Summary and Highlights:

By January 11, 2019, districts will submit a Needs Assessment Summary for each school to the appropriate SharePoint folder in a commonly used digital format. Further guidance for needs assessments and the Needs Assessment Summary template is under development and will be provided at a later date.

Needs assessments should be completed in sufficient time to complete the Needs Assessment Summary for submission by January 11, 2019. As such, OSPI does not expect that needs assessments have been completed or perhaps even started at this time (Early October 2018).

1. Who is uploading the Needs Assessment Summary to SharePoint?

Districts will upload the Needs Assessment Summary (NA Summary) to SharePoint, not individual school buildings.

OSPI does not have a preference for how or who within a district uploads the NA Summary, just that it’s done in a timely fashion.

2. What do I need to submit for my needs assessment this fall?

Nothing. The submission date is January 11, 2019. However in the fall (by November 1, 2018) districts will receive an invitation and instruction to be able to login to the School Improvement Plans SharePoint site. In uploading schools’ 2018-2019 school improvement plans, we will be able to confirm everyone is able to access and upload documents successfully.

3. Who should do a needs assessment?

Because it’s a best practice in general (not just for continuous improvement), we recommend that everyone do one. Additionally, Washington stipulates all schools do a school improvement plan based on “self-review of a school’s program (WAC 180-16-220(2)(b))” so another interpretation is everyone has to do one.

However, to get technically specific, OSPI, per ESSA, guides the needs assessment requirements for Comprehensive, Comprehensive for Graduation Rate, Targeted for 3+, and Targeted for EL Progress. The district guides the needs assessment requirement for Targeted 1-2 and Foundational.
4. **Which schools do you want Needs Assessment Summary from?**

OSPI will review Needs Assessment Summaries from schools that are receiving Comprehensive, Comprehensive for graduation rate, and Targeted for 3+, and Targeted for English learner progress support.

OSPI does not require that districts upload NA Summaries for schools receiving Targeted 1-2 or Foundational support.

5. **Is there a specific needs assessment that we need to be doing?**

OSPI is not prescribing any needs assessment type, contractor, or format. Our guidance is that your needs assessment should be locally determined based on what the LEA/school believes the LEA/school needs to examine in order to plan effectively for system and school improvement. Additionally, your needs assessment should be linked to your school improvement plan needs, so we do have some more specific guidance on what areas a needs assessment should cover.

6. **What are some areas that our needs assessments should cover?**

There is not the same level of detailed guidance on a needs assessment in rules and regulation at either the state or federal level. We believe it logically makes sense that the process should backward map from a school improvement plan. With that in mind and using school improvement plan requirements, on the following page we’ve outlined some content areas that we recommend a needs assessment should cover (note this list is not exhaustive):
Office of System and School Improvement  
Needs Assessment Fact Sheet  

Needs Assessments – Interpretive Guidance from Rules and Regulation  

**PROCESS**  
- Active participation and input from stakeholders  

**CONTENT TO ADDRESS THE FOLLOWING FACTORS**  
- Disaggregated data at multiple levels (e.g. by grade level, by teacher, by student population such as gender, race/ethnicity, disability, etc.) for WSIF Indicators (as applicable to grade-span)  
  - ELA and Math Proficiency and Growth  
  - Graduation Rate  
  - English learner progress  
  - SQSS Measures: Attendance, 9th Graders on Track, Access to Dual Credit Participation  
- Proficiency and growth in all instructional areas (i.e. Science, Social Studies, CTE, Arts, World Languages, Health and Physical Education, etc.)  
- Curriculum review  
- Systems of support and intervention (e.g. multi-tiered system of support, Response to Intervention, alternative education, etc.)  
- School climate  
- Nonacademic learning and growth  
- Access to and use of technology  
- Use of evidence based practices  
- Equity Factors  
  - Opportunity and access  
  - Growth and achievement  
- Educator professional learning and development  
- Educator support (e.g. induction, mentoring, teacher leadership opportunities)  
- Policy review  
- Stakeholder involvement  
- Resource allocation (including instructional staffing)  

**What is required by OSSI program**  
- Needs Assessment Summary (template to be provided)  

**References for “What’s Required by Rules/Regulation”**  
See also, School Improvement Plan Fact Sheet  

**STATE:** Plan should: Be based on a “self-review of a school’s program” that includes “active participation and input by building staff, students, families, parents, and community members.” (WAC 180-16-220(2)(b))  

**FEDERAL:** “develop and implement a comprehensive support and improvement plan for the school to improve student outcomes, that – […] is based on a school-level needs assessment” (1111(d)(1)(B)(iii))
Office of System and School Improvement
Needs Assessment Fact Sheet

7. **My school is not traditional (e.g. alternative, online, serving exclusively students with disabilities, etc.), some of these needs assessment areas do not make sense for our school so do we still have to do them in our needs assessment?**

No. While many of these should apply to you (perhaps more than you think 😊), we know that not all schools are the same so one size does not fit all. Remember that unlike the school improvement plan requirements, what is in this fact sheet are recommendations to guide the needs assessment. Additionally, we have a group of individuals in OSPI already working to make sure that we can provide differentiated guidance for you where it applies.

8. **I have questions or want clarifications about what is required by rules, regulation, and program for a needs assessment.**

Come see OSSI/OSPI at a Fall Outreach! We will be reviewing this content with some more elaboration and always enjoy a rich dialogue (including opportunities to ask and answer questions). See Fact Sheet 2 for more information about these events.

Can’t make a Fall Outreach? We are also having a Zoom webinar on November 1, 2018 from 9:00-11:00am.

Scheduling conflicts still? On OSSI’s webpages we have a large green “Get Personalized Support from Our Team” button – pose your question there and it gets routed to the appropriate person in OSPI to answer.

Do you have a Coordinated Support Team with Continuous Improvement Partners? Ask them for assistance too, that’s what they are there for!

Don’t forget that your ESDs are also another resource for you as OSSI works closely with them to provide additional support to you.