

**COMPLETION AND SUBMISSION OF ANNUAL REPORTS  
DESCRIBING STATUS OF IMPLEMENTATION  
OF THREE-YEAR SCHOOL IMPROVEMENT PLANS  
FOR SCHOOLS RATED ACCREDITED WITH WARNING**

By October 1 of each school year you must report to the Division of Educational 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. The annual report should reflect your progress in implementing *only* those strategies targeted for implementation prior to October 1, 2002. You should also report on the status of strategies scheduled for implementation after this date that have been implemented ahead of schedule.

If you used the three-year school improvement plan format approved by the Board of Education available on the department's web site and provided to you as an attachment to Supts. Memo No. 13, dated January 25, 2002, OR if you used a locally-developed format that has a status reporting column, you only need to *complete the status column of that plan format and attach the annual report cover sheet.*

If you used a locally-developed format for submitting your three-year school improvement plan and if that format has no means for reporting status of implementation, use the attached form for reporting implementation status. This form is also available as a Word document read-only file at <http://www.pen.k12.va.us/VDOE/Forms/>. 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 to the Division of Educational Accountability or may be electronically transmitted to [accredit@mail.vak12ed.edu](mailto:accredit@mail.vak12ed.edu). If annual reports are sent by e-mail, put "Annual Report" on the subject line. In either case, a signed cover page (original or copy) should be mailed to the Division of Educational Accountability.

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

**DUE OCTOBER 1  
DIVISION OF EDUCATIONAL 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 THREE-YEAR SCHOOL IMPROVEMENT PLAN**

Goal Statement: \_\_\_\_\_

<b>Strategies Developed to Meet Goal</b>	<b>Status/Progress Made</b>	<b>Evidence of Progress</b>	<b>Explanation for Strategies Not Implemented According to Projected Time Frame</b>

Add/delete rows as needed