

GROUP 3: GETTING INPUT FROM STAKEHOLDERS TO CHANGE YOUR ANNUAL REPORT

Checklist to Complete Before Meeting with Stakeholders



Know your current framework:

- ✓ Do you know the “why” behind the information in your current annual report?
 - Who can you contact for additional information?
- ✓ Are you prepared for the meeting?
 - Have you done your research?
 - Where do you need to go and how will you get there? What does success look like? (Map out each meeting)
 - What is on the table for discussion and what is off the table (not an item for change)? Be very clear and up front if possible.

Consider how changes will affect data collection and validation:

- ✓ Have you thought through all the business rules?
- ✓ Does an additional data collection process need to be set up for schools?
- ✓ Will this cause an increased burden?

Input from stakeholders:

- ✓ Who can you gather input from? Ask your Board, school leaders, parent focus groups, your leadership, community members.
- ✓ Communicate your change and be open to suggestions. Can you have options that are open to discussion?
- ✓ What additional rules/exceptions need to be discussed?
- ✓ How will you gather and include feedback?