# 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!*

## What Can I Change?

### With My School
- The School Mission Statement or School Handbook
- Targeted Support and Improvement Plan (for schools where certain students are struggling)

### With My District
- The Local Consolidated Plan (District Funding Application under ESSA)
- The Comprehensive Support and Improvement Plan (for schools that are struggling overall)
- School Budget
- Needs Assessment

### With My State
- Standards or assessments (state level decisions)
- State ESSA Plan

### With Philanthropy
- Grant applications (private or non-profit)

## Who do I Work With?

### School
- 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 Plans
- Targeted Support and Improvement Plans are written by a school-level team, including the school principal

### Comprehensive Support and Improvement Plans and Local Consolidated Plans
- 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 district office. Your state education agency may provide a template.

### State ESSA Plan
- State ESSA plans, which include standards and assessments, are written and approved at the state level by the State Education Agency (SEA).

### State Superintendent
- Work with the state superintendent’s office, the Governor’s office, or state legislators to make changes to the state ESSA plan

### Grant-making organizations
- Grant-making organizations can be found at the national level, state level, and locally