Self-Study Report Format

Preface

Explain the school self-study process used to accomplish the outcomes of the self-study, i.e., timeline, stakeholder involvement, any modifications from the model self-study process. By addressing these expectations of the self-study, the school will have accomplished:

1. The involvement and collaboration of all staff and other stakeholders to support student achievement

2. The clarification and measurement of what all students should know, understand, and be able to do through schoolwide learner outcomes/graduate profile and academic standards

3. The analysis of the California Dashboard indicators and additional data about students and student achievement

4. The assessment of the entire school program and its impact on student learning in relation to the schoolwide learner outcomes/graduate profile, academic standards, and ACS WASC/CDE criteria

5. The alignment of a schoolwide action plan/SPSA to the LCAP and the school's areas of need; the capacity to implement and monitor the accomplishment of the schoolwide action plan/SPSA goals.

Chapter I: Progress Report (correlates to Task 1)

- Describe any significant developments that have had a major impact on the school and/or specific curricular programs since the last full visit.

- Comment on the process for implementing and monitoring the schoolwide action plan/SPSA aligned with LCAP goals.

- Summarize progress on each section of the current schoolwide action plan/SPSA that incorporated *all schoolwide critical areas (growth areas for continuous improvement)* from the last full self-study and all intervening visits.

- Comment on the original critical areas for follow-up (*growth areas for continuous improvement*) not in the current schoolwide action plan/SPSA.

Chapter II: Student/Community Profile and Supporting Data and Findings (correlates to Task 2)

Tell the story of your school through the use of data and information. This thorough examination of the school includes:

- The history and background of the school

- A description of the school programs

- *California School Dashboard Performance Overview* and other local measures

- Examination of perceptual data, such as surveys

- Provide findings, noting trends and patterns, including longitudinal and disaggregated data (see profile guide)

- Provide a **brief summary** that includes:
  - o Implications of the data
  - o Identification of 2–3 preliminary major student learner needs (at this stage of analysis)
  - o Important questions to be discussed in the Focus Groups.
- Include related profile materials in the appendices at the end of the report.

Chapter III: Self-Study Findings (correlates to Task 3 and Tools)

For each category of criteria include:
1. A list of strengths
2. A list of prioritized growth areas for continuous school improvement.

➔ **Note**: The five criteria categories are:
   A. Organization: Vision and Purpose, Governance, Leadership, Staff, and Resources
   B. Curriculum
   C. Learning and Teaching
   D. Assessment and Accountability
   E. School Culture and Support for Student Personal, Social-Emotional, and Academic Growth.

Provide pertinent evidence for review by visiting committee through hyperlink or Dropbox.

Chapter IV: Summary from Analysis of Identified Major Student Learning Needs (correlates to Task 4)

- Summarize the identified major student learner needs based on Student/Community Profile, Focus Group findings, and California School Dashboard Results for student groups.

Chapter V: Schoolwide Action Plan/SPSA (correlates to Task 5)

A. Revise the schoolwide action plan/SPSA. Ensure the plan is aligned with the LCAP goals.
B. State any additional specific strategies to close achievement gaps of student groups in the schoolwide action plan/SPSA.
C. Describe the school's follow-up process to ensure a continuous school improvement process.

Appendices (include hyperlinks to items listed below)

A. Local Control and Accountability Plan (LCAP): This includes an annual update at the beginning of the LCAP. The district LCAP is posted on each district's website; provide link
B. Results of student questionnaire/interviews
C. Results of parent/community questionnaire/interviews
D. The most recent California Healthy Kids Survey
E. Master schedule

F. Approved AP course list: https://apcourseaudit.epiconline.org/ledger/
G. UC a–g approved course list: https://doorways.ucop.edu/list/app/home/
H. Additional details of school programs, e.g., online instruction, college- and career-readiness programs, partnership academies, IB, AVID
I. California School Dashboard performance indicators
J. School accountability report card (SARC)
K. CBEDS school information form
L. Graduation requirements
M. Any pertinent additional local data
N. Budgetary information, including school budget
O. Glossary of terms unique to the school.