

Improve Your School: Where to “Write it Down”

Use this page to learn what plans you can affect, and who in the education community is responsible for those plans. Use this on Step 4 of the School Improvement Cycle: Write it Down!

Check out **The Organizer’s Packet** for more on the school improvement process



What Can I Change?

With My School

- The School Mission Statement or School Handbook → **School** principals and charter school directors are typically those in charge of school handbooks, websites, mission statements, and other school-level decisions
- Targeted Support and Improvement Plan (for schools where certain students are struggling) → Targeted Support and Improvement Plans are written by a **school**-level team, including the school principal

With My District

- The Local Consolidated Plan (District Funding Application under ESSA) → Most ESSA funds are distributed to states. LEAs (charter schools, districts, regional offices, or other local education agencies) then apply to the state for these funds. Work with the **district** Federal Programs Officer and/or district Superintendent on these applications.
- The Comprehensive Support and Improvement Plan (for schools that are struggling overall) → Comprehensive Support and Improvement Plans and Local Consolidated Plans are written by a district-level team, including the **district** Federal Programs Officer
- School Budget → School budgets are typically written and/or approved by the local school board, **district** leaders, or charter school directors
- Needs Assessment → Required needs assessments are provided by the the **district** office. Your state education agency may provide a template.

With My State

- Standards or assessments (state level decisions) → State ESSA plans, which include standards and assessments, are written and approved at the **state** level by the Sate Education Agency (SEA).
- State ESSA Plan → Work with the **state** superintendent’s office, the Governor’s office, or state legislators to make changes to the state ESSA plan

With Philanthropy

- Grant applications (private or non-profit) → **Grant-making organizations** can be found at the national level, state level, and locally