

# Preparing for the Essential Practices Self-Assessment

This resource will help you prepare your school team to host an Essential Practices Self-Assessment and ensure the objectives of the assessment are met. Below you will find a list of possible sources of evidence to support in the facilitation of the self-assessment. This is not an exhaustive list, nor do schools need to have every item on the list available for the facilitated self assessment (FSA).

- School mission and vision
- Master schedule & staff list
- List of Professional Learning Communities
- List of school teams/committees and respective members
- Staff, student, and parent/guardian handbooks
- School budget
- Curriculum documents and related communication/materials shared with families
- Samples of formative assessments and benchmarks
- School administrator classroom visit schedule
- School-based classroom visit protocol
- School-based professional learning plan
- MTSS Data
- PBIS Matrix
- Future-Ready PA Index Data
- Student Performance Data (Multi-Year)
  - State assessments
  - PVAAS
  - Diagnostic assessments
  - Benchmark assessments
  - Early literacy assessments
  - Kindergarten readiness assessments
- Student Survey data
- Data analysis and action planning protocols used by:
  - School leadership team
  - Educators
  - Others (if applicable)
- Random samples of:
  - Meeting agendas and minutes (e.g., school leadership team meetings, grade group meetings, faculty meetings, parent/community meetings, etc.)
  - Redacted lesson plans
  - Redacted Individualized Education Programs (IEPs)
  - Redacted English Language Development (ELD) plans
  - Reports pulled from your data warehouse/data system used for decision-making
  - Completed, redacted classroom visit feedback protocol
  - Redacted graded student work samples across grades, subjects, and student groups
  - Redacted student data notebooks
  - Redacted discipline referral forms
  - Professional learning agendas and related materials
  - Professional learning evaluation data

## What if it's missing?

The materials outlined in this checklist are intended to be a starting point, providing your team with concrete information to objectively determine your current level of implementation of each of the PA Essential Practices for Schools. **If a school does not have one or more of the requested materials**, please do not create something for the purposes of the assessment. No school is expected to have *all* of these materials!