glance the status of the instrument, of each item monitored, and who is listed as the LEA Submitters and the ADE Reviewers. The Instrument Overview page also has the communication link.

**Arizona LEA Tracker (ALEAT)** Hi Tee! Logout Help Setup & Maintenance

LEA List LEA Overview **Monitoring** Plan File Cabinet

**Sample LEA - Technical Assistance 2010-2011 Cycle 1**

**Instrument Overview**

Status: **In Progress** ✓

Criteria Questions: [View/Respond](#) ✓

Item Status: Meets requirements: 0, Does not meet requirements: 0, In progress: 10, Not Monitored: 0

Due Date: 12/1/2010 ✓ **Check Due Date!**

Last update: 7/27/2010 8:18:38 AM by Administrator, Administrator

Team Leader: Not Assigned

Submitters: Tee Lambert

Reviewers: Tee Lambert, Bobbie Orlando

Self Review State Review

Expand Outline ✓

- Assurances for Cycle Monitoring 0 of 1 completed
- Homeless Education 0 of 3 completed
- Title I-A LEA Parent Involvement 0 of 2 completed ✓
- Title I-A School Parent Involvement 0 of 3 completed
- Title I-C Migrant Program Needs Assessment 0 of 1 completed

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## Criteria Questions: View/Respond

The first task when starting a Monitoring Instrument is to answer the Criteria Questions. Click on "View/Respond" on the Instrument Overview page. Then click on the appropriate response to each question and click on "Submit Answers". This will allow only applicable items for the LEA to review.

## Sample LEA - Technical Assistance 2010-2011 Cycle 1

### Criteria Questions

Does the LEA receive \$500,000 or more in Title I Part A and ARRA funds combined?  
 Yes  No  None

Does the LEA receive Title I Part C Migrant funds?  
 Yes  No  None

# Completing a Monitoring Instrument

Once you have clicked on Expand Outline – click on an item to start your review.

**Arizona LEA Tracker (ALEAT)**

Hi Tee! Logout Help Setup & Maintenance

LEA List LEA Overview Monitoring Plan File Cabinet

Sample LEA - Technical Assistance  
2010-2011 Cycle 1 Self Review

**C1-3: Homeless Education Liaison**

Cancel Save Save and Continue

Current Status  
In Progress

Change Status  
In Progress

Comments to SEA (Optional)

Item Categories  
Homeless Education

Compliance Indicators

The LEA has designated an appropriate staff person as an LEA liaison for homeless children and youths, to carry out the duties described in Title X, Part C, section 722, paragraph (6)(A).

Has the LEA designated an appropriate staff person as a liaison for homeless children and youths, reported this person's name to the database and ensured that the liaison for the HCY carries out the duties as required:

- (1) HCY are identified;
- (2) HCY are enrolled in school;
- (3) HCY receive educational services;
- (4) Parents are informed of the educational and related opportunities available to their children;
- (5) Enrollment disputes are mediated in accordance with the law;
- (6) Parents are fully informed of HCY transportation services;
- (7) All staff are trained regarding HCY;
- (8) Public notices of the educational rights of HCY where such children and youths receive services such as schools, family shelters, and soup kitchens are disseminated?

Resources

The resources below are provided by the SEA to assist you with this compliance item

- [HCY Public Notice Locations](#)  
A template for LEA use to provide information when, where, by whom HCY notices were posted. The LEA needs to provide Public Notice upon enrollment and twice throughout the year.
- [HCY Reservation of Funds](#)  
Complete the attached form to indicate HCY Reservation of Funds and upload into the ALEAT as evidence.

**C1-3: Homeless Education Liaison**

Cancel Save Save and Continue

**Requested Documents**

- HCY Public Notice Locations  
> [Attach Evidence Doc](#)
- HCY Reservation of Funds  
> [Attach Evidence Doc](#)
- Staff Training on Homeless  
> [Attach Evidence Doc](#)

**Other documents (0)**

> [Attach Doc](#)

**Arizona Department of Education**  
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**Once the evidence has been uploaded and the status has been changed, click on Save and Continue.**

**To start, scroll down and review the Compliance Indicators. If you can respond yes to all of the required components, click on the Change Status drop down box and change to "Meets Requirements".**

**If you cannot respond yes to all, click on the Change Status drop down box and change to "Does Not Meet Requirements". In the Comments to SEA box indicate what needs to be addressed and when you will bring it into compliance.**

**Review the Requested Documents.**

**Upload the documents by clicking on the Attach Evidence Doc under each item listed.**

**Review the Resources that are provided for you. There may be templates that need to be completed and then uploaded into ALEAT as Required Documents.**

# Uploading Evidence

To upload evidence click on "Attach Evidence Doc". The next screen allows several ways to submit evidence. An electronic document can be uploaded as evidence, a document previously uploaded into the ALEAT file cabinet can be associated to this current request, or you can provide a URL link as evidence of compliance.



## Sample LEA - Technical Assistance

### Attach a Document

**To ensure uploading the correct evidence, review the "Evidence Description".**

Evidence Request **HCY Reservation of Funds**

Evidence Description A checklist indicating what the Title I set-aside for HCY was used for and how many students were served.

This document is a  New File   File size limit: 500 MB

Please do not upload documents that contain student-identifying information

- Existing File  
 Link to a web page URL:   
 Hard copy reference only

Title **HCY Reservation of Funds**

Use Filename

Description

**To upload a document from your computer, click on "Browse" and attach a file just as you would to an email.**

**To attach a document already in your ALEAT File Cabinet, click on the radial button next to "Existing File" then choose the file to be attached.**

**To indicate a web page, click on the radio button next to "Link to web page" and either type in the URL link or cut and paste the URL link from the web page.**

**You may want to add a description.**

Draft

Permissions

This is a school document for

- ASIP/AZ Learns - Sample-001  
 ASIP/Schoolwide - Sample-002  
 ASIP/Targeted Assistance - Sample-003  
 Schoolwide Plan - Sample-004  
 Targeted Assistance Plan - Sample-005

**If the evidence is associated with an individual school, e.g., a Title I School Parent Involvement Plan, click on the school name.**

[Cancel](#)

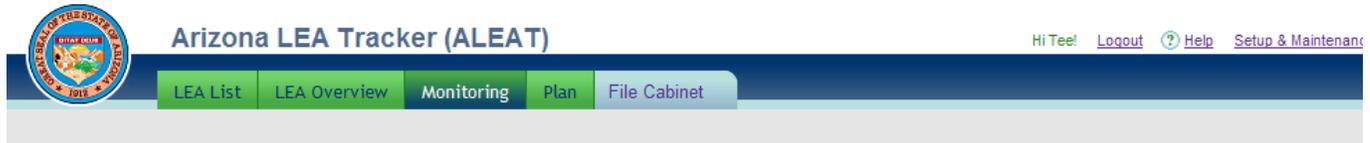
**When the evidence is attached and all of the information is complete, click the "Attach" button.**

[Arizona Department of Education](#)

For questions related to ALEAT, please contact: [ALEAT@azed.gov](mailto:ALEAT@azed.gov)

# Submitting Instrument for State Review

When you have completed every item in the Monitoring Instrument, changed the status of your self review, and attached all requested evidence on the Instrument Overview page, click on the "Submit to State" button. Upon submission, the ADE reviewer will receive an email letting him or her know it has been submitted.




Sample LEA - Technical Assistance  
2010-2011 Cycle 1

The number next to the paper clip identifies how many docs are associated with the monitoring instrument

## Instrument Overview



Status: In Progress

Submit to State

Team Leader: Not Assigned  
Submitters: Tee Lambert  
Reviewers: Tee Lambert, Bobbie Orlando

Criteria Questions: [View/Respond](#)

Item Status	Due Date
Meets requirements: 10	12/1/2010
Does not meet requirements: 0	Last update: 8/19/2011
In progress: 0	by Lambert, Tee
Not Monitored: 0	

Once the self review of all monitoring items is finished and all evidence documents have been uploaded, click on "Submit to State".  
If there is no Submit button, verify that you are listed as submitter. If not, click on the pencil and add your name. Refresh the page and the submit button will appear.

## Self Review

▼ Collapse Outline

▼ Assurances for Cycle Monitoring	1 of 1 completed
↳ C1-1 Statement of Assurance Compliance Status: Meets Requirements	1
▼ Homeless Education	3 of 3 completed
↳ C1-2 Homeless Education Policy Compliance Status: Meets Requirements	
↳ C1-3 Homeless Education Liaison Compliance Status: Meets Requirements	2
↳ C1-4 Homeless Education Dispute Procedure Compliance Status: Meets Requirements	1
▼ Title I-A LEA Parent Involvement	2 of 2 completed
↳ C1-5 1% Parent Involvement Set Aside Compliance Status: Meets Requirements	1
↳ C1-6 LEA Parent Involvement Policy Compliance Status: Meets Requirements	2
▼ Title I-A School Parent Involvement	3 of 3 completed
↳ C1-7 Title I School Annual Meeting Compliance Status: Meets Requirements	
↳ C1-8 Title I School-Parent Compact Compliance Status: Meets Requirements	1
↳ C1-9 Title I School Parent Involvement Policy Compliance Status: Meets Requirements	1

Before submitting, make sure that all items have been completed. The blue bar shows # of # completed.

Make sure that every "Compliance Status" states "Meets Requirements" or "Does Not Meet Requirements". Do not leave any "In Progress".

When you run your cursor over the paper clip, a pop up box will list the documents that have been uploaded as evidence.

# Completing Compliance Activities and Resubmitting

After the ADE reviews the submitted monitoring instrument, you will be notified whether it is in compliance, if so, the instrument will be "Accepted". If not, and there are monitoring items that need to have compliance activities completed to become in compliance the instrument will indicate "Needs Further Action". Once you complete the compliance activities, resubmit the item for review. You will need to resubmit item by item if there are more than one item that "Does not Meet Requirements".

## Sample LEA - Technical Assistance 2010-2011 Cycle 1

### Instrument Overview

Status: **Needs Further Action** ✓

Criteria Questions: [View/Respond](#)

State Item Status	Due Date
Meets requirements: 7	12/1/2010
Does not meet requirements: 3	Last update: 8/19/2010 11:58:34 AM
In progress: 0	by Lambert, Tee
Not Monitored: 0	

Team Leader: Not Assigned  
 Submitters: Tee Lambert  
 Reviewers: Tee Lambert, Bobbie Orlando

### Self Review

▼ [Collapse Outline](#)

▼ **Assurances for Cycle Monitoring** 1 of 1 completed

↳ **C1-1 Statement of Assurance** 1  
 Compliance Status: Meets Requirements

▼ **Homeless Education** 3 of 3 completed (2 not in compliance) ✓

↳ **C1-2 Homeless Education Policy** ✓  
 Compliance Status: **Does Not Meet Requirements**

↳ **C1-3 Homeless Education Liaison** 2  
 Compliance Status: **Does Not Meet Requirements**

↳ **C1-4 Homeless Education Dispute Procedure** 1  
 Compliance Status: Meets Requirements

**When you receive notification that there are items that do not meet requirements – open the instrument and look for the **!** which indicates the item is out of compliance.**

**Click on the title of the item and complete the compliance activity.**

## Sample LEA - Technical Assistance 2010-2011 Cycle 1 Self Review

**C1-2: Homeless Education Policy**

**DUE DATE: 09/03/2010**

Cancel Save Save and Continue Resubmit Item

SEA Status  
Does Not Meet Requirements

Comments by SEA  
8/20/10 (Tee Lambert) Upload the LEA Homeless Education Policy, ensuring that it contains all required components. ✓

Current Status  
Meets Requirements

Change Status  
Meets Requirements ✓

Comments to SEA (Optional)

### Requested Documents

Homeless Education Policy  
> [Attach Evidence Doc](#)

### Other documents (0)

> [Attach Doc](#)

**Review the "Comments by SEA" which will describe the compliance activity.**

**Once the compliance activity has been completed, use the drop down box to change the Status.**

**Click on "Resubmit Item" and then Click on "Save and Continue".**

**This will notify the ADE that the item is ready to be reviewed.**

**Repeat for all monitoring items that do not meet requirements.**

# Monitoring Instrumented Accepted

**When your ADE reviewer has completed the review and has found all items in compliance the Monitoring Instrument will be accepted.**

**All items will have the status of "Meets Requirements" or "Resolved".**



## Sample LEA - Technical Assistance 2010-2011 Cycle 1

### Instrument Overview

4 8

Status: **Accepted** ✓

Criteria Questions: [View/Respond](#)

State Item Status	Due Date
Meets requirements: 10	12/1/2010
Does not meet requirements: 0	Last update: 8/19/2010 1:03:43 PM
In progress: 0	by Lambert, Tee
Not Monitored: 0	

Team Leader: Not Assigned  
Submitters: Tee Lambert  
Reviewers: Tee Lambert, Bobbie Orlando

### Self Review

[Collapse Outline](#)

▼ **Assurances for Cycle Monitoring** 1 of 1 completed

↳ [C1-1 Statement of Assurance](#) 1  
Compliance Status: Meets Requirements

▼ **Homeless Education** 3 of 3 completed

↳ [C1-2 Homeless Education Policy](#) 1 ✓  
Compliance Status: Resolved

↳ [C1-3 Homeless Education Liaison](#) 1 2  
Compliance Status: Resolved

↳ [C1-4 Homeless Education Dispute Procedure](#) 1  
Compliance Status: Meets Requirements

# LEA Continuous Improvement Plan Overview Page



## Continuous Improvement Plan

[Manage Goals](#) 1

**You must add your name to LEA Submitters by clicking on the pencil.**

**You may print a copy of the Plan in its entirety by clicking on the "Plan" link**

**You may view the plan by funding sources or tags by using the drop down boxes and clicking on the "Update" button.**

**You can view the plan with all Goals, Strategies and Action Steps by clicking on the Expand Outline link.**

LEA Submitters: Tee Lambert  
BrendaL Wright

SEA Approvers: Andrew Davidson (WestEd)  
Andrew Davidson  
Nancy Konitzer  
Tee Lambert  
Bobbie Orlando  
Libby Rognier (WestEd)  
Libby Rognier  
Brenda Wright

[Plan](#) | [Implementation Checklist](#)

**Expand Outline**

Show

<p><b>Goal</b> <a href="#">Implementation of the Transformation Model</a></p>	<p>STRATEGIES: 12 <a href="#">Add Strategy</a> <a href="#">Order Strategies</a></p>	<p>ACTION STEPS: 1 of 2 Complete TASKS: None</p>	<p>Estimated Cost : \$4,668.00 Budgeted : \$235.00 Actual : \$444.00</p>	<p> </p>
<p>Status: In Progress 8/4/2010 <a href="#">View History</a> <a href="#">Submit Goal</a> To improve student achievement through implementation of the Transformation.</p>				

<p><b>Goal</b> <a href="#">1A Reading/Language Arts Proficiency</a></p>	<p>STRATEGIES: 4, 3 Incomplete <a href="#">Add Strategy</a> <a href="#">Order Strategies</a></p>	<p>ACTION STEPS: 3 of 13 Complete 5 Overdue TASKS: 0 of 4 Complete</p>	<p>Estimated \$1,053,300.00 Cost : Budgeted : \$103,114.00 Actual : \$77,690.00</p>	<p>  1</p>
<p>Status: In Progress 8/4/2010 <a href="#">View History</a> <a href="#">Submit Goal</a> This is where the SMART goal goes ADE Resources available: 4</p>				

**When a SMART Goal has been written and Strategies developed, including Action Steps, and it is ready for ADE Review, click on "Submit Goal".**

**To upload a document, click on the paper clip.**

<p><b>Goal</b> <a href="#">1B Mathematics Proficiency</a></p>	<p>STRATEGIES: 4, 3 Incomplete <a href="#">Add Strategy</a> <a href="#">Order Strategies</a></p>	<p>ACTION STEPS: 0 of 3 Complete 3 Overdue TASKS: None</p>	<p>Estimated Cost : \$1,894.00 Budgeted : \$930.00 Actual : \$0.00</p>	<p> </p>
<p>Status: Submitted 4/15/2010 <a href="#">View History</a> Student performance in computation and evaluation in grades 3-8 will increase by 5% as indicated by the results of the AIMS test for the 2009-2010 academic year. ADE Resources available: 1</p>				

<p><b>Goal</b> <a href="#">2 Equitable Distribution of Effective Teachers</a></p>	<p>STRATEGIES: None <a href="#">Add Strategy</a> <a href="#">Order Strategies</a></p>	<p>ACTION STEPS: None TASKS: None</p>	<p>Estimated Cost : \$0.00 Budgeted : \$0.00 Actual : \$0.00</p>	<p> </p>
<p>Status: In Progress 8/13/2010 <a href="#">View History</a> <a href="#">Submit Goal</a> By 2013, provide all students with access to effective teachers and principals through equitable distribution and high quality professional learning opportunities in order to close achievement gaps. ADE Resources available: 2</p>				

**For information and guidance in developing SMART Goals and Strategies, review "ADE Resources" by clicking on the number.**

# Components of the LEA Continuous Improvement Plan

## SMART Goals

- **S**trategic and Specific
  - Based on analysis of data
  - Deemed a priority within the LEA (if schoolwide, as it relates to schoolwide plans)
  - Indicates specific groups of students, content areas, behaviors
- **M**easurable
  - Specific instruments are identified to measure impact
- **A**ttainable
  - Doable, realistic, without being uninspiring
- **R**esults-based
  - Describes a specific outcome—not activities to accomplish those outcomes
  - Describes what is expected to happen once strategies and action steps are complete
  - Describes goal in terms of student learning/achievement results
- **T**ime bound
  - Specifies when the goal will be accomplished—when it will be measured to determine impact

## STRATEGIES

- Action oriented
  - The strategy statement begins with a verb, e.g., implement, utilize, etc., so that it is clear what is intended
- Goal-based
  - Does it appear that the strategy will work toward achieving the stated goal?
- Research-based
  - Is the strategy research-based? The NCLB Act (2002) defines scientifically based research as "research that involves the application of rigorous, systematic, and objective procedures to obtain reliable and valid knowledge relevant to education activities and programs." So, is there research to support the use of this strategy?
- Systematic
  - Does the strategy appear to be significant enough that it could impact LEA academic achievement?
- Logical
  - Does the strategy chosen make sense?
  - Does the strategy appear to be appropriate for the amount of funding allocated?

## ACTION STEPS

- The action step(s) expresses the intention
- The action step is specific and succinct
- The action step is doable within the designated timeframe and resources
- An evaluation of the implementation of the strategy is included as an action step
- If professional development is needed, it relates to the strategy

# SMART Goal

Each LEA must have a SMART Goal (Strategic and Specific, Measureable, Attainable, Results Driven and Time Bound) to address the ESEA Goal Topic.

<p><b>Goal</b>  <a href="#">2 Equitable Distribution of Effective Teachers</a> ✓</p> <p>Status: In Progress 8/13/2010  <a href="#">View History</a>  <a href="#">Submit Goal</a></p> <p>By 2013, provide all students with access to effective teachers and principals through equitable distribution and high quality professional learning opportunities in order to close achievement gaps.</p> <p>ADE Resources available: <a href="#">2</a></p>	<p>STRATEGIES: None  <a href="#">Add Strategy</a> <a href="#">Order Strategies</a></p>	<p>ACTION STEPS: None          TASKS: None</p>	<p>Estimated Cost : \$0.00          Budgeted : \$0.00          Actual : \$0.00</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------	----------------------------------------------------	--------------------------------------------------------------------------------------------

**To write or amend a SMART Goal click on the title of the Goal Topic.**



## Arizona LEA Tracker (ALEAT)

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[> Continuous Improvement Plan](#) > [Budget](#) > [Timeline](#)

### Sample LEA - Technical Assistance Continuous Improvement Plan

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#### Edit a Plan Goal

Instructions/Description

Title \* **5 High School Graduation** ✓ [Related State Goal](#)

Original Description All students will graduate from high school. For School Year 2010-2011, all students in the graduation classes of 2013 and 2014 shall develop individual academic and career goals by reviewing and updating their Education and Career Action Plans in cooperation with their parent (s) or guardian(s). The class of 2013 will graduate with a complete Education and Career Action Plan [ECAP] R7-2-302.05.

SMART GOAL \* ✓

**Click "Save" when complete and return to Plan Overview.**

Unable to delete this item because it is associated with other items in the system

**Complete the Goal Template, which lists the Goal Topic, and write/amend your SMART Goal to meet the State Goal for each Goal Topic.**

**Follow the instructions (in green found on the right hand side of the screen) for writing the SMART Goal and developing strategies.**

LEAs with grades K-8 shall provide strategies and action steps outlining college and career planning activities that help students prepare for and transition to high school and the ECAP process. Upload your examples into the ALEAT filing cabinet. For assistance please refer to Guidance Lessons at the Education and Career Action Plan Home page link provided under Resources for this Goal. LEAs with high schools shall provide strategies and action steps of implementation of the ECAP process as required by State Board Rule beginning 2009-2010 that follow the four required attributes in the ECAP process: academic, career, postsecondary and documentation of extracurricular involvement. Upload your examples of the district/school ECAP template into the ALEAT filing cabinet. For assistance please refer to ECAP Process at the Education and Career Action Plan Home page link provided under Resources for this Goal.

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# Strategies

Develop strategies for each SMART Goal. Strategies are a tool or method to achieve the goal. Strategies must indicate action, they should be systematic and organized, research or evidence based and logical.

<p>► <b>Goal</b> 2 Equitable Distribution of Effective Teachers</p>	<p><b>STRATEGIES:</b> None ✓ <a href="#">Add Strategy</a> <a href="#">Order Strategies</a></p>	<p><b>ACTION STEPS:</b> None ↳ <b>TASKS:</b> None</p>	<p>Estimated Cost : \$0.00 Budgeted : \$0.00 Actual : \$0.00</p>	<p> </p>
<p>Status: In Progress 8/13/2010 <a href="#">View History</a> <a href="#">Submit Goal</a> By 2013, provide all students with access to effective teachers and principals through equitable distribution and high quality professional learning opportunities in order to close achievement gaps. ADE Resources available: 2</p>				

**To create and add strategies click on "Add Strategy" link.**



## Arizona LEA Tracker (ALEAT)

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LEA List
LEA Overview
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Plan
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> [Continuous Improvement Plan](#) > [Budget](#) > [Timeline](#)

### Sample LEA - Technical Assistance Plan Detail

Goal: 2 Equitable Distribution of Effective Teachers

#### Add a Plan Strategy

Instructions/Description

Title: \*

Description: \*

✓

[return to Plan](#)

**Clearly define the strategy in the Title. Describe the strategy that shows that it is action oriented, Goal-based, Research-based, Systematic and Logical.**

**Click Save.**

**To add additional Strategies, go back to the Goal and click "Add Strategy" and continue to include all strategies to achieve the Smart Goal.**

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<p>► <b>STRATEGY</b> PD on DI for 7th grade</p>	<p>✓ <b>ACTION STEPS:</b> 1 <a href="#">Add Action Step</a> <a href="#">Order Actions</a></p>	<p>Estimated Cost : \$0.00 Budgeted : \$0.00 Actual : \$0.00</p>	<p> </p>
<p>The LEA will provide professional development and support in using differentiated instructional strategies for teaching 7th grade mathematics.</p>			

**When you have written the strategy and are ready to add the action steps, click on "Add Action Step" within the Strategy box.**

# Action Steps



## Sample LEA - Technical Assistance Plan Detail

Goal: 3 Proficiency in English for ELLs  
Strategy: Analysis of Formative Assessment Data

### Add an Action Step

Instructions/Description for Action Step

Title: \*

Description: \*

Start Date (mm/dd/yyyy): \*

End Date (mm/dd/yyyy): \*

Timeline Notes:

Requires Funding?:

Audience:

Estimated Cost: (\$)

Tags  IndianEd  
 PD  
 ELL  
 SPED  
 Tech  
 SIG  
 Monitor  
 LEAImp

**Clearly define the action step in the Title.**

**In the description ensure that the action step(s):**

- expresses the intention,
- is specific and succinct,
- is doable within the designated timeframe and resources, and
- include(s) an evaluation of the implementation of the strategy.

**Check the "Tag" that the Action Step addresses.**

**LEAs with a Technology Plan must have the "Tech" tag marked for the action step that is within the LEAs Technology Plan.**

Responsible:

- Sample Atest  
 WEI ATester  
 Justin Hernandez  
 Tee Lambert  
 BrendaL Wright

**Click on the LEA person responsible for the action step.**

Save  Delete Cancel

**Click to "Save" the Action Step.**

**To add additional action steps, click on the "Add Action Step" within the Strategy box.**

[return to Plan](#)

# Updating Action Steps Throughout the Year



## Sample LEA - Technical Assistance Continuous Improvement Plan

STATE GOAL: [1B Mathematics Proficiency](#)

↳ STRATEGY: [NCTM E- Conference](#)

### ↳ ACTION STEP: Selection of E-Workshops

Description The LEA Mathematics Specialist will meet with each middle school Mathematics department to review and select appropriate E-Workshops.

Start Date 11/02/2008  
End Date 12/10/2008

Timeline Notes Registrations due to District Office by 12/01; registration to NCTM by 12/10.

Responsible Tee Lambert, Sample Atest

Requires Funding Yes

Audience 7th Grade Math Teachers, 6th-8th grade teachers if interested

Estimated Cost \$894.00

Status IN PROGRESS [Update](#) ✓

**By clicking on the title of the action step a summary page will pop up. Click on the "Update" next to the Status line and the LEA can update the progress towards completing the action step.**

**The updates will be tracked under the column of "Status Updates".**

#### ▼ STATUS UPDATES (2)

PERSON	DATE	STATUS	COMMENT
Libby Rognier	03/02/2009	In Progress	Everyone is registered.
Administrator Administrator	02/23/2009	Not Begun	

#### ▼ TASKS (0)

[Reorder Tasks](#) [Add Task](#)

#### ▼ BUDGET ITEMS (1)

[Add Budget Item](#)

DESCRIPTION	QUANTITY	UNIT COST (\$)	BUDGETED (\$)	ACTUAL (\$)	PROGRAM
<a href="#">Registrations for E-Conference</a>	6	\$155.00	\$930.00	\$0.00	School Improvement Grant - 09-10

#### ▼ BUDGET BY SOURCE (0)

[+](#) [+](#) [Edit](#) ✓

**To amend any information in the Action Step, click on the "Edit" link at the bottom of the page.**

[Arizona Department of Education](#)

For questions related to ALEAT, please contact: [ALEAT@azed.gov](mailto:ALEAT@azed.gov)

# Display of Goals

When Goals are expanded on the LEA Continuous Improvement Plan Overview page you will be able to see all the action steps that will support the Strategy to achieve the SMART Goal. To see this you can click on "Expand Outline on the Plan Overview page or on the individual Goal and Strategy Boxes and the green arrows.

<p>► <b>Goal</b> ✓ <a href="#">1B Mathematics Proficiency</a></p>	<p><b>STRATEGIES:</b> 4, 3 Incomplete <a href="#">Add Strategy</a> <a href="#">Order Strategies</a></p>	<p><b>ACTION STEPS:</b> 0 of 3 Complete ▲ 3 Overdue ⋮ <b>TASKS:</b> None</p>	<p>Estimated Cost : \$1,894.00 Budgeted : \$930.00 Actual : \$0.00</p>	<p> </p>
-----------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------	--------------------------------------------------------------------------------	----------

Status: Submitted 4/15/2010  
[View History](#)  
 Student performance in computation and evaluation in grades 3-8 will increase by 5% as indicated by the results of the AIMS test for the 2009-2010 academic year.  
**ADE Resources available:** 1

<p>► <b>STRATEGY</b> ✓ <a href="#">NCTM E- Conference</a></p>	<p><b>ACTION STEPS:</b> 1 <a href="#">Add Action Step</a> <a href="#">Order Actions</a></p>	<p>Estimated Cost : \$894.00 Budgeted : \$930.00 Actual : \$0.00</p>	<p> </p>
-------------------------------------------------------------------	-------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------	----------

The LEA will sponsor participation in NCTM E-Conference workshops for each middle school mathematics department.

ACTION STEP	RESPONSIBLE	STATUS	
<p><a href="#">Selection of E-Workshops</a>            The LEA Mathematics Specialist will meet with each middle school Mathematics department to review and select appropriate E-Workshops.</p> <p>⋮ <b>TASKS:</b> None</p>	<p>Sample Atest Tee Lambert</p>	<p>In Progress 3/2/2009</p> <p>Estimate: \$894.00</p>	<p> </p> <p>IndianEd <b>PD</b></p>

<p>► <b>Goal</b> ✓ <a href="#">2 Equitable Distribution of Effective Teachers</a></p>	<p><b>STRATEGIES:</b> None <a href="#">Add Strategy</a> <a href="#">Order Strategies</a></p>	<p><b>ACTION STEPS:</b> None ⋮ <b>TASKS:</b> None</p>	<p>Estimated Cost : \$0.00 Budgeted : \$0.00 Actual : \$0.00</p>	<p> </p>
-------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------	-----------------------------------------------------------	--------------------------------------------------------------------------	----------

Status: In Progress 8/13/2010  
[View History](#)  
[Submit Goal](#)  
 By 2013, provide all students with access to effective teachers and principals through equitable distribution and high quality professional learning opportunities in order to close achievement gaps.  
**ADE Resources available:** 2

**Once the SMART Goal has been written and the strategies and action steps developed, and you are ready to have ADE review, click on "Submit Goal". Your ADE reviewer will receive notification that the Goal is ready to be reviewed.**

**The "View History" link is an ongoing log of communication relating to the status of the Goal.**

# ***School Continuous Improvement Plan***

Having schools enter their school plans for School Improvement/AZ Learns, School Improvement with/Schoolwide program, School Improvement with/Targeted Assistance program, Title I schools with Schoolwide and Targeted Assistance programs is the latest upgrade in ALEAT. The set up is aligned with the LEA Continuous Improvement Plan.

Schools will develop their school plans and the LEA would review and accept and submit to the ADE as required. Schools will be able to go in and update their plans indicating when Strategies are implemented and the progress of the action steps.

**Goal Statement:** To improve student achievement

**Measurement Statements:** as measured by reading and mathematics achievement, English language proficiency, attendance and graduation rate.

*Example –To improve student achievement by increasing overall reading proficiency rate to 70% (focusing specifically on 3<sup>rd</sup> and 7<sup>th</sup> grade) as measured 2011 AIMS scores; by increasing overall math proficiency rate to 75% as measured by 2011 AIMS scores...*

**Strategy Topics** by program type. *Required components are underlined. The codes in parenthesis represent the ALEAT tag to be associated with the strategy or action step. This will facilitate communication about presence or absence of required components.*

➤ Indicates a strategy.                      • Indicates a item that can be an action step or a strategy.

Strategy Topics	AZ Learns	Schoolwide Program	ASIP	Targeted Assistance Program
<b>1. Intervention program for struggling students</b>	<ul style="list-style-type: none"> <li>• <u>Address reading, math and/or writing based on SI profile</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Implement SBR programs integrated with regular classrooms’ standards-based curriculum</u> (sw1)</li> </ul>	<ul style="list-style-type: none"> <li>➤ <u>Provide extended learning time based on not making AYP</u> (si1a)</li> <li>➤ <u>Provide SES/Choice</u> (si1b)</li> <li>• <i>Implement Response to Intervention Model that includes a multi-tiered instructional support system</i></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Provide extended learning time that is aligned with regular classrooms’ standards-based curriculum</u>(ta1)</li> </ul>
<b>2. Strengthen instruction for students</b>	<ul style="list-style-type: none"> <li>• <u>Address reading, math and/or writing based on SI profile</u></li> </ul>	<ul style="list-style-type: none"> <li>➤ <u>Chose a model of whole-school reform</u>(sw2a)</li> <li>• <u>Create an equitable distribution of effective teachers</u> (sw2b)</li> <li>• <i>Provide subject-related PD /Coaching</i></li> <li>• <i>Align and articulate curriculum</i></li> <li>• <i>Use Classroom walk-through(s)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Set aside 10% of school’s TI funds for PD related to SI determination</u> (si2a)</li> <li>➤ <u>Provide teacher mentoring</u> (si2b)</li> <li>➤ <i>Establish Learning Community structure to analyze data, plan instruction and increase effective instructional practices.</i></li> <li>• <i>Use classroom observation data to drive professional development plans</i></li> <li>• <i>Provide job-embedded professional development opportunities</i></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Provide PD focused on needs of Title I staff and teachers of Title I students</u> (ta2)</li> </ul>

Strategy Topics	AZ Learns	Schoolwide Program	ASIP	Targeted Assistance Program
<b>3. Data-driven decision making</b>		<ul style="list-style-type: none"> <li>• <a href="#">Use systematic assessment and data collection processes</a> (sw3)</li> <li>• Provide data analysis-related PD</li> <li>• Use job-embedded time for data analysis and instructional planning</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Prioritize use of data related to AYP and subgroup performance</a> (si3)</li> <li>• <i>Establish Learning Community structure to analyze data, plan instruction, make programmatic and instructional changes, and increase effective instructional practices.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Delineate placement criteria for TA program</a>(ta3a)</li> <li>• <a href="#">Provide staff time for data analysis and instructional planning</a>(ta3b)</li> <li>• <a href="#">Delineate program exit criteria</a>(ta3c)</li> </ul>
<b>4. Coordinated services</b>	<ul style="list-style-type: none"> <li>• <a href="#">ECAPs – HS required</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Integration of programs</a>(sw4a)</li> <li>• <a href="#">Implement transition programs</a> (sw4b)</li> <li>• <a href="#">Develop ECAPs – HS required</a> (sw4c); <i>grades 5-8 recommended</i></li> <li>• <a href="#">Engage families and communities</a> (sw4d)</li> <li>• Implement dropout prevention program</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Engage family and community on increasing student achievement</a>.(si4a)</li> <li>• <i>Instructional support system for students is cohesive and seamless.</i></li> <li>• <a href="#">Distribute written notices per Section 1116</a> (si4b)</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Engage families and communities</a>(ta4a)</li> <li>• <a href="#">Develop ECAPs – HS required</a>(ta4b);</li> <li>• <i>grades 5-8 recommended</i></li> </ul>
<b>5. Plan development, implementation and evaluation</b>	<ul style="list-style-type: none"> <li>• <a href="#">Use an annual implementation evaluation</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Secure external technical assistance / support</a>(sw5a)</li> <li>• <a href="#">Operate a SW plan committee</a>(sw5b)</li> <li>• <a href="#">Use an annual implementation evaluation</a>(sw5c)</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Implement an LEA support plan for school-level improvement efforts</a>(si5)</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Use an annual implementation evaluation</a>(ta5)</li> </ul>

# School Continuous Improvement Plan

When first entering the School Plans the template is blank. It is the LEAs responsibility to add the Goal and the schools responsibility to write the Strategies and Action Steps and manage the plan.

**Arizona LEA Tracker (ALEAT)** Hi Tee! Logout Help Setup & Maintenance

LEA List LEA Overview Plan File Cabinet

> Continuous Improvement Plan > Budget > Timeline

**Targeted Assistance Plan - Sample-005 Continuous Improvement Plan**

Status : **In Progress**  
Progress : 0 % (0 of 0 Action Items Complete)

**Continuous Improvement Plan**

*Click on Manage Goals to Create the School Continuous Improvement Goal.*

✓ Manage Goals + +

Plan | Implementation Checklist

▼ Collapse Outline Show All Statuses All Funding Sources All Tags Update

**TOTAL PLAN FUNDS: \$0.00**

Estimated :	\$0.00
Budgeted :	\$0.00
Actual :	\$0.00

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**Arizona LEA Tracker (ALEAT)** Hi Tee! Logout Help Setup & Maintenance

LEA List LEA Overview Plan File Cabinet

> Continuous Improvement Plan > Budget > Timeline

**Targeted Assistance Plan Continuous Improvement Plan**

*Click on "Add a new Goal"*

**Manage Goals**

Reorder Goals + Add a new Goal

**GOALS USED IN MY PLAN**

**TEMPLATE GOALS**

Origin	Title	
DISTRICT	Implementation of the Transformation Model To improve student achievement through implementation of the Transformation.	<a href="#">Add to Plan</a>
STATE	1A Reading/Language Arts Proficiency This is where the SMART goal goes	<a href="#">Add to Plan</a>
STATE	1B Mathematics Proficiency Student performance in computation and evaluation in grades 3-8 will increase by 5% as indicated by the results of the AIMS test for the 2009-2010 academic year.	<a href="#">Add to Plan</a>

**Welcome to Tracker**

1. Click a template goal to personalize it.; 2. Click Add Goal to write new goals.; 3. When you're done, click Go To My Plan. Return to this page at any time by clicking Manage Goals.

1 2 3

# Creating the School Continuous Improvement Plan Goal

Arizona LEA Tracker (ALEAT) Hi Teel Logout Help Setup & Maintenance

LEA List LEA Overview Plan File Cabinet

> Continuous Improvement Plan > Budget > Timeline

## Targeted Assistance Plan - Sample-005 Continuous Improvement Plan

### Add a Plan Goal

Instructions/Description

Title \*  ✓

SMART GOAL \*  ✓

**The LEA is to set up the Goal Title of "To Improve Student Achievement".**

**The School is to write the SMART Goal box that reflects measured improvement in Reading, Mathematics, English Language proficiency and addresses improvement in attendance and graduation rate for their school.**

Save Cancel

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## ASIP/Targeted Assistance - Sample-003 Continuous Improvement Plan

Status : **In Progress**  
Progress: : 0 % (0 of 6 Action Items Complete)

### Continuous Improvement Plan

Manage Goals

Plan Implementation Checklist

#### Expand Outline

Show All Statuses All Funding Sources All Tags Update

<p>Goal</p> <p><a href="#">To improve student achievement</a></p>	<p>STRATEGIES: 2, 2 Incomplete</p> <p><a href="#">Add Strategy</a> <a href="#">Order Strategies</a></p>	<p>ACTION STEPS: 0 of 6 Complete</p> <p>TASKS: None</p>	<p>Estimated Cost : \$0.00</p> <p>Budgeted : \$0.00</p> <p>Actual : \$0.00</p>	<p>+</p> <p>+</p> <p>+</p>
-------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------	---------------------------------------------------------	--------------------------------------------------------------------------------	----------------------------

1.Increase overall reading achievement proficiency by 15% with a focus on grades 7 and 8 as measured by the Spring 2011 AIMS. 2.Increase overall math achievement proficiency by 12% with a focus on 10th grade as measured by the Spring 2011 AIMS. 3.Increase reclassification of ELL students to proficiency by 12% as measured by AZELLA Spring 2011. 4.Increase the attendance rate by 1% as measured by the 100th day attendance/membership report to ADE. 5.Increase the graduation rate by 12% as measured by the annual graduation report submitted to ADE.

**Once the Goal has been created, the school would click "Add Strategy" to state the strategies developed to accomplish their goal.**

TOTAL PLAN FUNDS: \$0.00

**Click on the + next to the paper clip to upload the school's Needs Assessment and ASIP Planning Worksheets that were used in developing the School's Continuous Improvement Plan.**

# Strategies

Strategies are a tool or method to achieve the goal. Strategies must indicate action, they should be systematic and organized, research or evidence based and logical.



## ASIP/Targeted Assistance - Sample-003 Plan Detail

Goal: To improve student achievement

### Add a Plan Strategy

Instructions/Description

Title: \*



Description: \*

Save

Delete

Cancel

[return to Plan](#)

**Clearly define the strategy in the Title. Describe the strategy that shows that it is action oriented, Goal-based, Research-based, Systematic and Logical.**

**Click Save.**

**To add additional Strategies, go back to the Goal and click "Add Strategy" and continue to include all strategies to achieve the Smart Goal.**

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For questions related to ALEAT, please contact: [ALEAT@azed.gov](mailto:ALEAT@azed.gov)

<p>► <b>STRATEGY</b> <a href="#">Expanded Learning Opportunities</a></p>	<p>✓ <b>ACTION STEPS: 4</b> <a href="#">Add Action Step</a> <a href="#">Order Actions</a></p>	<p>Estimated Cost : \$0.00 Budgeted : \$0.00 Actual : \$0.00</p>	<p> </p>
<p>Implement research based pull-out and push-in intervention programs for targeted grades and students to learn prerequisite and grade level skills in reading and math.</p>			

**When you have written the strategy and are ready to add the action steps, click on "Add Action Step" within the Strategy box.**

# Action Steps



## ASIP/Targeted Assistance - Sample-003 Plan Detail

Goal: To improve student achievement  
Strategy: Expanded Learning Opportunities

### Add an Action Step

Instructions/Description for Action Step

Title: \*

Description: \*

Start Date (mm/dd/yyyy): \*

End Date (mm/dd/yyyy): \*

Timeline Notes:

Requires Funding?:

Audience:

Estimated Cost: (\$)

Tags

- IndianEd
- PD
- ELL
- SPED
- Tech
- SIG
- Monitor
- LEAImp

**Clearly define the action step in the Title.**

**In the description ensure that the action step(s):**

- expresses the intention,
- is specific and succinct,
- is doable within the designated timeframe and resources, and
- include(s) an evaluation of the implementation of the strategy.

**Check the "Tag" that the Action Step addresses.**

**LEAs with a Technology Plan must have the "Tech" tag marked for the action step that is within the LEAs Technology Plan.**

Responsible:

- Sample Atest
- WEI ATester
- Justin Hernandez
- Tee Lambert
- BrendaL Wright

**Click on the LEA person responsible for the action step.**

**Click to "Save" the Action Step.**

**To add additional action steps, click on the "Add Action Step" within the Strategy box.**

[return to Plan](#)

# Updating Action Steps Throughout the Year



## ASIP/Targeted Assistance - Sample-003 Continuous Improvement Plan

SCHOOL GOAL: [To improve student achievement](#)

↳ STRATEGY: [Expanded Learning Opportunities](#)

↳ ACTION STEP: [Choosing Programs](#)

Description Research and choose a reading pull-out intervention program and a math push-in intervention program.

Start Date 08/02/2010

End Date 08/27/2010

Timeline Notes

Responsible

Requires Funding No

Audience

Estimated Cost \$0.00

Status NOT BEGUN [Update](#) ✓

**By clicking on the title of the action step a summary page will pop up. Click on the "Update" next to the Status line and the LEA can update the progress towards completing the action step.**

**The updates will be tracked under the column of "Status Updates".**

### ▼ STATUS UPDATES (1)

PERSON	DATE	STATUS	COMMENT
Robert Gray	08/16/2010	Not Begun	

### ▼ TASKS (0)

[Reorder Tasks](#) [Add Task](#)

### ▼ BUDGET ITEMS (0)

[Add Budget Item](#)

### ▼ BUDGET BY SOURCE (0)

[+](#) [+](#) [Edit](#) ✓

[Arizona Department of Education](#)

For questions related to ALEAT, please contact: [ALEAT@azed.gov](mailto:ALEAT@azed.gov)

**To amend any information in the Action Step, click on the "Edit" link at the bottom of the page.**

# Sample ASIP/Targeted Assistance

## Continuous Improvement Plan

Manage Goals  

 Plan |  Implementation Checklist

### ▼ Collapse Outline

Show All Statuses All Funding Sources All Tags Update

<p><b>► Goal</b> <u>To improve student achievement</u></p>	<p><b>STRATEGIES:</b> 2, 2 Incomplete <a href="#">Add Strategy</a> <a href="#">Order Strategies</a></p>	<p><b>ACTION STEPS:</b> 0 of 6 Complete ↳ <b>TASKS:</b> None</p>	<p>Estimated Cost : \$0.00 Budgeted : \$0.00 Actual : \$0.00</p>	<p> </p>
<p>1.Increase overall reading achievement proficiency by 15% with a focus on grades 7 and 8 as measured by the Spring 2011 AIMS. 2.Increase overall math achievement proficiency by 12% with a focus on 10th grade as measured by the Spring 2011 AIMS. 3.Increase reclassification of ELL students to proficiency by 12% as measured by AZELLA Spring 2011. 4.Increase the attendance rate by 1% as measured by the 100th day attendance/membership report to ADE. 5.Increase the graduation rate by 12% as measured by the annual graduation report submitted to ADE.</p>				

<p><b>► STRATEGY</b> <u>Expanded Learning Opportunities</u></p>	<p><b>ACTION STEPS:</b> 4 <a href="#">Add Action Step</a> <a href="#">Order Actions</a></p>	<p>Estimated Cost : \$0.00 Budgeted : \$0.00 Actual : \$0.00</p>	<p> </p>
<p>Implement research based pull-out and push-in intervention programs for targeted grades and students to learn prerequisite and grade level skills in reading and math.</p>			

ACTION STEP	RESPONSIBLE	STATUS	
<p><u>Choosing Programs</u> Research and choose a reading pull-out intervention program and a math push-in intervention program. ↳ <b>TASKS:</b> None</p>		<p>Not Begun 8/16/2010 Estimate: \$0.00</p>	<p> </p>
<p><u>Funding</u> Identify funding sources to support materials and extra TA positions for pull out and push in intervention programs. ↳ <b>TASKS:</b> None</p>		<p>Not Begun 8/16/2010 Estimate: \$0.00</p>	<p> </p>
<p><u>Identify Intervention Candidates</u> Identify students for intervention using teacher teams. ↳ <b>TASKS:</b> None</p>		<p>Not Begun 8/16/2010 Estimate: \$0.00</p>	<p> </p>
<p><u>Monitoring Intervention</u> Build evaluation tools to monitor effectiveness of intervention ↳ <b>TASKS:</b> None</p>		<p>Not Begun 8/16/2010 Estimate: \$0.00</p>	<p> </p>

<p><b>► STRATEGY</b> <u>Data Driven Decision Making</u></p>	<p><b>ACTION STEPS:</b> 2 <a href="#">Add Action Step</a> <a href="#">Order Actions</a></p>	<p>Estimated Cost : \$0.00 Budgeted : \$0.00 Actual : \$0.00</p>	<p> </p>
<p>Instructional staff and leadership team will make programmatic and personnel decisions based on a variety of data points.</p>			

ACTION STEP	RESPONSIBLE	STATUS	
<p><u>Intervention Mobility</u> Construct entrance and exit plan using cut scores on formative and summative assessments as indicators. ↳ <b>TASKS:</b> None</p>		<p>Not Begun 8/16/2010 Estimate: \$0.00</p>	<p> </p>
<p><u>Teacher Data Chats</u> Increase time for data chats by 20 minutes. ↳ <b>TASKS:</b> None</p>		<p>Not Begun 8/16/2010 Estimate: \$0.00</p>	<p> </p>

<b>TOTAL PLAN FUNDS: \$0.00</b>	<p>Estimated : \$0.00 Budgeted : \$0.00 Actual : \$0.00</p>
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*For Assistance with ALEAT please contact the*

***ALEAT Help Desk***

***602.542.4353***

***[ALEAT@azed.gov](mailto:ALEAT@azed.gov)***

***Or***

***Your ADE Specialist***