

# SCHOOL PLAN DEVELOPMENT PROCESS

## Before Meeting 1

1. Identify team
2. Issue Teacher Survey, Student Survey and Family Survey.
3. Connect with District to identify preliminary instructional key strategy for 26-27
4. Schools in CSI and ATSI: Identify the 2026-27 Supplemental Support

## Meet with Liaison

### Meeting 1: Systems and Structures Self-Assessment

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- Team members take the SCEP Systems and Structures Self-Assessment.

2

### Meeting 2: Teacher Survey Review

- Team members review Teacher Survey and compare it to the Systems and Structures Self-Assessment completed at the last meeting.

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### Meeting 3: Variations in Data

- Team members review the NYSED Field Support Assessment Report and identify a variation in data to learn more about.
- Team members review the Student Survey responses and identify variations in data to learn more about.
- Team members review the Family Survey responses and identify variations in data to consider addressing. Determine if the team would like to conduct the optional meeting 4A: Family Focus Groups to learn more about these variations.
- Team members identify a plan for student interviews based on the variations identified.

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### Meeting 4: Student Interviews

- Team members conduct student interviews related to the variations in data identified from the Assessment Report and the Student Survey and debrief afterward.

### Meeting 4A: Family Focus Groups (Optional)

- Family Focus Groups provide teams with deeper insight into patterns identified in the Family Survey. These focus groups are optional for schools that serve students in grades 4-12, and required for schools that do not have students above grade 3.

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### Meeting 5: Plan Writing

- Team members use evidence from the Needs Assessment to develop the plan for the upcoming year, identifying the core structures in Teacher Learning, Rigorous Standards-Aligned Instruction, Every Student Thrives, and Attendance that will be prioritized to deliver consistent, coherent learning experiences for all students.

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### Meeting 6: Plan Finalization

- Team members finalize their plan.

Meet with Liaison for Plan Approval