

## UNIT / DIVISION / DEPARTMENT INFORMATION

Unit Name	Instructional Services	Department Name	Extended School Year
Division Name	Student Services Division	School Year	2018-2019

## IDENTIFY GOALS AND ACTION STEPS

Select two areas in need of improvement from your list of concerns. Use the space below to identify the goal for each concern.

### GOAL ONE

By August 2019, 80% of all parents surveyed will report a "satisfactory" rating of their student(s) Extended School Year (ESY) experience.

<b>Action Steps</b>	ESY surveys to be emailed. Text messages and emails with the survey link will be sent to all students who attended ESY.
<b>Personnel Responsible</b>	Project facilitators, processors, administrators, office personnel.
<b>Monitoring Plan (Evidence/Data the action step has occurred)</b>	A calendar will be created to determine the timeline for electronic communication. Survey data will be reviewed during staff meetings.
<b>Timeline</b>	Goal one will be completed no later than July 31, 2019.

### GOAL TWO

By August, 2019, the credit retrieval program will show a 10% increase in the number of students earning course credit, as compared to the 2306 students who earned credits in 2018.

<b>Action Steps</b>	Attend counselor and SEIF meetings to ensure parent notification of student eligibility for credit retrieval. Ensure parents and staff are informed of the attendance requirements through multiple methods.
<b>Personnel Responsible</b>	Project facilitators, processors, administration, office personnel.
<b>Monitoring Plan (Evidence/Data the action step has occurred)</b>	Review completed grade sheets, attendance forms, and transcripts after completed by ESY.
<b>Timeline</b>	Goals to be completed no later than July 31, 2019.