

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.