

**Department of Public Instruction
 Dr. Wayne G. Sanstead, State Superintendent
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**State Education Improvement Process
 Preparing a Profile/Portfolio**

Steering Committee suggestions:		
Parent(s)	Superintendent	Secondary
Title I	Administrators	Special Ed
Elementary	School Board	Student(s)

1. Demographic Data
 What do I need to know if I want to move my family to your community?
 One may see this information on the school’s web site.

- Student and teacher demographics
- List of ALL staff and their responsibilities along with their years of employment at school.
- Copy of Parent’s Right to Know letter that list the school staff and their credentials
- Teacher/student ratio
- Student services offered
- Student numbers transferring in and out each year
- Student attendance rates
- Before and after school programs
- Percent of students participating in extracurricular activities
- Number of students who graduate and attend college
- Number of dual credits courses taken by students
- ACT/SAT scores
- Course offerings
- # of students on IEP’s and what grade levels
- Ethnicity
- Free & Reduced percent
- Student numbers and information for each demographic group, ethnic groups, language group
- Grade level student information
- Lists of students identified as “Gifted/Talented”, Title I, etc
- Lists of behavior/social referrals by grade



2. Perception Data

- a. Survey of staff (Capacity assessment)
- b. Survey of students
- c. Survey of community
- d. Survey of graduates
- e. Customize!

3. Assessment (Achievement) data:

- a. NDSA Report for the last 3 or more years for grades 3, 4, 5, 7, and 8, and High School (Elementary, Middle and High). There should be information for the District, Schools and Student Subgroups.
- b. State LEP/ELL Assessments, ACCESS
- c. DPI School Profile for the last 3-4 years
- d. Standardized test results (e.g., NWEA/MAP, SAT, ACT, Graduation Exit Exams, etc.) with all reports, including school/district summary reports, objective/strand reports, and student level data.
- e. AYP Reports last 3-4 years
- f. NWEA (MAP)
- g. DIBELS
- h. AimsWeb
- i. PLAN
- j. ACT/WORK KEYS
- k. Power School
- l. STAR Reading/Math

4. Program Data:

What resources do you use to enhance student growth?

- 2011 North Dakota Common Core Standards
<http://www.dpi.state.nd.us/standard/content.shtm>
- Summary of school wide professional development (i.e., Staff Development Plan) for the past 2-3 years.
- School Improvement Plan, both current and past two years
- Math: Scott-Foresman: Grades K-6 (last update___)
Pearson: Grades 7-12 (last update)
- Reading: Lippincott: Grades K-6 (last update____)
 - Grades 7-8: Pearson (Last update____)
 - Grades 9-12: Vendor (Last update____)