

# District Technology Plan Review - 2009 Plan Approval Checklist

*The following checklist outlines criteria used by the Missouri Department of Elementary and Secondary Education 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 2009-10, 2010-11, and 2011-12. State approval will be in effect from July 1, 2009 through June 30, 2012.*

## **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: Districts/LEAs 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 five 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 district/LEA plan has one, two, or five goals, the objectives, strategies, and action steps must address the Missouri Education Technology Strategic Plan (METSP) focus areas: **S**tudent learning, **T**eacher preparation, **A**dministration, **R**esources, and **T**echnical support.*

- Technology-related objectives, strategies, and action steps are aligned with district CSIP goals and technology focus areas and address technology integration and 8th-grade technology 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 education technology 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. (\*)