

**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, 2004. 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 office of accreditation's home page, 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.

It is preferred that annual reports and revised plans be electronically transmitted to accredit@mail.vak12ed.edu. If annual reports are sent by e-mail, put "Annual Report" on the subject line. Plans may also be mailed to the office of accreditation in the Division of Educational Accountability. In either case, a signed cover page should be mailed to the Division of Educational Accountability or faxed to 804-786-9763.

**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: _____

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

Add/delete rows as needed