



School Improvement Diagnostic Review



Profile of Evidence Document Review Guide

A standard list of primary source documents will be reviewed for every school district and building visited. The data in these documents are an essential part of the School Improvement Diagnostic Review Process. They are evidence of effective practices in the six critical areas and, therefore, are used to triangulate the data collected during the interviews and classroom observations.

Ohio Department of Education Documents:

The following documents are generated by the Ohio Department of Education and will be reviewed by the SDT prior to the site visit. These documents are very broad in scope and often supply data on the indicators of effective practice across the six critical areas.

- Interactive Local Report Card (iLRC)
- District/Building Data Profiles (disaggregated student performance data by content area)
- AYP disaggregated by student sub-group and grade level
- AYP three year longitudinal aggregated by district subgroups
- Value-Added Reports (building and district)
- Attendance, Discipline and Graduation Data
- District Comprehensive Continuous Improvement Plan (CCIP)
- School Improvement Plan on the CCIP
- Race to the Top and/or School Improvement Grant Proposals
- The Implementation Management and Monitoring Tool on the CCIP
- Special Education Profile
- EMIS data related to non-academic barriers to learning
- Cupp Report –Finance Data

School District and Building Documents:

The following documents are expected to be provided by the school district and buildings prior to the site visit and shall be reviewed by the team prior to the visit. While the following list puts each document into a single critical area, some documents provide supporting evidence across multiple critical areas. If your school does not maintain documentation of these activities, please do not create them for this review.

Alignment with Standards

- Standards Based Curriculum (Course of Study)
- Related Curriculum Documents (e.g., curriculum maps, pacing charts, scope and sequence charts)
- Short Cycle Assessments
- Quarterly Assessments
- Standardized Assessments
- Common Assessments
- Student Report Card Templates

Instructional Practices

- Sample Lesson Plans (random samples; will also be reviewed during Classroom Observations)
- School/Class Master Schedules (showing instructional and planning time)
- Schedule for After School/Extended Learning Opportunities
- Other Intervention Supports during, before/after school time, evening within the community
- Intervention supports for students at-risk to not graduate

Environment / Climate

- Student/Parent Handbooks
- Staff Handbooks
- Parent educational programs
- Parent liaison activities
- Community or other Non-School agency opportunities
- Service project opportunities
- Intervention supports for students with non-academic barriers to success



System of Leadership

- Curriculum/Instruction/Assessment Monitoring Procedures (e.g., School Walk-Through used by principal, curriculum team reviews, professional learning community programs and opportunities)
- Evaluation Templates (for principals, teachers, paraprofessionals)
- Teacher Based Team agenda, minutes and schedules
- Building Leadership Team agenda, minutes and schedules
- District Leadership Team agenda, minutes and schedules

Professional Development

- District Professional Development Plan
- School Professional Development Plan(s)
- Teacher Professional Development Plan(s)
- Professional Learning Community opportunities
- Professional Development Schedules for the current and previous school years (include data on teacher attendance, focus of the professional development, and whether or not the professional development is required by the district)

Data Driven Decisions

- School Improvement Plan(s), SIG proposals, IDEA focused plans, Race to the Top plans and other...
- District/School Budget(s)
- Non-academic data analysis
- Community and demographic data
- Parent data
- Survey data

Other documents may be reviewed as supporting sources of information and are often provided during the site visit, upon request by the diagnostic team. Team members are expected to record their review on the Document Review Template. All titles will be recorded on the Building Diagnostic Summary Reports. ***This Profile of Evidence will demonstrate the implementation of effective research based practices in your school(s).*** If you have questions, please contact the State Diagnostic Team at www.education.ohio.gov, search keywords: SIDR.

