

SCHOOLWIDE PLAN SUBMISSION INSTRUCTIONS

1. A schoolwide plan for each building participating in the spring 2022 peer review is to be submitted to the Nebraska Department of Education (NDE) by Friday, April 1st, 2022. The 3-year schedule for schoolwide peer review is available on the NDE Title I webpage:

<https://www.education.ne.gov/federalprograms/title-i-a-educationally-disadvantaged/> - [Schoolwide-Program-and-Resources](#) under the purple header “Schoolwide Program Resources”.

2. In updating the schoolwide plan NDE will be using a NEW system within Microsoft. A “Landing Page” will be created that will have you signing into a Microsoft account and then within Microsoft we will be using “SharePoint”. The district schoolwide documents (in pdf format) will be inserted into your specific Schoolwide Building folder. (additional information coming later)

3. The Schoolwide Plan submitted will have a collection of narratives one for each of the standards/elements listed below and a series of folders (which will need to be created and saved in pdf format) for and with supporting documentation in them. Supporting documentation for each of the required elements of the schoolwide plan outlined on the Schoolwide Plan Peer Review Rating Rubric will be provided in the folders corresponding to each of the required elements. Folders with the following labels will need to be created:

Omit student names on all documentation.

1.1; 1.2; 1.3

2.1

3.1

4.1; 4.2; 4.3

5.1; 5.2

6.1

Folder -2021-22 Schoolwide Plan Data/Narratives

4. Please complete the narrative on the plan for each required standard/element then add supporting documentation to each corresponding folder. Supporting documentation will need to be scanned or copied. **All documents submitted MUST be in PDF format.** Highlight pertinent sections of documentation that support the required element to allow readers to quickly identify sections that

apply. Reviewers will use the narratives and documentation provided in each corresponding folder to determine the rating for that required standard/element.

5. Please use the Schoolwide Plan Peer Review Rating Rubric to determine the information needed for the narratives and the documentation needed to support the building's response to the required elements in the folders.

6. Once the narrative responses for all required elements are completed and documentation provided in all the required folders it will need to be submitted/uploaded into your building folder through the Microsoft/SharePoint. **Please submit the schoolwide plan and all supporting documents in PDF format.**

7. Make sure to label each of the Schoolwide Plans with building name along with the state assigned County-District-Building Number (00-0000-000).

8. You may contact me at kirk.russell@nebraska.gov or my office/cell phone number at 402.405.4616.