

Issue Date: January 14, 2025

Continuous Improvement Process & Timeline

May – August

Complete the Comprehensive Needs Assessment Process

- Data Dive & Root Cause Analyses
- Goal & Measures Development¹
- Select evidence-based change ideas that align with goals
- Submit the Completed Data Inventory
- Submit CIP in GMS (by September 30)

September – October

Implement, Monitor & Adjust:

- Check school identification status (if any)²
- Implement change ideas
- Collect & analyze related data
- Adjust implementation, as needed
- **Attend Check-in meeting with AOE** (mandatory for schools identified for CSI)
- **Attend AOE EQ Office Hours & other professional learning offerings** (mandatory for schools identified for CSI)

November – December

Implement, Monitor & Adjust:

- Continue to implement change ideas
- Analyze interim data and check progress on goals
- Adjust implementation, as needed
- Amend CIP, as needed
- **Attend Check-in meeting with AOE** (mandatory for schools identified for CSI)
- **Attend AOE EQ Office Hours and other professional learning offerings** (mandatory for schools identified for CSI)

¹ Goals should be specific and measurable and explicitly address improvement for all students **and** for specific student populations to reduce equity/achievement gaps.

² Check for Comprehensive or Equity Status and supports, based on the release of the Annual Snapshot.



January – April

Attend AOE Professional Learning Session:

- Identification status (CSI & TSI)

Implement, Monitor & Adjust:

- Analyze interim data & progress on goals
- Adjust implementation, as needed
- Amend CIP, as needed
- Attend Check-in meeting with AOE (mandatory for schools identified for CSI)
- Attend AOE EQ Office Hours and other professional learning offerings (mandatory for schools identified for CSI)
- **Update/Submit mid-year progress check to AOE (in CIP)³**

May - June

Analyze Outcomes & Share Results:

- Check progress on goals
- **Update/Submit end-of-year progress check to AOE (in CIP) – by June 30⁴**
- Review outcomes/results and compare to goals. Engage organization in collaborative inquiry about results
- Share outcomes/summaries with stakeholders and begin next round of Comprehensive Needs Assessment
- Amend CIP, as needed and submit copy to AOE (by September 30)

³ Submission is only required for identified schools.

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