

## Intervention and/or Supplemental Program Evaluation Plan

Name of administrator: \_\_\_\_\_

Name of school or district department: \_\_\_\_\_

Intervention or program name: \_\_\_\_\_

Intervention or program type: (e.g. literacy, math, accommodation, etc.) \_\_\_\_\_

Program start date: \_\_\_\_\_ Program end date: \_\_\_\_\_

Evaluation start date \_\_\_\_\_ Evaluation end date: \_\_\_\_\_

Date evaluation plan submitted: \_\_\_\_\_ Date evaluation plan approved: \_\_\_\_\_

Asst. supt. submitted to: \_\_\_\_\_ Approval signature: \_\_\_\_\_

**GOALS ADDRESSED BY YOUR PROPOSED PROGRAM:**

List *all* the goals you plan to attain through the use of this program, *and how they are linked to your Single Plan for Student Achievement (sites) or LCAP (district).*

<b>Goal</b>	<b>SPSA/LCAP Priority Area</b>
1. _____	_____
2. _____	_____
3. _____	_____

Answer the following questions with as much detail as possible.

**OBJECTIVES**

For *each* goal, *what* do you hope to accomplish by implementing this program? What is the “end result” you hope to see?

**INDICATORS OF YOUR PROGRESS IN MEETING THOSE OBJECTIVES:**

*How will you know if your program implementation has been successful in meeting each objective? That is, what outcome or level of increase do you expect?*

**ACTIVITIES AND COST**

*What are your primary project activities or program components? How many of each activity/component do you expect to complete? Be as specific as possible. What is the cost of each activity? Where will the money come from for each activity?*

**TARGET AUDIENCE(S)**

*Who is your target audience? How many students, staff, parents to you expect to serve?*

## GUIDING QUESTIONS

List the questions your program evaluation will answer to show the extent to which the implementation has been successful in meeting your stated objectives. (Work backwards from your indicators.)

## DATA TO COLLECT

**What** records or information will you need to answer each guiding question? **Where** is that information housed (e.g. Aeries.net, Illuminate DnA, climate survey)? **Who** enters it into that system? **Is there already a place in a system that houses the information you need, or do you need to set that up through Education Technology Services (ETS)?**

What info?	Where is it?	Who enters it?	System setup?

**How** will you gather that information? (Mark all that apply.)

- Classroom observation
- Focus groups
- Interviews
- Secondary data analysis (i.e. data in Aeries.net or Illuminate DnA)
- Shadowing
- Survey – academically tested for validity and reliability
- Survey – “home grown” (not tested for validity and reliability)
- Other: \_\_\_\_\_

**When and from whom** will you collect your evaluation information? (Note: If you need education records data and are unable to create your own dataset, requests through ETS may take up to four weeks to fulfill.)

**PLAN FOR ANALYSIS**

**How** do you plan to analyze the data collected? (e.g. Pivot tables, monitoring trends, correlation study, code for qualitative themes, etc.) How will that answer each of your guiding questions?

**ANTICIPATED RESULTS AND IMPLICATIONS**

**What** do you expect to see? What do you intend to do if that is the case? What do you intend to do if that is not the case?

**Please complete this section *after* you have analyzed the data, and re-submit to your assistant superintendent**

Date evaluation results submitted to assistant superintendent: \_\_\_\_\_

Name of assistant superintendent submitted to: \_\_\_\_\_

**FINDINGS**

*What are the answers to your guiding questions? (I.e. What are the results of your analysis?)*

*Which objectives did you meet? Which did you **not** meet?*

**NEXT STEPS**

*What do those answers mean in practice? What do you plan to do next? (Based on your original ideas under “Anticipated Results and Implications.” Are there any funding implications and/or is there a need for a contract or agreement to secure program resources?)*

*What would you change in your evaluation plan for future evaluation of this same program?*

**For assistant superintendent use only:**

Expand program

Continue program

Discontinue program