**Annual Renewal Process for Sustainable Improvement Plans Submission Requirements**

|  |  |  |
| --- | --- | --- |
| **Submission Format** | **Sustainable Improvement Plan Stages** | **Required Components of Stage** |
| this icon means this section should be written | **Executive Summary** | Update the school’s existing Executive Summary to ensure it accurately reflects the overall approach to sustainable improvement and the strategies to be implemented in the coming school year. |
| this icon means this section should be written | **Goals &****Benchmarks** | Update the Goals & Benchmarks by providing a listing of strategies  for the coming year that includes:* Implementation timelines
* Interim benchmarks that reflect changes in adult and student behaviors
* Measurable annual goals
 |
| this icon means this section be be submitted via a flexible format | **Monitor Progress** | Summarize the results of your annual reflection process by describing:* What worked? How do you know?
* What did not work? How do you know?
* How were stakeholders involved in this reflection process?
* How are district systems actively and meaningfully supporting the implementation of the plan?
* What strategic objectives and initiatives will you continue doing, revise, or abandon next year?
 |