



School Improvement Planning Process Checklist

Action	Description	Status
STEP 1: Identify the School Leadership Team	<p>There is a documented, cross section of the school’s stakeholders that are identified as the School Leadership Team and that play a role in the School Improvement Planning Process.</p> <p>Resource: Whose on the Bus</p>	
STEP 2: Create a School Improvement Plan	<p>Collect and Record Performance Data The school’s recent school performance and student achievement data has been collected, recorded, and used to create the School Improvement Plan.</p> <p>Resource: Data Collection Template</p>	
	<p>Identify Practice Goals The School Leadership Team has completed a school reflection based on the High-Impact Domains and Practices and has narrowed their focus to up to three Priority Practices.</p> <p>Resources: High-Impact Domains & Practices Rubric School Reflection</p> <ul style="list-style-type: none"> ▪ Google Form ▪ Microsoft Form 	
	<p>Plan for Practice Goals The School Leadership Team has identified the following for each priority:</p> <ul style="list-style-type: none"> ▪ practice rationale ▪ improvement strategy ▪ 1-year adult practice goal ▪ impact on performance goals ▪ an action plan <p>Resource: Resource Guide</p>	

Action	Description	Status
STEP 2: Create a School Improvement Plan <i>(continued)</i>	Establish Performance Goals The School Leadership Team has established student-focused performance goals that will be impacted by each priority practice. Resource: Setting School-Wide Goals	
	Finalize the School Improvement Plan The School Leadership Team has ensured the plan is complete and submitted.	
STEP 3: Use an Evidence-Based Implementation Process	The School Leadership Team has articulated a plan to monitor the School Improvement Plan’s impact and adjust as needed. Resources: National Implementation Research Network (NIRN) Improvement Cycles Framework PDSA Template from NIRN Narrow the Focus Plan	
STEP 4: Monitor Stages of Implementation	The School Leadership Team has identified a method to monitor the adult-facing actions/commitments as outlined in the School Improvement Plan and the impact of those actions/commitments on student performance. Resources: SIP Implementation: Guiding Questions SIP Reflection Protocol SIP Priority Practice Tracker	