

	<b>Bi-Weekly Implementation</b>	<b>Monthly Monitoring</b>	<b>Quarterly Monitoring</b>
<b>Objectives</b>	<ol style="list-style-type: none"> <li>1. Ensure that the implementation team is aware of progress on the action steps for the strategy</li> <li>2. Propose next steps to address action steps that are off track</li> </ol>	<ol style="list-style-type: none"> <li>1. School leaders and the implementation team come to a shared understanding of progress on action steps for each strategy</li> <li>2. Discuss and agree upon next steps to address action steps that are off track</li> </ol>	<ol style="list-style-type: none"> <li>1. School leaders and LEA understand progress toward measurable goals/benchmarks in the plan, as well as on progress action steps</li> <li>2. Discuss and agree upon next steps to ensure that the school is receiving appropriate support internally and from the LEA</li> </ol>
<b>Outcomes</b>	<p>The implementation team is up to date on progress and can make mid-month adjustments preparing for the monthly monitoring routine.</p>	<p>The school leader is knowledgeable about progress on action steps and commits to specific next steps to adjust actions as necessary.</p>	<p>The school leader is knowledgeable about progress on measurable goals and commits to specific next steps to adjust or stop/start actions as needed.</p> <p>LEA knowledgeable about progress on measurable goals and commits to supporting the school as needed.</p>

# Sample Monthly Report

**Evidence Based Strategy:**  
 Building Assets Reducing Risk

Enter a value for each category of Action Steps:	Please list the completed outputs for this strategy:	MEASURABLE GOALS														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Number of Action Steps</th> <th style="width: 40%;">Percentages</th> </tr> </thead> <tbody> <tr> <td>Not Yet Started</td> <td style="text-align: center;">1      10 %</td> </tr> <tr> <td>Behind</td> <td style="text-align: center;">2      20 %</td> </tr> <tr> <td>On Time</td> <td style="text-align: center;">3      30 %</td> </tr> <tr> <td>Complete</td> <td style="text-align: center;">4      40 %</td> </tr> <tr> <td><b>TOTAL:</b></td> <td style="text-align: center;"><b>10</b></td> </tr> <tr> <td>Percentage of started steps either On Time or Complete:</td> <td style="text-align: center;">78 %</td> </tr> </tbody> </table>	Number of Action Steps	Percentages	Not Yet Started	1      10 %	Behind	2      20 %	On Time	3      30 %	Complete	4      40 %	<b>TOTAL:</b>	<b>10</b>	Percentage of started steps either On Time or Complete:	78 %	<div style="border: 1px solid #ccc; height: 100px; padding: 5px;">           .         </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>65% of the 2020-21 9th grade cohort will have regular attendance for the 2020-21 academic year. (Regular attendance- present 90 percent or more of enrolled school days) <span style="float: right; color: blue; font-size: small;">i</span></p> <p>75% of the 2020-21 9th grade cohort will be "on-track" to graduate by the June 2021 <span style="float: right; color: blue; font-size: small;">i</span></p> </div>
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Please list the barriers or challenges to implementation of the action plan for this goal:	Actions the school leader will take to reduce the challenges/barriers to completing the action steps that have not been started or are behind schedule for timely completion:	Actions the implementation team and the school leader will take to ensure all action steps and anticipated outputs are completed on time:														
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## Sample Quarterly Report

Measurable Goal: 75% of the 2020-21 9th grade cohort will be "on-track" to graduate by the June 2021		
<b>Quarter 1 Benchmark:</b> 85% of 2020-21 9th grade cohort will pass each of their core course in Marking Period 1	<b>Quarter 2 Benchmark:</b> 80% of 2020-21 9th grade cohort will have an average score of 65% or better in each of their core courses in Marking Period 2	<b>Quarter 3 Benchmark:</b> 75% of 2020-21 9th grade cohort will have an average score of 65% or better in each of their core courses in Marking Period 2
<b>Quarter 1 Actual:</b>  What is the numeric target? <input type="text" value="85"/> What is the numeric actual? <input type="text" value=""/> Difference <input type="text" value=""/>	<b>Quarter 2 Actual:</b>  What is the numeric target? <input type="text" value="80"/> What is the numeric actual? <input type="text" value=""/> Difference <input type="text" value=""/>	<b>Quarter 3 Actual:</b>  What is the numeric target? <input type="text" value=""/> What is the numeric actual? <input type="text" value=""/> Difference <input type="text" value=""/>
Did you accomplish your benchmark? <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Benchmark Needs to be Revised		
1. What role did implementation have in not meeting this benchmark? (open ended)		2. What other factors contributed to not meeting this benchmark? (open ended)
<input type="text"/>		<input type="text"/>
What actions are being taken to meet the next benchmark for this goal? (open ended)		
<input type="text"/>		