

DIRECTIONS FOR COMPLETING THREE-YEAR SCHOOL IMPROVEMENT PLANS

Your three-year school improvement plan is due to the Division of Accountability in the Department of Education 60 business days from the completion of your review. The division superintendent and the local school board must approve your plan.

Using the Attached Three-year School Improvement Plan Format

You may use the attached format for submitting the three-year school improvement plan to the Division of Accountability. Duplicate the second page and complete one of these pages for each goal in your plan. Fill in all appropriate cells in the table, *leaving the last column blank*. Complete the cover page. After approval by the division superintendent and local school board, submit the plan to the Division of Accountability in the Department of Education. Plans may be mailed or transmitted electronically to accredit@mail.vak12ed.edu. If plans are sent by e-mail, put “School Improvement Plan” on the subject line. A signed cover page (original or copy) should be mailed to the Division of Accountability.

Using a Locally-developed Format for Submitting the Three-year School Improvement Plan

You may use your own locally developed format for submitting the three-year school improvement plan to the Division of Accountability. *You must show the correlation between your plan’s components and those specified in the SOA (8 VAC 20-131-310.G).* The attached cover page must be submitted with your plan. After approval by the division superintendent and local school board, submit the plan to the Division of Accountability in the Department of Education. Plans may be mailed or transmitted electronically to accredit@mail.vak12ed.edu. If plans are sent by e-mail, put “School Improvement Plan” on the subject line. A signed cover page (original or copy) should be mailed to the Division of Accountability.

DIRECTIONS FOR COMPLETING ANNUAL REPORTS

By October 1 of each school year you must report to the Division of Accountability in the Department of Education the status of implementation of your three-year school improvement plan and progress toward meeting the goals of your plan.

If you use the attached three-year school improvement plan format, you need only to *complete the last column* and attach the annual report cover sheet.

If you use a locally-developed format for submitting your three-year school improvement plan, you will need to use the attached format for reporting implementation status. Complete the cover sheet and the remainder of the form adding rows to the table as needed.

If you have made revisions to your original three-year school improvement plan, indicate that on the cover sheet and send the revised plan along with the annual report.

Annual reports and revised plans may be mailed or electronically transmitted to accredit@mail.vak12ed.edu. If annual reports are sent by e-mail, put "Annual Report" on the subject line. A signed cover page (original or copy) should be mailed to the Division of Accountability.

**THREE-YEAR SCHOOL IMPROVEMENT PLAN
(8 VAC 20-131-310.F; 8 VAC 20-131-310.G)**

School Improvement Plan for the Period _____

School Name: _____

Targeted Academic Area(s):

School Number: _____

Division: _____

Grade Levels Served: _____

Amount of Time in School Day Devoted to Instruction in the Four Core
Academic Areas: _____
(8 VAC 20-131-310.G.3)

Plan Developed with Assistance from (check all that apply):
(8 VAC 20-131-310.F.1.)

- Teachers
- Building Administrators
- Central Office Administrators
- Parents
- Community Members
- Students
- Other (specify): _____

Description of Data Reviewed Supporting Need for Improvement
in Each Warned Area:

Waiver(s) Needed and Request(s) Attached (check one):
(8 VAC 20-131-310.G.8.)

- Yes
- No

Date Approved by Local School Board/Superintendent: _____
(8 VAC 20-131-310.F.3.)

Superintendent Signature

Principal Signature

Three-Year School Improvement Plan

Goal Statement _____

Required Components (8 VAC 20-131-310 Section G).	Strategies for Development and Implementation	Resources Needed	Person (s) Responsible	Projected Time Frame	Evidence of Progress Toward Achieving Plan Component	STATUS AS OF OCTOBER 1, 200_ (If not implemented according to projected time frame, provide explanation.)
Actions to be taken by the school to meet the accreditation benchmarks (or the requirements to be Fully Accredited) during the 3-year plan period.						
Assessment measures that will be used to document student academic improvement over time.						
Instructional practices designed to remediate students who have not been successful on Standards of Learning (SOL) tests.						
Intervention practices designed to prevent further declines in student performance.						
Comprehensive and sustained professional development activities.						
Parental involvement practices designed to assist parents in raising their child's academic performance						
Management of budget initiatives that demonstrate the use of local, state and federal funds to meet identified needs.						

**ANNUAL REPORT
STATUS OF IMPLEMENTATION OF
THREE-YEAR SCHOOL IMPROVEMENT PLAN
(8 VAC 20-131-310.H.)**

**DUE OCTOBER 1
DIVISION OF ACCOUNTABILITY**

Annual Report for the Year _____

School Name: _____

Targeted Academic Area(s):

School Number: _____

Division: _____

Grade Levels Served: _____

Revised Three-Year School Improvement Plan Attached?

Superintendent Signature

- Yes
- No

Principal Signature

Date

STATUS OF IMPLEMENTATION OF GOALS

Goal Statement: _____

Strategies Developed to Meet Goal	Progress Made	Evidence of Progress	Explanation for Strategies Not Implemented According to Projected Time Frame

Add/delete rows as needed