

Example District Improvement Plan Process Checklist

	Department/Team/ Person(s) Responsible	By When:	Check when Complete
District determines indicators that will be analyzed across grades and schools.			
District determines assessment data that will be reviewed to analyze the indicators.			
District analyzes district level data.			
District prioritizes district level needs.			
District writes district level goals for improvement.			
District writes action steps to address the goals which include timelines, person(s) responsible, & resource allocation.			
District implements the plan and monitors progress by reviewing data and artifacts.		How often? _____	
District makes adjustments to the plan based on data.			