

**1<sup>ST</sup> QUARTER**

**Date:**  
**GETTING READY FOR INQUIRY**

**Name of District:**

**Technical Assistants:**

**Governance: Leadership Structure for the District:**

FM Leadership Team Structure: (Composition)	
FM Achievement Team Structure: (Composition)	
System Processes: District Mission/Vision/District Goals/Connection of FM Process to SINI/DINI/Restructuring Process	
Allocation of Resources: (Description of schools, course offerings, initiatives, status of curriculum development/alignment, available professional development)	
Systems Readiness Survey: (Description of Process for Administration, Results and outcome of survey)	
Mapping Out the Achievement Year: (Description of Monitoring Year, sample agendas, documents, PowerPoint presentations for all Leadership and Achievement Team Meetings, description of subcommittees if appropriate)	
Inventory of District Data:	
District Initiatives: (Status and description of any inventories that have been conducted, description of practices such as PLC, Rtl etc.	
Plans for IEP Review Process:	
Parent/Family Engagement:	

Communication Plan for Greater Educational Community:	
Description of Role/Responsibilities of Technical Assistants in Step I:	
Achievement Data: (Baseline Achievement Data and other Achievement Data used by District)	
List and/or attach activities, resources, research articles, reading assignments, tools, templates used during this quarter:	

**2<sup>ND</sup> QUARTER**

**Date:** \_\_\_\_\_ **Name of District:** \_\_\_\_\_ **Technical Assistants:** \_\_\_\_\_

**ORGANIZING AND ANALYZING DATA**

<p>Determination of Data to Be Collected/Reviewed: (Describe the multiple data sources being reviewed by the Achievement Team, who is responsible for review/analysis, process for review, timelines etc.)</p>	
<p>Initial Findings/Factors/Hypothesis: Describe the initial findings/factors identified as impacting student achievement</p>	
<p>Curriculum, Instruction Assessment: Describe the data/processes used to review curriculum, instruction, assessment practices in the district. What are the findings from the review?</p>	
<p>IEP's/Compliance Review: Summarize the findings of the compliance review (IEP's, special education programs, policy procedures, etc. include dates, visiting team structure, training, how summary report was written) Include how the data was connected to the work of the achievement team</p>	
<p>Parent/Family/Student Expectations/Engagement: Describe the results/findings of any perceptual data collected by the Achievement Team</p>	
<p>Communication Process Used to Articulate the Work/Initial Findings of the Achievement Team:</p>	

<p>Role of the Technical Assistants Step II:</p>	
<p>List and/or attach activities, resources, research articles, reading assignments, tools, templates used during this quarter:</p>	

**3<sup>RD</sup> QUARTER**

**Date:** \_\_\_\_\_ **Name of District:** \_\_\_\_\_ **Technical Assistants:** \_\_\_\_\_

**INVESTIGATING FACTORS IMPACTING STUDENT ACHIEVEMENT**

<p>Describe some of the challenges (root causes) identified by the Achievement Team as factors impacting student achievement: (e.g. curriculum, instruction, assessment, policy/procedure, guiding vision, culture, climate, equity, parent/family engagement, student engagement, special education compliance issues etc.). Describe the findings and how these will be the foundation for the improvement plan.</p>	
<p>Processes Used to Communicate to the Greater Educational Community:</p>	

<p>Role of Technical Assistants during Step III:</p>	
<p>List and/or attach activities, resources, research articles, reading assignments, tools, templates used during this quarter:</p>	

**4<sup>TH</sup> QUARTER**

**Date:** \_\_\_\_\_ **Name of District:** \_\_\_\_\_ **Technical Assistants:** \_\_\_\_\_

**DETERMINING EFFECTIVE PRACTICES AND WRITING THE PLAN**

<p>Share the District Improvement Plan with measurable goals, monitoring processes, and timelines:</p>	
<p>Share the Compliance Corrective Action Plan, and plans for monitoring:</p>	
<p>List and/or attach activities, resources, research articles, reading assignments, tools, templates used during this quarter:</p>	

