

**STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT**

**Educational Plan for Student Success
A Continuous Improvement Strategic Plan**

Procedures to Complete EPSS Document

Introduction and Purpose

The Educational Plan for Student Success (EPSS) is a long-range strategic plan each district is required to develop, implement, assess, and evaluate. The purpose of the EPSS is to promote student academic achievement and continuous school improvement (6NMAC3.2.9.1).

Development of the EPSS will:

- Move from periodic data review to trend analysis and meaningful interpretation of data.
- Focus on academic achievement for all students.
- Shift from an annual review of the EPSS to an ongoing evaluation of strategies.
- Provide information to the school community.
- Provide a planning tool for school improvement.
- Utilize the resources within the community to identify and address the diverse needs of all students.
- Identify and align quality programs and services.

Technical Assistance for Completion of the EPSS Document

The need to revisit and refine strategies in the EPSS is continuous and should be formally done on a mid-year and annual basis. An annual report* will be submitted to the PED Priority Schools Bureau at the conclusion of each school year. *Guidelines to follow.

Presented in the Sequential Order of Document:

- **Goal:** The goal must be a result of data analysis and study.

The goal must be student centered.

For example: “The number of students scoring at or above ‘Proficiency’”...

The goal must be measurable.

For example: “will increase by at least five percent.”

Goal Example: The number of students in the district scoring at or above “Proficiency” on the NMSBA will increase by at least five percent.

- **Strategy/Activity:** The strategy should be written in one or two sentences.

Articulate one strategy per document page and complete the subsequent columns.

Use effective methods and instructional strategies that are research based.

Strategy Example: Fourth grade students scoring below “Proficiency” on the NMSBA will be provided accelerated tutorial class(es) in specific content areas.

- **Mid-Year Review:** Using the **KEY** below, indicate the date of the mid-year review of strategies and indicate implementation cycle as to Planning stage, Progressing, or Completed.
- **Annual Review:** Using the **KEY** below, indicate the date of the end-of-year review of strategies and indicate implementation cycle as to Planning stage, Progressing, or Completed.

DEFINITIONS:

Mid Year Review – A mid year review of the strategy, outcome, and data in a P-D-S-A cycle

Annual Review – An end of the year review of the strategy outcomes and data in a P-D-S-A cycle.

KEY:

Planning – The strategy is in the planning stage and is not implemented at this time.

Progressing – The strategy is progressing through the P-D-S-A cycle.

Completed – The strategy is embedded in the system with supportive data and the next step is to remove it from the EPSS annual strategic plan since the strategy/objective has been met.

- **Person Responsible:** Indicate who is held responsible for this specific strategy in order to meet your goal.
- **Resources—Available and Needed:** Indicate what resources, supplies, materials, etc. will be used or needed to accomplish your strategy.
- **Implementation Timeline:** Indicate your projected time to accomplish the strategy, with beginning and ending points. You may not indicate “ongoing” as your timeline.
- **Evaluation Timeline:** The strategy must be assessed using a continuous process; however, you must indicate a specific date to review your progress in accomplishing the strategy.
- **Professional Development:** Indicate what training your staff needs in order to meet the strategy.
- **Parent and Community Involvement:** Indicate evidence of parental and community involvement in accomplishing the strategy.
- **Evidence of Completion:** Indicate the product or results which would demonstrate accomplishment of the strategy.

***ANNUAL REPORT**

- An annual report will be submitted to the PED Priority Schools Bureau at the conclusion of each school year not to exceed two weeks after dismissal of students.
- The report is a copy of your EPSS document which guided your strategic planning for this year. Dates for the **Mid-Year Review** and **Annual Review** must be provided and indicators must be checked (Planning, Progressing, Completed).

- Any strategy which has been checked as “Completed” must be accompanied by documents listed in your Evidence of Completion column.

For Example: The Strategy: Fourth grade students scoring below “Proficiency” on the NMSBA will be provided accelerated tutorial class(es) in specific content areas.

Evidence of Completion Column: Attendance sheets, student progress reports, and lesson plans documenting fourth grade participation in accelerated tutorial classes.

You will attach to the EPSS significant representation of those documents, such as several attendance sheets, some student progress reports, and sample lesson plans.

- Any “Strategies” indicated in the “Planning” or “Progressing” stages **do not need** to be documented with the submission of evidence.