

Administrative Completeness Review - SCIP

Use this checklist to ensure you have included all these components before submitting your School Continuous Improvement Plan ("SCIP") in ALEAT and to the Board.

An administratively complete School Continuous Improvement Plan includes the following:

- Each required goal has the following:
 - ✓ Is written in SMART format
 - ✓ Includes strategies as defined below
 - ✓ Includes action steps as defined below

Strategy: the **tool or method** selected to achieve a goal.

A strategy is:

1. Systematic and organized
2. Action oriented – The strategy statement must indicate action. It should be:
 - a. Goal-based and logical
 - b. Research or evidence based

Action Step: a specific effort undertaken to implement a strategy.

Action steps:

1. Are clearly stated intentions, succinctly written, and begin with a verb
2. State how the strategy will be implemented: when, who, how and with what resources
3. Are specific and doable within the established timeframe for reaching your goal
4. Must include an evaluation to determine the success of your strategy in achieving the stated goal

- GOAL 1: Reading Achievement goal for all students
- GOAL 2: Reading goal for the bottom 25%
- GOAL 3: English Language Proficiency goal
- GOAL 4: Math Achievement goal for all students
- GOAL 5: Math goal for bottom 25%
- GOAL 6: Goal addressing STEM/STEAM
- GOAL 7: Attendance Goal
- GOAL 8: Goal addressing graduation rate (*high schools only*)

- Provide evidence of the notification provided to parents (A.R.S. § 15- 241.02 (C)).

- Only *COMPREHENSIVE SUPPORT SCHOOLS* address all 7 Turnaround Principles in strategies AND action steps
- Only *TARGET SUPPORT SCHOOLS* address 2 or 3 Turnaround Principles including #5 (data informs instruction)
- Only *School Improvement Grant ("SIG") SCHOOLS* address all strategies included in the SIG model you are implementing.

If you have additional questions please contact the Academic team at 602-364-3080.