



Resources for Conducting a School Systems Review - Checklist

The instructions listed below describe how to facilitate/lead the School Systems Review process. This checklist will help you keep track of necessary items as you prepare to lead the process.

Before the Process

- Read *Recommendations for [Getting the Most Out of the School Systems Review \(SSR\)](#)*.
- Read *[Suggested Approaches for the School Systems Review](#)*. Select a suggested approach or create your own.
- Read *[Key Steps for Completing the School Systems Review](#)*.
- Review the PowerPoint presentation titled “[Completing the School Systems Review](#).” You may choose to modify the PowerPoint presentation to best meet your school’s needs.
- The lead facilitator(s) should familiarize themselves with:
 - [School Improvement Framework 2.0](#)
 - [School Improvement Framework 2.0 Overview](#)
 - [School Systems Review](#)
 - [Dialogue Recording Form](#)
 - [Glossary](#)
- Assemble all necessary materials.
 - PowerPoint presentation titled “*Completing the School Systems Review*”
 - One copy of the *School Improvement Framework 2.0 Overview* for each participant
 - One copy of the *School Systems Review* for each participant
 - One copy of the *Dialogue Recording Form* for each Indicator of the Framework
 - Copies of the *Glossary* for each work team
 - Pen/pencils for participants
 - Chart paper and markers (depending on the approach you select/how you would like your participants to record notes)

During the Process

- Ensure that teams are recording evidence on the *Dialogue Recording Form* (or chart paper) during their dialogue about the Guiding Questions.

After the Process

- Collect all the *School Systems Review* documents and *Dialogue Recording Forms*. Organize them by Strand and keep them together. These notes will be useful for school improvement planning.