

SEA Self-Study Guide Checklist

Self-Study Guide Checklist - Preparation		
Task	Recruit team members which could include researchers, content area specialists, exceptional student education and English learner specialists, senior leadership, and representatives from LEAs such as district administrators, teachers and principals.	
Person Responsible	Due Date	Date Completed
State Education Agency Leadership		
Follow-up Notes/Tasks		
Task	Choose a knowledgeable facilitator such as a School Improvement Director or ESSA state plan project manager.	
Person Responsible	Due Date	Date Completed
State Education Agency Leadership or Team		
Follow-up Notes/Tasks		
Task	Review materials for self-study process and gather all pertinent data and evidence pertaining to the interventions.	
Person Responsible	Due Date	Date Completed
Facilitator		
Follow-up Notes/Tasks		

Task	Distribute a blank <i>SEA Scoring Template</i> , <i>SEA Scoring Guide</i> , <i>Appendix A</i> , <i>Appendix B</i> , as well as any other relevant data or evidence to each team member. Provide a timeline for team members to review the materials.	
Person Responsible	Due Date	Date Completed
Facilitator		
Follow-up Notes/Tasks		
Task	Review all materials received from the facilitator.	
Person Responsible	Due Date	Date Completed
Team Members		
Follow-up Notes/Tasks		
Task	Conduct a short meeting after team members have reviewed the documents to discuss any questions.	
Person Responsible	Due Date	Date Completed
Facilitator		
Follow-up Notes/Tasks		

Task	Attend team meeting and ask any questions to be sure the process is clear.	
Person Responsible	Due Date	Date Completed
Team Members		
Follow-up Notes/Tasks		
Task	Ask each member to re-read the sections of the self-study guide addressing the collecting and evaluating of research and the ESSA Levels of Evidence. Request team members to review research pertinent to an area related to school improvement to identify an evidence-based intervention for consideration by the self-study team. Instruct team members to complete the <i>SEA Scoring Template</i> for the intervention selected.	
Person Responsible	Due Date	Date Completed
Facilitator		
Follow-up Notes/Tasks		
Task	Establish a deadline for completion and submission of the <i>SEA Scoring Templates</i> and communicate that to the team.	
Person Responsible	Due Date	Date Completed
Facilitator		
Follow-up Notes/Tasks		

<p>Task</p>	<p>Re-read the sections of the self-study guide addressing the collecting and evaluating of research and the ESSA Levels of Evidence. Conduct a review of research to identify a school improvement intervention to be considered for recommendation by the team. Complete the <i>SEA Scoring Template</i>, using the <i>SEA Scoring Guide</i> as an example, and submit the completed template to the facilitator by the established deadline.</p>	
	<p>Person Responsible</p>	<p>Due Date</p>
<p>Team Members</p>		
<p>Follow-up Notes/Tasks</p>		
<p>Task</p>	<p>Distribute the completed <i>SEA Scoring Templates</i> to all team members and ask them to rate the interventions according to the scale on the template and to complete the <i>SEA Scoring Guide</i>.</p>	
	<p>Person Responsible</p>	<p>Due Date</p>
<p>Facilitator</p>		
<p>Follow-up Notes/Tasks</p>		
<p>Task</p>	<p>Rate the interventions on the <i>SEA Scoring Templates</i> (received from the facilitator) according to the rating on the template. Complete the <i>SEA Scoring Guide</i> after reviewing the research and information provided for each intervention. Use the guiding questions to help make decisions.</p>	
	<p>Person Responsible</p>	<p>Due Date</p>
<p>Team Members</p>		
<p>Follow-up Notes/Tasks</p>		

Self-Study Guide Checklist - Discussion

Self-Study Guide Checklist - Discussion		
Task	Conduct the first team vote in an effort to reach consensus on the ratings.	
Person Responsible	Due Date	Date Completed
Facilitator		
Follow-up Notes/Tasks		
Task	Guide the team discussion regarding the first vote including the rationale for decisions of team members.	
Person Responsible	Due Date	Date Completed
Facilitator		
Follow-up Notes/Tasks		
Task	Participate in the discussion regarding first vote. Reconsider the first rating based on discussion.	
Person Responsible	Due Date	Date Completed
Team Members		
Follow-up Notes/Tasks		

Task	Facilitate second team vote if consensus is not reached initially.	
Person Responsible	Due Date	Date Completed
Facilitator		
Follow-up Notes/Tasks		
Task	Participate in second team vote If consensus is not reached initially.	
Person Responsible	Due Date	Date Completed
Team Members		
Follow-up Notes/Tasks		
Task	Guide any discussion and records results of voting, any team thoughts, comments or concerns, on the <i>SEA Voting and Consensus Rating Form</i> .	
Person Responsible	Due Date	Date Completed
Facilitator		
Follow-up Notes/Tasks		

Task	Participate in additional discussion of voting results.	
Person Responsible	Due Date	Date Completed
Team Members		
Follow-up Notes/Tasks		

Self-Study Guide Checklist - Planning		
Task	Lead discussion regarding priorities, resources, and anticipated challenges and records thoughts of the team on the <i>SEA Planning Form</i> .	
Person Responsible	Due Date	Date Completed
Facilitator		
Follow-up Notes/Tasks		
Task	Participate in discussion regarding priorities, resources, and anticipated challenges.	
Person Responsible	Due Date	Date Completed
Team Members		
Follow-up Notes/Tasks		

Task	Mark calendar to complete tasks by established deadlines.	
Person Responsible	Due Date	Date Completed
Facilitator		
Follow-up Notes/Tasks		
Task	Record any assigned responsibilities and mark calendar to complete tasks by established deadlines.	
Person Responsible	Due Date	Date Completed
Team Members		
Follow-up Notes/Tasks		
Task	Schedule future meetings to assess progress.	
Person Responsible	Due Date	Date Completed
Facilitator		
Follow-up Notes/Tasks		

Task	Attend any future meetings as scheduled by the facilitator.	
Person Responsible	Due Date	Date Completed
Team Members		
Follow-up Notes/Tasks		