



MICHIGAN  
SCHOOL IMPROVEMENT  
COMPREHENSIVE NEEDS ASSESSMENT  
SCHOOL



## Introduction

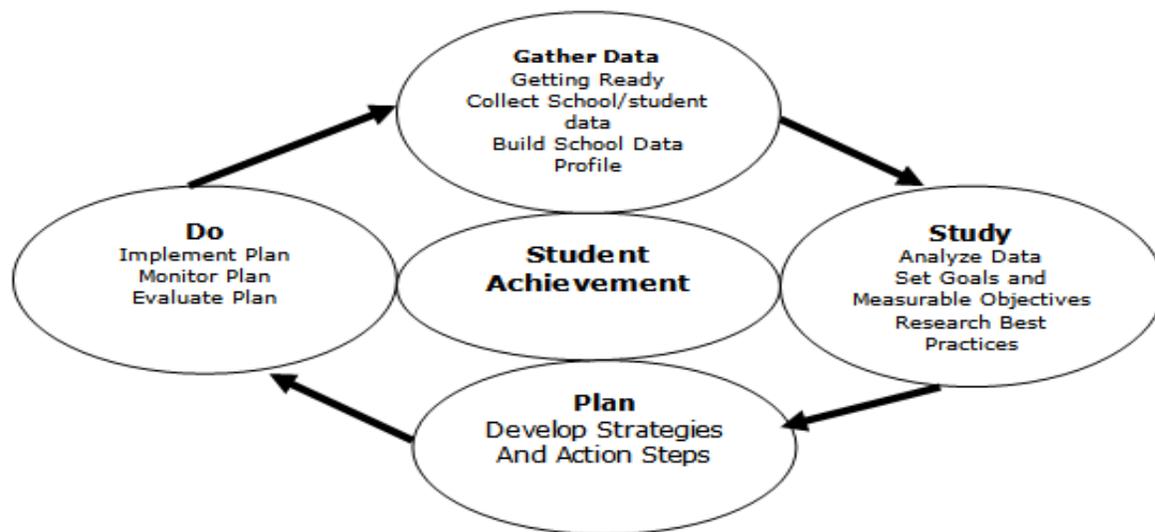
The Comprehensive Needs Assessment (CNA) was developed to be used as a tool to assist a school staff in determining the strengths and challenges of their school. The CNA assesses the school information, student data, as well as the system processes and protocols of practice that are in place to support student academic achievement. The Comprehensive Needs Assessment consists of five components:

1. School Data Profile
2. School Data Analysis
3. School Process Profile This component can be met in one of the following ways:
  - School process Rubrics (90)  
or
  - Education Yes Subset (40)  
or
  - Standards Assessment Report (SAR)  
or
  - Self Assessment (SA)
4. School Process Analysis
5. Summary Report

## Model of Process Cycle for School Improvement

**The School Improvement Framework establishes a vision for school improvement.** The Process Cycle for School Improvement has four major components that cycle in continuous praxis. They are:

- **Gather Data I**           Where are we now (status) and where do we want to be (goals)?
- **Study/Analyze**       What did the data/information we collected tell us (gap analysis)?
- **Plan**                    How do we organize our work so that it aligns to our goals and resources (SIP)?
- **Do**                      Staff implements the strategies and action steps outlined in the plan  
(Implementation and Monitoring).
- **Gather Data II**       Where are we now (status) and did we reach our goals? (Evaluation and Revisions)



While the SI Framework provides the vision for school improvement, the CNA is a tool that supports two of the four areas of the School Improvement Process: **Gather Data** and **Study**.

The following pages provide probing questions to create dialogue about student and school data. They are designed to facilitate a deeper reflection into a school's data/information and protocols of practice in order to identify areas of need.

Data/information from the CNA can be used to write a school improvement plan that includes specific student achievement goals, objectives, and strategies designed by the stakeholders. A CNA should be conducted once every three to five years, coinciding with the school improvement planning cycle, and revisited annually.

Sources of data/information that serve the process of needs identification can include: School Improvement Framework Rubric self assessment (which includes the EdYES! Performance indicators), the current school improvement plan, information contained in the School Report Card, school's annual education report, student academic and non-academic data from multiple sources--disaggregated by different subgroups.

Web sites that can assist with data collection include: [www.michigan.gov/meap](http://www.michigan.gov/meap) , [www.michigan.gov/mepr](http://www.michigan.gov/mepr) , and [www.michigan.gov/cepi](http://www.michigan.gov/cepi), [www.micis.org](http://www.micis.org),

### Summary of Uses for the CNA

- o Guide the school's identification of additional resources (grants) to support its goals and objectives.
- o Annually evaluate progress on the 40 Education YES! Performance Indicators.
- o Periodically review and/or evaluate all 90 indicators in the School Improvement Framework.
- o Serve as the basis for all other needs assessments that may be required of the school.
- o Form the basis of the school's professional learning plan as required by PA25.
- o Identify areas of need to be included in the school's technology plan.

- o Satisfy NCA requirement for a School Profile Report.
- o Comply with federal grant requirements (including NCLB and IDEA 2004) of aligning resources with identified needs through a comprehensive needs analysis.
- o Work in partnership with the district's special education Continuous Improvement and Monitoring System (CIMS).

Electronic versions of this process are available at: [www.michigan.gov/schoolimprovement](http://www.michigan.gov/schoolimprovement)

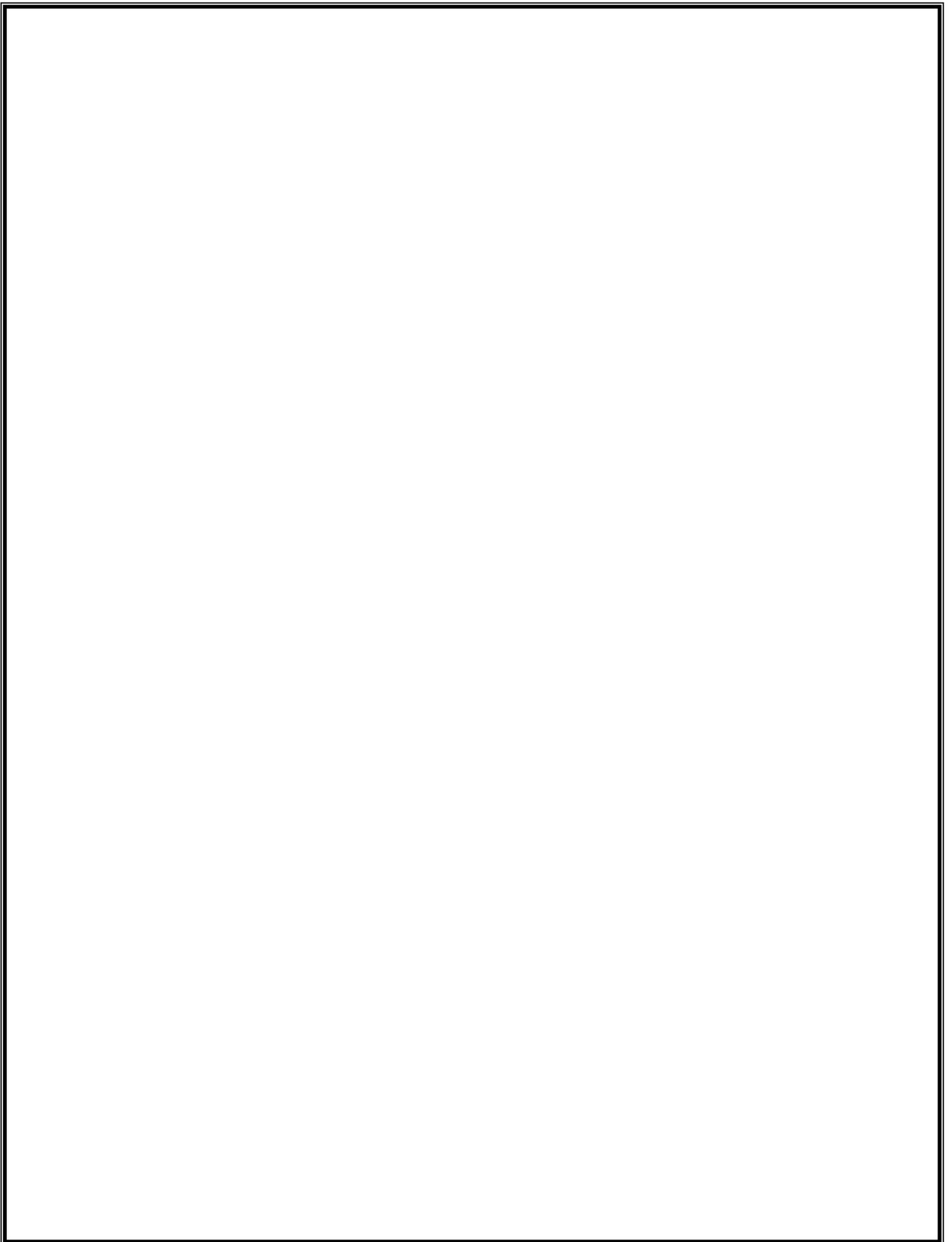
## Summary Report

**The Comprehensive Analysis Report on Student Achievement and System Processes and Practices** is designed to assist schools with aligning the instructional processes/practices identified as challenges with the school's student achievement goals. This process will help a school look at its overall strengths and identify challenges. These in turn, can be used to design objectives, strategies, and action plans within the School Improvement Plan.

Based on the analysis and dialogue about district level student and system data and information, and the data and information drawn from a review of the school's comprehensive needs assessment report, complete the chart on the following page. A separate chart for each academic content area goal identified should be completed.

**Section I** of the chart would have been filled out as the school completed the School Analysis Report on Student Achievement in the first section of the school CNA. Data from that section report can be pasted into the chart below. You will note that the chart allows a school the opportunity to mark a goal as ***O Active, O Maintenance, or O Revised***. ***Active*** goals allows for the development of a school improvement plan around current challenges that student and system data/information identify. ***Maintenance*** goals provides the ability to identify those goals that current data/information indicates are not presently a concern area, but maintaining the strategies and resources are needed to ensure that current levels of student achievement are maintained or increased, or ***Revised*** Goals allows for the revision of an established goal.

**Section II** of the following chart lists challenges the school identified from the comprehensive needs assessment strand reports that aligned school practices with content area goals.



**Summary Report**  
**Summary of Comprehensive Needs Assessment**

This can be used as the LEA Report for use with the Consolidated Application in MEGS

<b>School:</b> *	<b>School Year:</b> *		
<b>Section I: School Comprehensive Analysis Report on Student Achievement (From the Comprehensive Needs Assessment)</b>			
<b>Content Area:</b>	<input type="checkbox"/> Active Goal <input type="checkbox"/> Maintenance Goal <input type="checkbox"/> Revised Goal		
<b>Student Goal Statement:</b> *			
<b>Statement of gap in student achievement (Need Statement):</b> *			
<b>Contributing Cause for the gap in student achievement:</b> *			
<b>List multiple sources of data used to identify this gap in student achievement:</b> *			
<b>Section II: School Comprehensive Analysis Report on System Processes and Practices</b>			
Listed below are the challenges from the Comprehensive Needs Assessment Strand reports, the EdYES! Report, the Standards Assessment Report or the Self Assessment Report that were aligned with this content area goal to be included in this School Improvement Plan. (These should be addressed as strategies/action steps in your SIP in Section III)			

Content area goal charts can be copied and pasted into the School Improvement Plan (SIP) template under section I and II of the template.

### Summary of CNA Completion Process

1. How will the school use the insights gained from this self-assessment to inform and enhance continuous school improvement plans?
2. What process did the school use to complete this self assessment?
3. Please describe and include who was involved in completing this self assessment. (Use chart below)

Name	Signature	Position	E-Mail

### Completion of CNA and Development of School Improvement Plan

Now that you have aligned the system process/practice challenges with your stated Student Achievement Goals, you can begin to develop objectives, strategies and action steps to include in your school improvement plan that will address those system processes and practices that will have the greatest impact on your student achievement goals.

The School Improvement Plan template can be found on the web at:

[www.michigan.gov/schoolimprovement](http://www.michigan.gov/schoolimprovement)

Schools may also complete this comprehensive needs assessment of their system protocols of practice on line at:

[www.advanc-ed.org/mde](http://www.advanc-ed.org/mde)