



Office of School Improvement Checklist for Title I Schools Required to Create a School Improvement Plan

Due Date	Task
October 4, 2012	The principal will ensure that school staff complete and submit electronic Verification Form survey to provide contact information to the Office of School Improvement (OSI), using the following link: http://www.surveymonkey.com/s/JZDZS9B .
October 17, 2012 through January 18 22 , 2013	The principal and school improvement team leaders including division representative will view a series of four recorded webinars on how to use Indistar® to create school improvement plans. The recorded webinars will be available for viewing online at the following link: http://www.doe.virginia.gov/support/school_improvement/planning/index.shtml
October 18- November 5 31, 2012	The principal and school leadership team members including division representative will have viewed Session 1 of the recorded webinar series and will have entered into Indistar® information about the school, the school leadership team, demographic information, and limited academic assessment information.
November 15, 2012	The principal and school leadership team members including division representative will have viewed Session 2 of the recorded webinar series and will have completed assessment of the required indicators in Indistar®.
December 14, 2012	The principal and school leadership team members including division representative will have viewed Session 3 of the recorded webinar series and will have identified and recorded tasks in support of the three required indicators on Indistar®.
January 18 22 , 2013	The principal and school leadership team members including division representative will have viewed Session 4 of the recorded webinar series on monitoring the plan and using data to update it.
January 18 22 , 2013 and April 30, 2013	School improvement plans will be submitted via the Indistar® Dashboard. The division staff member assigned to the school improvement team will: <ul style="list-style-type: none"> • review the school improvement plan and submit a completed Indistar® rubric to the Office of School Improvement and the assigned division liaison (if applicable). OSI will spot check and provide feedback to some schools.
June 28, 2013	School improvement plans will be submitted via the Indistar® Dashboard.
January 31, 2013 through June 28, 2013	The principal and school leadership team including division representative will monitor the school improvement plan by recording updated tasks on Indistar®, and will continue to do so on at least a monthly basis through June 28, 2013.