



Resources for Conducting a District Systems Review

Suggested Approaches for the *District Systems Review* (DSR)

District Systems Review: Suggested Approach #1

In this approach, assign one Strand to each of four teams. These teams complete the entire process in one meeting.

Part A: Dialogue Regarding the Guiding Questions and Evidence

- Schedule time for staff to participate in this process. Use a regularly scheduled staff meeting or in-service for the process, if available, or schedule a special meeting for this purpose.
- Use the PowerPoint presentation titled “[Completing the District Systems Review](#)” to lead your team through this process.
 - Emphasize the value of the dialogue among participants in this process.
 - Remind staff that the ratings provided in the *District Systems Review* do not count against a district in the District Requirements Report or on the Scorecard.
- Divide the staff into four teams, assign roles and responsibilities (e.g. facilitator, recorder, timekeeper, etc.) – one for each Strand of the *District Improvement Framework 2.0*.
- Distribute the *District Improvement Framework 2.0 Overview*.
 - Explain that this document provides a snapshot of the *District Improvement Framework 2.0* Strands and Standards. Point out the four Strands along the side of the document and the 10 Standards.
- Distribute the *Dialogue Recording Forms*.
- Have each team read the Guiding Questions for the Indicator(s) that correspond with their assigned Strand and discuss and record their evidence for how the school is addressing the Guiding Question in the appropriate section of the *Dialogue Recording Form*.
- Share across teams and reach consensus.

Part B: Complete the District Systems Review

- Distribute the *District Systems Review* sections that correspond with each team’s assigned area(s).
- Use the PowerPoint presentation titled “[Completing the District Systems Review](#)” to lead your team through the [Key Steps for Completing the District Systems Review](#) (the key steps are summarized below).
 - Indicate that the third column, “Full Implementation,” serves as a starting point for dialogue about district progress on an Indicator. Begin by having participants read the characteristics in this column and mark the box for each characteristic for which your district has identified evidence (from dialogue about the Guiding Questions).
 - Ask participants to indicate their evidence on the list of Sample Evidence provided for each Indicator, and add any additional evidence that is not listed.
 - Using evidence that the teams just identified in their dialogue and the characteristics on the *District Systems Review*, have participants place their district on the continuum for each Indicator.
 - Allow participants to have dialogue to reach consensus on the district’s status.
- Collect each team’s *District Systems Review* documents. Meet as a District Improvement Team (DIT) to review the information from the various Strands and the input from each team. Add any additional evidence the DIT team identifies for each Indicator.
- Organize the *District Systems Review* documents by Strand and keep them together. Make copies to be shared at a later staff meeting in your district.
- Collect the completed *Dialogue Recording Forms* for use in district improvement planning.
- Enter your *District Systems Review* results into the ASSIST platform, knowing that it is possible to revise your district’s information until it is actually submitted.



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District Systems Review: Suggested Approach #2

At a staff meeting, have staff complete Part A and turn in their Dialogue Recording Forms (with evidence recorded) at the end of the meeting. The District Improvement Team reviews this documentation and completes the District System Review at a later date.

Part A: Dialogue about Guiding Questions and Evidence

- Schedule time for staff to participate in this process. Use a regularly scheduled staff meeting or in-service for the process, if available, or schedule a special meeting for this purpose.
- Use the PowerPoint presentation titled “[Completing the District Systems Review](#)” to help guide this process.
 - Emphasize the value of the dialogue among participants in this process.
 - Remind staff that the ratings provided in the *District Systems Review* do not count against a district in the District Requirements Report or on the Scorecard.
- Divide the staff into four teams and assign roles and responsibilities (e.g. facilitator, recorder, timekeeper, etc.) – one for each Strand of the *District Improvement Framework 2.0*.
- Distribute the *District Improvement Framework 2.0 Overview*.
 - Explain that this document provides a snapshot of the *District Improvement Framework 2.0* Strands and Standards. Point out the four Strands along the side of the document, and the 10 Standards.
- Distribute the *Dialogue Recording Forms*.
- Have each team read the Guiding Questions for the Indicator(s) that correspond with their assigned Strand (see *Key Steps for Completing the District Systems Review*).
- Have each team discuss and record their evidence for how the school is addressing the Guiding Question on the *Dialogue Recording Form*.
- Share across teams and reach consensus.

Part B

- Use a District Improvement Team (DIT) meeting to review the evidence collected in Part A of the process and determine as a team the district’s placement for each of the 10 Indicators, based on the staff input as well as additional evidence that the DIT generates.
- Collect the *District Systems Review* documents. Organize them by Strand and make copies to be shared at a later staff meeting in your school. Collect the completed *Dialogue Recording Forms*. These notes will be useful in the next steps of the district improvement planning process.

District Systems Review: Suggested Approach #3

The entire process described in Approach #1 is completed by the District Improvement Team (DIT) or leadership team.

- Use an after-school session for DIT members or the leadership team, and go through the entire process described in Approach #1. At a staff meeting prior to the event, explain that any additional staff members who would like to participate in the *District Systems Review* process are certainly welcome.
- Keep copies of the *District Systems Review* documents and *Dialogue Recording Forms*. Share the results with all staff at a future staff meeting and use them in district improvement planning.