



## Resources for Conducting a District Systems Review

### Recommendations for Getting the Most Out of the *District Systems Review (DSR)*

- ✓ When facilitating the process, be very familiar with the documents and key steps of the process before you begin working with staff. Organization of the materials and process is very important.
- ✓ Make a plan for the entire *District Systems Review* process. The whole process may require multiple meetings.
- ✓ Identify the time of year for conducting the *District Systems Review* that would most benefit your district.
  - Districts may find it beneficial to go through the systems review process in the fall, because the process may identify needs that could be addressed during the current school year. For example, the *District Systems Review* might reveal a specific need for professional learning that was not previously identified, or the need for better curriculum alignment in some content areas. This work could be done when needed, rather than waiting for the formal submission of the District Improvement Plan.
- ✓ Effectively set the stage for the work.
  - Explain the purpose of the *District Systems Review*, the importance of the dialogue, and how it will connect to the District Improvement Plan.
  - Explain that the ratings on the *District Systems Review* do not affect your District Requirements Report score. Candid conversations are important to an effective district improvement process and will not “hurt” your district.
  - Explain that the “Full Implementation” column on the *District Systems Review* is the starting point for dialogue. Make sure staff know that a district does not have to have all of the *sample evidence* in place to be “fully implemented,” but a district does have to have evidence for *each* of the characteristics in the “Full Implementation” column in order to be “fully implemented.”
  - Ensure that participants have access to the [Glossary](#) while working on the *District Systems Review*.
- ✓ Communicate with school leaders regarding the results of your *District Systems Review*.
  - The Indicators your district identified as needing more focus may require more support from district processes and systems. In addition, Indicators that were rated as “Full Implementation” may also require more support from the district. This information should be shared with school leaders so they can review the needs of the district as a whole system.