

## **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 Academic Review. The division superintendent and the local school board must approve your plan. *Please submit a copy of your plan to your regional Best Practice Center.*

### 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, adding additional rows to accommodate additional information. *Leave the OCTOBER 1 STATUS column of the table blank.* Complete the cover page. After approval by the division superintendent and local school board, submit the plan and the completed coversheet to the Division of Accountability in the Department of Education. Plans may be mailed or transmitted electronically to [accredit@mail.vak12ed.edu](mailto: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 or any other 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 regardless of the plan format you use. 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](mailto: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.

**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**

A Description of How the School will Meet the Provisional Accreditation Benchmarks, or the Requirements to be Fully Accredited,  
for Each of the Years Covered by the Plan  
(8 VAC 20-131-310.G.1)

Goal Statement:

Objective:

Specific measures of student achievement that will be taken throughout the school year(s)  
and used to monitor academic improvement over time (8 VAC 20 – 131-310.G.2):

Types of Assessments	Frequency of Measures and Data Collection	Evidence/Data to be Collected

ADD ROWS AS NEEDED TO ACCOMMODATE NUMBER OF ASSESSMENT TOOLS

Strategies and/or Action Steps	8 VAC 20-131-310 Code (place x by any that apply)	Projected Time Frame	Person (s) Responsible	Financial Resources Needed (estimate amount and cite sources) G.9	Other Resources Needed	Evidence of Implementation of the Strategy	<b>OCTOBER 1 STATUS</b> (If not implemented according to projected time frame, provide explanation.)
STRATEGY:	<input type="checkbox"/> G.4 <input type="checkbox"/> G.5 <input type="checkbox"/> G.6 <input type="checkbox"/> G.7						
Action Step #1:	<input type="checkbox"/> G.4 <input type="checkbox"/> G.5 <input type="checkbox"/> G.6 <input type="checkbox"/> G.7						
Action Step #2:	<input type="checkbox"/> G.4 <input type="checkbox"/> G.5 <input type="checkbox"/> G.6 <input type="checkbox"/> G.7						

Strategies and/or Action Steps	8 VAC 20-131-310 Code (place x by any that apply)	Projected Time Frame	Person (s) Responsible	Financial Resources Needed (estimate amount and cite sources) G.9	Other Resources Needed	Evidence of Implementation of the Strategy	<b>OCTOBER 1 STATUS</b> (If not implemented according to projected time frame, provide explanation.)
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Action Step #2:	<input type="checkbox"/> G.4 <input type="checkbox"/> G.5 <input type="checkbox"/> G.6 <input type="checkbox"/> G.7						

ADD ROWS AS NEEDED TO ACCOMMODATE NUMBER OF STRATEGIES AND/OR APPROPRIATE NUMBER OF ACTION STEPS

