**MSD of Washington Township**

**Program Needs Assessment, Goals, and Plan**

**Private School Students and Teachers**

2012-2013 **School Year**

**School:**

**Address:**

**Enrollment:**

**Private School Official/Primary Contact:**

**Phone Number**:

**E-mail Address**:

**Title Program:**

Title III, A – English Language Acquisition, Language Enhancement, & Academic Achievement

**Needs Assessment:**

Identify your students’ academic needs and provide appropriate data for support. Prioritize needs, with most significant as #1.

Identify your teachers’ professional development needs as related to improving you students’ academic achievement.

**Programs and Services:**

Describe the program, services or other activities you would like the school district to implement to address these identified needs. To the extent possible, include estimated cost of programs and services. Prioritize programs and services as related to meeting the needs noted above.

Describe how these services and programs will contribute to improving student academic achievement.

**Goal Setting:**

Write a suggested performance goal for your identified need and planned activities. (EXAMPLE: For an identified need of reading would be, “By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, students participating in planned activities will increase their reading scores by \_\_\_\_\_\_%”; or, for an identified need to enhance instruction in differentiated learning, “All teachers participating in the professional development will include differentiated learning practices in their daily instruction.”

**Evaluation Plan:** Describe the formalized plan for determining the extent to which the goal was achieved.

**Private School Official:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete and submit this Needs Assessment and Program Development Plan by** June 15, 2012 and email to Charlie Geier at [cgeier@msdwt.k12.in.us](mailto:cgeier@msdwt.k12.in.us) or mail:

Charlie Geier

H. Dean Evans

Community and Education Center

8550 Woodfield Crossing Blvd.

Indianapolis, IN 46240

## Private School Consultation Planning Sheet for Fall Consultation

**2012 - 2013 School Year**

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Please Type or Print)**

**Private School Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Please Type or Print)**

|  |  |
| --- | --- |
| **Funding Source** |  |
| **Description** |  |
| **Summary of Private School Students’ and Teachers’ Needs** |  |
| **Services Requested for Students** |  |
| **Professional Development Requested for Teachers/Staff** |  |
| **Materials Requested** |  |
| **How will the Services be Evaluated for Effectiveness** |  |
| **Approval by District Coordinator** |  |

* **Both parties agree on the program planning described**
* **Modifications to this plan will include:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LEA Director, *ESEA* Programs Private School Official**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Date**

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| --- | --- | --- | --- | --- |
| **CONSULTATION MEETING ATTENDANCE SIGN-IN SHEET**  *April 25, 2012*  *MSD of Washington Township* | | | | |
| **NAME** | **TITLE** | **SCHOOL NAME AND ADDRESS** | **PHONE #** | **E-MAIL** |
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## MSD Washington Township

| **Timeline for Local Education Agency (LEA) Consultation With Private School Officials** | |
| --- | --- |
| **Month** | **LEA Activity** |
| **August -September** | * Begin programs and services. * Consult with private school officials about *current* programs and services implementation and modify as necessary. |
| **October** | * Continue consultation about *current* programs and services implementation. |
| **November- December** | * Consult with private school officials about the status of *current* programs and services. * Obtain complete list of all private schools with appropriate contact names for later use in mailing “Intent to Participate in Federal Education Programs” forms. |
| **January** | * Continue consultation with private school officials about the status of *current* programs and services. * Send “Intent to Participate” forms to all private schools in the LEA with a February deadline for returning the forms. |
| **February -April** | * Continue consultation with private school officials about the status of *current* programs and services. * Conduct a district-wide consultation meeting with all private school officials and provide a general overview of programs that will be available to their students and teachers in the *next* school year. * Provide private school officials with planning document\* to prepare them for consultation about *next* year’s programs and services. * Consult with private school officials to identify students’ and teachers’ needs, discuss services and estimated funding figures, design programs, and establish priorities for the *next* school year. |
| **May** | * Evaluate programs and services for the *current* school year and make suggestions for modifying programs that will be implemented again in the *next* school year. * Continue consultation and planning for programs and services for *next* school year. * Complete plans for programs and services and set dates for when they will begin in the *next* school year. * Develop consultation timeline for the next school year. |
| **June** | * Submit plan to LEA and schedule consultation * Finalize actions related to programs and services. |
| **July-August** | * Inform private school officials about the readiness of programs and services for the *upcoming* school year. * Provide program funding figures to private school officials for upcoming school year. |