NEW YORK STATE

Essential Elements: Schools-to-Watch Program

INITIAL DESIGNATION APPLICATION PACKET (2021-2022)

Seventeenth Cohort

SUBMIT COMPLETED INITIAL DESIGNATION APPLICATION ELECTRONICALLY BY FRIDAY, October 1, 2021

E-MAIL ALL MATERIALS TO:

David Vroman, NYSMSA State Co-Director, EE: STW Program (dvroman@potsdam.k12.ny.us) AND Christine Radez, Associate, Office of Curriculum and Instruction, New York State Education Department (christine.radez@nysed.gov).

New York State Middle School Association
New York State Education Department
New York State United Teachers
School Administrators' Association of New York State
Statewide Network of Middle-Level Education Liaisons and Support Schools

Table of Contents

Instructions **page 3**

Overview page 3
Eligibility page 3
Application Writing Protocol page 3
Deadlines page 3
Submission of the Initial Designation Application page 3

How to Apply **page 4**

9 Steps to Prepare the Initial Designation Application page 4

Initial Designation Application **page 9**

Part I: Descriptive Information page 10
School Contact Information page 10
Student Demographics page 11
Staff Demographics page 15
Programmatic Information page 16
Special Recognitions page 17
Collaborative Process page 17
Elected Officials page 17
Part II: Narrative page 18
Section A: Tell Us About Your School page 18
Section B: Plans for the Future page 22
Part III: Recent Changes page 23
Part IV: Assurances page 25

Initial Designation Application Checklist **page 27**

Submission Information Reminder **page 27**

NEW YORK STATE'S
Essential Elements: Schools-to-Watch Program
Initial Designation Application (2021-22)
(Seventeenth Cohort)

INSTRUCTIONS

Overview

New York State's Essential Elements: Schools-to-Watch (EE: STW) program seeks to identify and honor diverse, high-performing model middle-level schools and programs that demonstrate what all schools with middle-level grades should be and are capable of achieving. New York State's young adolescent students deserve middle-level schools and programs that are academically excellent, developmentally appropriate, socially equitable, organized to sustain continuous improvement, and exemplars for the implementation of the *Essential Elements of Standards-Focused Middle-Level Schools and Programs* and the *Regents Policy Statement on Middle-Level Education*. New York State's EE: STW selection criteria represent an alignment of the National Forum to Accelerate Middle Grades Reform's standards, the New York State Board of Regents' *Policy Statement on Middle-Level Education*, and the State Education Department's *Essential Elements of Standards-Focused Middle-Level Schools and Programs*.

The New York State EE: STW program is being implemented by a Statewide Middle-Level Education Alliance involving, among others, the New York State Middle School Association, The New York State Education Department, New York State United Teachers, the School Administrators' Association of New York State, and the Statewide Network of Middle-Level Education Liaisons.

Minimum Eligibility Requirements to Apply for Initial Designation as an EE: STW School

Schools seeking initial designation as an EE: STW school must have **at least TWO of the following grades**: grade six, grade seven, grade eight **and** must not be currently classified as a Comprehensive Support and Improvement or Targeted Support and Improvement school or district under New York State's accountability system.

Initial Designation Application Writing Protocol

The EE: STW program initial designation application process is designed so that schools themselves MUST complete the process. Initial designation applications prepared by external grant writers or paid consultants will not be accepted.

Initial Designation Application Deadlines

ALL initial designation application materials must be submitted by **Friday, October 1, 2021**

Submission of the Initial Designation Application

One original signed copy of the **ASSURANCES** page must be sent by surface mail to Christine Radez as per the instructions on pages 7 and 8 (Steps 8 and 9).

HOW TO APPLY
(Please read carefully to insure that all steps are completed correctly)

Begin by reading the initial designation application requirements:

- Before your school begins to prepare its initial designation application, convene your team to read and discuss the initial designation application requirements and procedures.
- Be sure that your school meets the minimum eligibility requirements. It must have **at least TWO of the following grades**: grade six, grade seven, grade eight. It must not be currently classified as a Focus or Priority school under New York State's accountability system.

The Essential Elements: Schools-to-Watch initial designation application procedure consists of the following nine steps –

Step 1: **Become familiar with the EE: STW initial designation application and application development process.**

Thoroughly study the initial designation application and the initial designation application process. The initial designation application itself consists of:

- Part I: Descriptive Information
- Part II: Narrative
- Part III: Recent Changes
- Part IV: Assurances
- EE: STW Self-Study and Rating Rubric downloadable at: http://www.nysed.gov/curriculum-instruction/essential-elements-schools-watch

PLUS

- National Forum's STW Self Study and Rating Rubric to be completed on-line. See Step 2 for information on accessing this rubric.

Step 2: **Secure access to the National Forum's STW on-line Data Collection Survey.**

As soon as your school decides to submit an initial designation application – **but no later than September 1, 2021 (if not sooner) –** contact Dave Vroman, Co-Director, New York State EE: STW Program at dvroman@potsdam.k12.ny.us or Christine Radez, Co-Director at NYSED, at christine.radez@nysed.gov, for instructions on how to access the National Forum's Schools-to-Watch (NF-STW) on-line data collection survey. All certified, professional and paraprofessional staff must participate in this on-line data collection process in order to submit an eligible initial designation application for review. This access is vital to completing the final initial designation application due October 1, 2021. Initial designation applications that are submitted by schools that have not completed the on-line data collection component will not be reviewed.

Again, for information on how to access the NF-STW on-line data collection survey, contact: David Vroman or Christine Radez.

Step 3: **Complete <u>BOTH</u> the Essential Elements: STW Self-Study and Rating Rubric <u>AND</u> the National Forum's STW (NF-STW) data collection survey.**

Develop a process to complete **both** the EE: STW Self-Study and Rating Rubric that will accompany the initial designation application **and** the NF-STW data collection survey. All certified professional and paraprofessional staff should be involved.

- **<u>Using a collaborative, school-wide process</u>** complete one composite EE: STW Self-Study and Rating Rubric that will be submitted with your initial designation application. This copy **MUST INCLUDE** specific school policies, programs and activities that resulted in the criteria ratings. This section is <u>not included</u> in the electronic on-line data collection survey. <u>Use the following form to complete the EE: STW Self-Study and Rating Rubric and include with your initial designation application:</u>

  <u>http://www.nysed.gov/curriculum-instruction/essential-elements-schools-watch</u>

  Assign a single, aggregated rating that reflects the collective perceptions of your school community for <u>each</u> of the 37 criteria contained within of the four EE: STW domains.[1]
  - Academic Excellence
  - Developmental Responsiveness
  - Social Equity
  - Organization Structure and Processes

  NOTE: ***The single rating for <u>each</u> criterion contained within the four EE: STW domains should reflect the collective perceptions of your school's staff.***

- Include narrative evidence of school programs, practices and activities under each of the 37 rating criteria in the 4 domain areas. Be accurate and rate your school appropriately and honestly. Involve all stakeholder groups fully in the self-study process. During the discussions of each of the dimensions, begin to build a list of details and evidence that supports the ratings and that will give substance and specifics to the written narrative. Include this evidence under each criterion in the space provided.

  - The completed, collaboratively-developed EE: STW Self-Study and Rating Rubric will include an overall rating 0-4 for each of the 37 criteria **AND** evidence of specific school programs and practices supporting each rating.

[1] The original four School-To-Watch domains and their criteria were first developed by the National Forum to Accelerate Middle Grades Reform, the sponsor of the Schools-To-Watch program nationally. The four domains and their criteria align fully and completely with the *Regents Policy Statement on Middle-Level Education* (2003) and the State Education Department's seven *Essential Elements of Standards Focused Middle-Level Schools and Programs* (2003) (as they are grounded in the same research base). The EE: STW Self-Study and Rating Rubric developed for use in New York State incorporates and merges both the State Education Department's seven Essential Elements and their attributes AND the National Forum's four domains and their criteria.

- **IMPORTANT:** After completing the EE: STW Self-Study and Rating Rubric, direct all certified professional and paraprofessional staff to complete the NF-STW on-line data collection survey.

Step 4: **Gather the required information and complete Part I of the initial designation application (Descriptive Information).**

- Go to the NYS Education Department Website (http://data.nysed.gov/) and attach copies of the two most recent School Report Cards to the EE: STW initial designation application.

Step 5: **Complete Part II of the EE: STW initial designation application (Narrative).**

- **Section A: Tell Us About Your School (4 to 8 pages total):** For each of the four EE: STW Self-Study domains (Academic Excellence; Developmental Responsiveness; Social Equity; and Organizational Structure and Processes), write a 1-to-2 page narrative substantiating your school's ratings for the domain criteria. Give as much detail as possible within the space limitations. *If the* Regents Policy Statement on Middle-Level Education *and/or the State Education Department's* Essential Elements of Standards-Focused Middle-Level Schools and Programs *document have influenced or support the practices at your school, please reference and describe. Providing substantiating evidence is critical.*

- **Section B: What Are Your Plans for the Future? (1 to 2 pages total)** Write an additional 1-to-2 page narrative explaining your school's plans for the future. The narrative should include the following:

  i. Identified priority need areas, action plans, anticipated outcomes, and expected support from the Central Office, and
  ii. Steps the school/district intends to take in the future to orient and acclimate new staff to ensure they are familiar with the EE: STW program, the Essential Elements of Standards-Focused Middle-Level Schools and Programs, and the culture and expectations of the school.

SPECIFICATIONS FOR WRITING THE PART II NARRATIVE (Sections A and B):

1. At the top of each page, identify the topic (e.g., Academic Excellence, Social Equity, Developmental Responsiveness, etc.) about which you are writing.
2. Also in the top header, include the school's name.
3. At the bottom of each page, place a consecutive page number.
4. The Part II Narrative must be typed or word-processed. Please use a **12-point font** and allow left and right margins.
5. The Part II Narrative (Sections A and B) of the initial designation application cannot exceed a total of 12 pages.

Step 6: **Complete Part III of the initial designation application (Recent Changes) that asks for specific information on any changes in the district or school in the past year.**

- Provide additional information on what has happened over the past year that may or may not have had an impact on your school including:

  i. Changes in the Board of Education, Central Office Administration, and Building Administration.
  ii. Turnover in the teaching staff.
  iii. Budget defeats.
  iv. Changes in the school's organization, structure, program, or demographics.
  v. Major changes in the master schedule.
  vi. Changes in how students are grouped and/or assigned to classes.

Step 7: **Sign Part IV of the initial designation application (Assurances).**

Step 8: **Arrange all documents into a SINGLE electronic file in either MS Word or PDF format and e-mail copies to the following addresses:**

christine.radez@nysed.gov and dvroman@potsdam.k12.ny.us

Double check to be sure the initial designation application package includes:

- Part I (Descriptive Information);
- Part II (Narrative);
- Part III (Recent Changes);
- Part IV (Assurances);
- Completed EE: STW Self-Study and Rating Rubric: downloadable at: http://www.nysed.gov/curriculum-instruction/essential-elements-schools-watch
- Copies of the two most recent School Report Cards and any additional data offered in support of your initial designation application

Step 9: **Send a paper copy of the signed ASSURANCES pages by surface mail to:**

Christine Radez, Associate
Office of Curriculum and Instruction
New York State Education Department
89 Washington Ave – Room EBA 860
Albany, NY 12234

All Materials Must Be Submitted by Friday, October 1, 2021.
Late Submissions Will Not Be Accepted.

Questions: Please direct all questions regarding the application process to:

Christine Radez
NYS Education Department
(518) 486-1744
christine.radez@nysed.gov

David Vroman
EE: STW State Co-Director, NYSMSA
(315) 323-3284
dvroman@potsdam.k12.ny.us

NEW YORK STATE

Essential Elements: Schools-to-Watch Program

INITIAL DESIGNATION APPLICATION (2021-22)

(Seventeenth Cohort)

SUBMIT INITIAL DESIGNATION APPLICATION BY October 1, 2021

E-MAIL ALL MATERIALS TO:

David Vroman, NYSMSA State Co-Director, EE: STW Program (dvroman@potsdam.k12.ny.us) AND Christine Radez, Associate, Office of Curriculum and Instruction, NYSED (christine.radez@.nysed.gov)

New York State Middle School Association
New York State Education Department
New York State United Teachers
School Administrators' Association of New York State
Statewide Network of Middle-Level Education Liaisons and Support Schools

PART I: DESCRIPTIVE INFORMATION

School Contact Information:

School Name: _____

Street Address: _____

_____

City: _____, NY _____

Phone: (_____) _____ Fax: (____) _____ Web site: _____

Name of Principal: _____ Years as Principal at this site: _____

E-mail: _____ School District: _____

School District Superintendent_____Email_____

Members of the Application Writing Team: (names and positions):

Name	Position

Student Demographics and Characteristics for the 2021-21 School Year:

NOTE:

Please answer the following questions for all students in each grade in your school for the **2020-21 school year** (please use BEDS Day 2020-21 figures). If your school does not house a particular grade, please enter "N/A."

1. Please provide enrollment information for the following student populations in your school for the **2020-21 school year**.

	5th	*6th*	*7th*	*8th*	*9th*	***Total Number of students***	***% of Total Enrollment***
Black/African American Students							
Asian/Asian American Students							
White (not of Hispanic origin) Students							
Hispanic/Latino(a) Students							
American Indian (Native American) Students							
Other							
Totals							*100%*
Male Students							
Female Students							
Free/Reduced Lunch Students							
Students with Disabilities							
English Language Learner Students (LEP/ELL)							

2. What was the average daily attendance rate (percent of all students) in your school:

2019-20: _____ 2020-21: _____(if available)

3. What was the student stability rate (defined as "the percentage of students in the highest grade in a school who were also enrolled in that school at any time during the previous school year") in your school for:

   2019-20: _____ 2020-21: _____(if available)

4. Please complete the following table dealing with **IN-SCHOOL** suspensions in your school during the **2020-21 school year**:

	Enrollment in School	1-5 days		6-10 days	
		Total # of Suspensions	Total # of Students Suspended	Total # of Suspensions	Total # of Students Suspended
Black/African American Students					
Asian/Asian American Students					
White (not of Hispanic origin)					
Hispanic/Latino(a) Students					
American Indian (Native American) Students					
Other					
TOTALS					
Male Students					
Female Students					
Free/Reduced Lunch Students					
Students w/ Disabilities					
English Language Learner Students (LEP/ELL)					
Grade 5					
Grade 6					
Grade 7					
Grade 8					
Grade 9					

5. Please complete the following table dealing with **OUT-OF-SCHOOL** suspensions in your school during the **2020-21 school year**:

	Enrollment in School	1-5 days		6-10 days	
		Total # of Suspensions	Total # of Students Suspended	Total # of Suspensions	Total # of Students Suspended
Black/African American Students					
Asian/Asian American Students					
White (not of Hispanic origin)					
Hispanic/Latino(a) Students					
American Indian (Native American) Students					
Other					
TOTALS					
Male Students					
Female Students					
Free/Reduced Lunch Students					
Students w/ Disabilities					
English Language Learner Students (LEP/ELL)					
Grade 5					
Grade 6					
Grade 7					
Grade 8					
Grade 9					

6. How many students, if any, were suspended for more than 10 days in 2020-21? _____
   If there were any suspensions for more than 10 days, please explain:

7. Please write a paragraph that will help us understand your school's suspension policy data. Describe your school's suspension policy and the interventions in place to meet the needs of students suspended either in or out of school. If necessary, attach a separate sheet.

8. Please explain any unusual incidents of suspension greater than five days that may have skewed the reported suspension data for 2020-21 (e.g., suspensions for weapons violations, bomb threats, etc.).

9. Please complete the following table dealing with students who were not promoted (retained) at the end of the **2020-21school year**.

Student Groups	Grade Five		Grade Six		Grade Seven		Grade Eight		Grade Nine	
	Number not Promoted	% of Total in Grade	Number not Promoted	% of Total in Grade	Number not Promoted	% of Total in Grade	Number not Promoted	% of Total in Grade	Number not Promoted	% of Total in Grade
Black/African American										
Asian/Asian American										
White (not of Hispanic origin)										
Hispanic/ Latino(a)										
American Indian (Native American)										
Other										
Totals										
Males										
Females										
Free/Reduced Lunch										
Students with Disabilities										
ELL Students										

Staff Demographics and Characteristics for the 2020-21 School Year:

10. Please answer the following questions about the teaching staff in your school for the **2020-21 school year** (please use BEDS Day 2020-21 figures).

Teacher Populations	Number
Total Number of Teachers in the School (FTE)	
Number of Regular Education Teachers (FTE)	
Number of Special Education Teachers (FTE)	
Number of ESL/ELL Teachers (FTE)	

11. Please provide information on the number of FTE teachers specifically assigned to teach the following subject areas in the school (**2020-21 school year**):

Subject Area	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9
English Language Arts (including reading)					
Mathematics					
Science					
Social Studies					
Art					
Music					
Home and Career Skills					
Technology Education					
Physical Education					
Health Education					
Second Language					
AIS					
Other					

12. Please provide information on the certification/licensure of the teaching staff in this school for the **2020-21 school year**:

Certification/Licensure Area	**Grade Spans Covered**	**Number of Staff with this credential****
Elementary Certification/Licensure		
Middle Grades Certification/Licensure		
Secondary Certification/Licensure		
Other Certification/Licensure		
Middle Grades Endorsement*		
Other Credentials		

*An endorsement is an add-on to a certification or license
** Staff may have multiple certifications/licensures

13. How long has the administrative staff been at this school (**include the 2020-21 school year in your calculations**)?

	In the School as either a Teacher or Administrator (total years in the school)	*In the School as an Administrator*
Principal		
Assistant Principal #1		
Assistant Principal #2		
Assistant Principal #3		
Other Administrator #1 Specify:		
Other Administrator #2 Specify:		

<u>Programmatic Information for the 2020-21School Year:</u>

14. How are your instructional minutes organized for each grade level (periods per day; block schedule; flexible block; semestered; self-contained; departmentalized, etc.)?

15. What courses are taught at each grade level and for how long? Please make clear how the units of study mandated by Section 100.4 of Commissioner's Regulations are being met, especially in those areas for which there are no mandated State assessments (i.e., health education, home and career skills, technology education, library and information skills, art, music, physical education, languages other than English).

16. For students needing Academic Intervention Services and/or other mandated services (e.g., Resource Room, ESL), how are you ensuring that they receive required instruction in those standards areas for which there are no mandated State assessments?

17. What special opportunities/experiences does your school provide students that are designed to connect them to the school, to make them feel successful, and to create a positive school climate and culture?

18. Describe the programs and/or services provided English Language Learners (ELL) and provide evidence of their impact on student achievement.

19. If any subgroup in your student population did not meet AYP in one or more subjects last year, please describe the steps taken to meet the needs of these students at your school.

Special Recognitions:

20. Please let us know about any research projects, grant awards, articles, projects, or special awards of which your school has been the subject or recipient in the last three years. Please include dates, sponsors of awards, article titles, etc.

21. Is your school currently an institutional member of the New York State Middle School Association? _____ Yes ____ No

Describe Your Collaborative Process:

22. Completing the EE: STW initial designation application should be a collaborative process involving the entire school community. Write a paragraph describing the process used at your school, noting specifically the level of involvement of teachers, counselors, administrators, the school's shared decision-making committee and any others.

Elected Officials:

23. Please provide the name, mailing address, telephone number, and e-mail address for your State Senator, State Assembly Person, and Congressional Representative.

PART II: NARRATIVE

Section A: Tell Us About Your School (4 to 8 Pages)

For ***<u>each</u>*** of the four EE: STW Self-Study domains (**Academic Excellence**; **Developmental Responsiveness**; **Social Equity**; and **Organizational Structure and Processes**), **<u>write a 1-to-2 page narrative</u>** substantiating your school's ratings for the aspects of the self-rating scale. Give as much detail as possible within the space limitations. If the *Regents Policy Statement on Middle-Level Education* and/or the State Education Department's *Essential Elements of Standards-Focused Middle-Level Schools and Programs* document have influenced or support the practices at your school, please describe. **Providing evidence is the key**

Academic Excellence (1 to 2 pages of narrative):
(Note: In demonstrating the evidence for Academic Excellence, specifically criteria number five… "Teachers use a variety of methods to assess and monitor the progress of student learning", special attention should be paid to how the school uses multiple measures (formative and summative evaluation) aligned to the state standards to rate academic excellence.
If your school did not meet the minimum participation rate for required State assessments in ELA, mathematics, or science in the recent school years, please include in your narrative evidence of local assessment data used to measure student achievement in these areas. Assessments can be vendor provided or locally developed common benchmark assessments that indicate student achievement. Attach up to one additional page if required.

Developmental Responsiveness (1 to 2 pages of narrative):

Social Equity (1 to 2 pages of narrative):

Organizational Structure and Processes (1 to 2 pages of narrative):

Section B: What Are Your Plans for the Future (1 to 2 Pages)

- Write an additional 1 to 2 page narrative explaining your school's plans for the future. How will your school maintain a high-quality, standards-based, state-of-the-art learning environment for young adolescents and the adults who educate them? The narrative should include the following:

  i. Identified priority need areas, action plans, anticipated outcomes, and expected support from the Central Office, and
  ii. Steps the school/district intends to take in the future to orient new staff to ensure they are familiar with the EE: STW program, the Essential Elements of Standards-Focused Middle-Level Schools and Programs, and the culture and expectations of the school.

PART III: RECENT CHANGES

Please provide specific information on any changes in the district or school in the past year. Include any additional information (not limited to the following) on what has happened over the past year that may have had an impact on your school including:

i. Changes in the Board of Education, Central Office Administration, and Building Administration.
ii. Turnover in the teaching staff.
iii. Budget defeats.
iv. Changes in the school's organization, structure, program, or demographics.
v. Major changes in the Master Schedule.
vi. Changes in how students are grouped and/or assigned to classes.

i. Please describe any changes in the Board of Education, Central Office Administration, or building administration that have occurred in the past year.

ii. Please detail the changes that have occurred in the teaching staff (turnover) in the past year.

iii. If there have been any school budget defeats in the past year, please explain their impact on the middle-level school's operations, staffing, and programs.

iv. Please describe any changes in the school's organization, structure, program, or demographics in the past year.

v. Please describe any major changes in the master schedule in the past three years.

vi. Please describe any changes in the past year in how students are grouped and/or assigned to classes.

PART IV: ASSURANCES

Signature and Permission:

I am aware applications developed and written solely by consultants will not be considered, and I certify that the initial designation application (including narrative) preparation was a collaborative process involving site administrators, teachers, and other key stakeholders.

I give permission to the National Forum to Accelerate Middle Grades Reform, the New York State Middle School Association, the New York State Education Department, and the Essential Elements: Schools-to-Watch Leadership Team to publish the information and materials included in this application on their websites in order to help other schools move toward high performance and implement *Regents Policy Statement on Middle-Level Education* and the Department's *Essential Elements of Standards-Focused Middle-Level Schools and Programs*.

I understand that representatives of the Essential Elements: Schools-to-Watch program may conduct a site visit to my school during the 2021-22 school year, and that we will gladly host such a visit. Furthermore, if my school is selected as an Essential Elements: Schools-to-Watch school, a documentation team may visit the school in order to gather further information for a case study. This case study may include written and photographic and/or videotaped documentation. My staff and I will cooperate in the data-gathering effort to the fullest extent possible and will assist in obtaining the necessary releases for the case study.

If selected as an Essential Elements School to Watch, an award will be presented to the school at a national conference in Washington DC in June of 2022. If selected I will make every effort to secure the resources necessary to send a team or representative to accept that award on the school's behalf.

Further, if selected as an Essential Elements School to Watch, an award will be presented to the school at the annual conference of the New York State Middle School Association in the fall of 2022. If selected I will make every effort to secure the resources necessary to send a team or representatives to accept that award on the school's behalf and to present a workshop at the conference in which one or more of our instructional best practices will be showcased. Also, I will encourage and support my principal's participation in the annual convening of EE: STW Principals held during the NYSMSA annual conference.

I recognize that being selected as an Essential Elements: Schools-to-Watch school will result in an increase in outside visitors and publicity. We are prepared to share our knowledge and experience with others in order to accelerate middle grades reform.

I certify that my school is not currently classified as a Comprehensive Support and Improvement or Targeted Support and Improvement school under New York State's accountability system.

I certify that my school is fully and completely in compliance with any and all Commissioner's Regulations including, but not limited to, those concerning teacher certification and assignment, program offerings and units of study requirements, mandated services to special populations, and the timely provision of Academic Intervention Services.

I further certify that the Office of Civil Rights (OCR) does not have any outstanding findings of one or more civil rights statute violations by the school or district which may affect the school and that there are no pending suits by the Department of Justice against the district alleging that the school, or the district as a whole, has violated one or more of the civil rights statutes or the Constitution's equal protection clauses.

Principal's Signature Date

District Administrator's (Superintendent or Designee) Signature Date

I certify that the teachers in the school that is the focus of this EE: STW initial designation application have been fully and appropriately involved in the completion of the school self-study rating rubrics and the development of the application.

Teacher Bargaining Unit Representative Signature Date

Checklist:

____ Part I is completed fully.

____ Two most recent school report cards are included in the application package.

____ Part II, Sections A and B (Narrative) is completed fully:

- ____ Sections A and B combined are no more than 12 pages.
- ____ The top of each page in Part II identifies the topic (e.g., Academic Excellence, Social Equity, Plans for the Future, etc.) about which you are writing.
- ____ The top header in Part II includes the school's name.
- ____ The bottom of each page in Part II has a consecutive page number.

____ Part III (Recent Changes) is complete.

____ Part IV (Assurances) includes all required signatures.

____ One completed composite EE: STW Self-Study and Rating Rubric is included in the initial designation application package.

____ Staff has logged on and completed the National Forum's STW on-line data collection survey.

____The application packet including all parts has been merged into one file in PDF or MS Word.

____ Arrangements have been made to submit the completed initial designation application to as per the instructions below and on page 7 (Steps 8 and 9).

Submission Information **Application Due Date: October 1, 2021**	
E-mail completed application to the following: Christine Radez at: christine.radez@nysed.gov ; and David Vroman at: dvroman@potsdam.k12.ny.us	A signed original paper copy of the **Assurances pages** should be sent by surface mail to: Christine Radez, Associate NYS EESTW Co-Director New York State Education Dept. 89 Washington Ave. Room 860 EB Albany, NY 12234

Application Due Date:

Friday, October 1, 20201

Email to:

christine.radez@nysed.gov

and

dvroman@potsdam.k12.ny.us