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

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| **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? |