ESSA QUARTERLY WORK PLAN

Checklist by Timeline

2016

☐ Sign up for state ESSA updates, if available. If not available, find your SEA ESSA contact.
☐ Get involved in ESSA planning process in your state.
☐ Read “Preparing for System Level Changes.” Have discussion with your team about ESSA goals and expectations.
☐ **Put together an ESSA Transition Quarterly Work Plan.**
  - This should include completing an initial impact assessment.
  - If a data gap is identified, see supplemental work plan and incorporate into Quarterly Work Plan.
  - If needed, consider any short-term addendums to new school or renewal RFPs.
☐ If needed, have meeting with legal counsel to discuss data gap and transition accountability.
  - If needed, notify SEA of any urgent conforming amendments.
☐ Recurring: Check in with SEA; Check in with charter schools; Check NACSA ESSA for Authorizers.

2017

**JANUARY–MARCH (Q1)**
Your state may submit its Title I plan in March.

☐ **Suggested goal for Quarterly Work Plan: start tool and policy audit, with focus on performance frameworks and charter contract templates.**
☐ Continue involvement in ESSA planning in your state.
☐ Meet with legal counsel to discuss updating charter contracts with new terminology.
☐ Recurring: Check in with SEA; Check in with charter schools; Check NACSA ESSA for Authorizers.

**APRIL–JUNE (Q2)**
Your state may submit its Title I plan in June.

☐ **Suggested goal for Quarterly Work Plan: tool and policy audit, with focus on new school RFP and annual report template.**
☐ Continue involvement in ESSA planning in your state.
☐ Revisit impact assessment to incorporate any additional guidance.
☐ Recurring: Check in with SEA; Check in with charter schools; Check NACSA ESSA for Authorizers.
2017 (continued)

JULY–SEPTEMBER (Q3)

State Title I plan approved by US Department of Education.

- Suggested goal for Quarterly Work Plan: tool and policy audit, with a focus on renewal RFP and compliance systems.
- Request guidance from SEA on transition to new State Title I requirements, including state metrics, state report card elements, and continuity of accountability.
- Recurring: Check NACSA ESSA for Authorizers; Check in with charter schools. Suggested topic is modified tool templates, any transition guidance from SEA.

OCTOBER–DECEMBER (Q4)

State issues first report card under new system.

- Suggested goal for Quarterly Work Plan: Roll out new tools and policies with charter schools.
- If needed, notify State of any necessary conforming amendments to state charter school law.
- Recurring: Check in with SEA; Check NACSA ESSA for Authorizers.

2018

JANUARY–MARCH (Q1)

- Revisit and, if necessary, refine modified tools and processes.
- Revisit impact assessment to incorporate any additional transition guidance.