

## District Technology Plan Review - 2010 Plan Approval Checklist

The following checklist outlines criteria used to evaluate district long-range technology plans. Districts should use the checklist to guide plan development. The Title II.D, E-rate, and Technology Network (TNP) programs have certain plan requirements that are noted in the checklist with an asterisk (\*). **To be approvable, district long-range plans must address all asterisk items, for school years 2010-11, 2011-12, and 2012-13.**

### ***Mission Statement and Needs Assessment***

Note: These sections in ePeGs are for overall district use and are not recreated for specific plans. Tech plan committees are encouraged to meet with district staff responsible for CSIP planning to make sure technology is addressed appropriately. While the ed-tech approval criteria no longer require a specific technology mission statement, appropriate tech-related needs assessment is still critical. Tech plan reviewers will look to see – throughout the plan – that various data are used to assess the needs of students, teachers and administrators in being able to access and use technology effectively to meet personal, academic, and career goals.

### **NEEDS ASSESSMENT** *(formerly Compiling Raw Data)*

- There is evidence that needs assessment analysis included a variety of data sources (e.g., standardized assessments, local performance assessments, surveys and records, policies and procedures, curriculum standards, technology budget, etc.) and multiple years of data. (\*)
- Analysis included examination of student, teacher, and administrator standards, professional development data, administrative networking tools, data management tools, communication tools, and total cost of ownership (TCO).

### **GOALS**

Note: Tech plans have the option of using one overarching goal, such as student performance, the five suggested CSIP goals, and/or two LEA-defined goals. The ePeGS planning tool allows a maximum of seven goals, of which two may be LEA-defined.

- The goals address identified needs/weaknesses and the expectation to improve education services and student performance. (\*)

### **OBJECTIVES, STRATEGIES, ACTION STEPS** *(formerly TFA/CSIP Action Plans)*

Note: Whether a tech plan has one, two, or more goals, the objectives, strategies, and action steps must address the Missouri Education Technology Strategic Plan (METSP) technology focus areas (TFAs): **Student learning, Teacher preparation, Administration, Resources, and Technical Support.**

- Technology-related objectives, strategies, and action steps are aligned with district CSIP goals and the state plan TFAs and address technology integration and 8th-grade tech literacy. (\*)
- The objectives, strategies, and action steps address identified strengths and weaknesses identified during the needs assessment. (\*)
- The objectives, strategies, and action steps are cross-referenced to MSIP standards and detail the progress expected and the performance measure, implementation start and end dates, annual targets, funding source(s), person responsible. (\*)
- The plan's objectives are measurable, realistic, and will result in beneficial change and advance teaching and learning. (\*)
- The plan describes strategies for interactive communication with stakeholders and policy makers. (\*)
- The objectives, strategies, and action steps address state tech plan goals and objectives.
- The plan details correction strategies for implementation steps.

### **ADDITIONAL ELEMENTS** *(formerly Dissemination, Monitoring, and Evaluation)*

- The plan described strategies for timely, ongoing monitoring and formal and summative evaluation of the plan and its goals, objectives, and strategies. (\*)
- The plan includes detailed timelines and benchmarks for monitoring and evaluation.
- The plan assures compliance with E-rate/FCC technology plan requirements. (\*)