AdvancED Internal Review Process for the Archdiocese of Chicago: 2016-2017

Internal Review Step	Training	School action required as a result of Training	Evidence submitted to ASSIST	Deadline
Step 1: Evaluate the 2015-2016 Continuous School Improvement Plan and create the 2016-2017 Continuous School Improvement Plan	August 2016	Conduct a discussion with the Continuous Improvement Leadership Team that results in the identification of goals that will become the school's continuous improvement plan.	▪ Continuous Improvement Plan uploaded in Google Docs folder.	September 9 2016
Step 2: Update the Executive Summary	Webinar TBD	Complete a written summary of the school's continuous improvement process and findings.	▪ Executive Summary (3-5 pages)	September 9, 2016
Step 3: Create Student Performance Diagnostic	October 4, October 5, October 18, October 19, 2016	Conduct a data deliberation discussion with Continuous Improvement Leadership Team* that will result in the completion of the Student Performance Data Diagnostic in ASSIST	▪ Student Performance Data Document ▪ Evaluative Criteria ▪ Diagnostic Questions	November 11, 2016
Step 4: Administer and collect AdvancED Stakeholder Feedback Satisfaction Surveys	Webinar November 1, 2016	Administer the survey links provided by the Office of Catholic Schools	▪ Survey results in ASSIST	Survey window administration: November 1, 2016-January 20, 2017
Step 5: Create the Stakeholder Feedback Diagnostic	January 24, January 25, February 6, February 7, 2017	Perform an analysis of stakeholder feedback results that result in the completion of the Stakeholder Feedback Diagnostic in ASSIST.	▪ Stakeholder Feedback Data Document ▪ Evaluative Criteria ▪ Diagnostic Questions	February 17, 2017

* School discussions may be limited to the Continuous Improvement Leadership Team or can include the Team and the entire school faculty.