

Checklist



KansaStar Schoolwide: May 31st Indicators of Effective Practice Submission

SPECIAL EDUCATION & TITLE SERVICES

Purpose

The KansaStar Indicators of Effective Practice submission is due annually at the end of May. This report is generated through KansaStar and is a comprehensive summary of the activity conducted towards the school improvement plan.

Checklist Components:

1. Review **Our Progress** (homepage). This will allow you view the Comprehensive Report before submission to KSDE.
 - a. Select **View Reports**
 - b. Select **Comprehensive Report** from the Reports Menu.
 - c. A new window will populate a copy of the report as it will be generated for the May 31st Submission to KSDE.
 - d. Review the report for the most up-to-date school improvement plan information.
2. Make any updates or modifications to the KansaStar school improvement plan as needed.
3. Submit report.
 - a. From the Homepage select Submissions.
 - b. Click on Indicators of Effective Practice – (Title I Schoolwide Annual Submissions)
 - c. The report will be generated within KansaStar and submitted to KSDE.

KSDE Review Process

During the review of the Indicators of Effective Practice, the following criteria will be used:

1. Recency – how recent information has been updated within KansaStar.
2. Active Indicators – a requirement of five (5) active indicators unless given exception, such as KLN or other technical assistance.
3. Action Plans – every active Indicator is required to have an updated action plan.
4. Past Due – a review of past due dates will be conducted.

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