



Stay on Track

A Step-by-Step Guide

1. Develop a communications and engagement plan and document your progress.

- Develop an authentic communications and engagement process that includes students, parents, school employees and your community to discuss local needs and goals.
- Intentionally reach out to students and parents of historically underserved communities, including students of color, students with disabilities, emerging bilingual students, students navigating poverty, homelessness, and foster care.
- Document your engagement efforts and the input you receive.

TOOLS YOU CAN USE: [ODE's Engagement Toolkit](#)

2. Engage stakeholders on the following topics as required by the Student Success Act, and use the input to complete a needs assessment process:

- Reducing academic disparities.
- Meeting students' mental or behavioral needs.
- Providing equitable access to academic courses.
- Allowing teachers and staff sufficient time to collaborate and review student data and develop strategies to support all students.
- Creating strong partnerships for student achievement.

TOOLS YOU CAN USE: [Use the SIA Crosswalk](#) to translate input gathered from your engagement meetings into a comprehensive Needs Assessment tool for your district.

3. In partnership with stakeholders, design a SSA Student Investment Account plan and application that:

- Addresses how your district will meet students' mental and behavioral health needs and
 - increases academic achievement for:
 - students of color;
 - students with disabilities;
 - emerging bilingual students;
 - students navigating poverty, homelessness, and foster care; and
 - other student groups that have historically experienced academic disparities.
- Is informed by a needs assessment process and stakeholder engagement.
- Is aligned to your district's continuous improvement plan (CIP).
- Includes data for equity-based decision making.

- Identifies and addresses resource inequities.
- Describes how early stakeholder input was solicited and used in plan development.
- Is informed by the [Quality Education Model Report](#).

TOOLS YOU CAN USE: [ODE's Planning Guide for 2019-2020 School year](#).

4. Discuss your district's plan for SSA Student Investment Account (SIA) funds at open, public school board meetings.

- Provide opportunities for public comment.
- Make the district's SIA plan available on your district webpage and district office.
- Receive approval by your school board in an open, public meeting.

5. Submit SSA Student Investment Account application to ODE.

- Revise application as needed.
- Review your district's grant agreement by vetting your performance targets with stakeholders.