

# *Developing the AVID Site Plan*

## **STEP ONE: Reviewing the Certification Self Study (CSS)**

Download last year's *AVID Certification Self Study* (CSS). To download:

- Log on to <http://www.avid.org/login.html> and enter:
  - o Email address
  - o Password

\*\*If you do not know your password, select "[I forgot my password](#)" and the information will be emailed immediately. All AVID Summer Institute participants have a username and password.

\*\*If you do not have a My AVID Account, select "[Don't have a MyAVID Account?](#)" and create an account. It may take 2-3 days for accounts to be approved.

- Under "My AVID Tools," select Certification System, select View Historical Data, input County, District & School, select the appropriate year, and select Certification Self Study.
- Download the **Printable Full Report**.

## **STEP TWO: Reviewing the Site Data**

Download and analyze the school's AVID Site Data "*Multi-Year Report*" over the last three years and/or the "**Detailed Data Report**" Identify significant patterns and/or gaps in the Site Data.

- To access the AVID Site Data "*Multi Year Report*," follow the steps below.
  - Go to <https://data.avidcenter.org/> or if you are already logged on to My AVID select AVID data reporting site.
  - Click on the General Data tab and then select the Multi-Year Reports sub-tab.
  - Scroll down and click on "view report" for either Middle, Combined or High School Reports
  - Enter CA, the District, and then School Site
  - When selecting years, enter the past three years
  - Select the format (*PDF recommended*)
  - Select View Report
- To access the AVID Site Data "*Detail Data Report*," follow the steps below.
  - Go to <https://data.avidcenter.org/> or if you are already logged on to My AVID select AVID data reporting site.
  - Click on the General Data tab and then select the Detail Reports sub-tab.
  - Scroll down and click on "view report" for either Middle, Combined or High School Reports
  - Enter CA, the District, and then School Site
  - Select the year and format (*PDF recommended*)
  - Select View Report



- **With your AVID Site Team, review & discuss your school's:**
  - Multi-Year Report and/or Detail Data Report
  - The 11 AVID Essentials & Indicator rankings on last year's Certification Self Study (CSS).
  - The Commendations and Recommendations at the end of last year's CSS.
- **Identify 2 Essentials with corresponding Indicators** that the site team would like to improve upon this year based upon; significant patterns &/or gaps identified in the Multi-Year Report, the review of last year's CSS recommendations, the low scoring Essentials/Indicators on last year's CSS.
- Using the *Critical Questions* handout, select and/or develop Critical Questions for the 2 Essentials and corresponding Indicators.

### **STEP THREE: Develop the AVID Site Plan**

Begin with the end in mind: *Equity and access for all!*

- Provide the:
  - Essentials with selected indicators - (Choose 2 Essentials with corresponding Indicators)
  - Recommendation from previous year's CSS - (Yes or No)
  - Current AVID Level of Use – (According to the ISS or last year's CSS)
  - CSS Level you would like to achieve
  - Critical Question
  - Objective
    - **The objective is the answer to the critical question.**
    - **To write your objective, copy & paste the ISS/CSS language of the level of the indicator with which you want to achieve.**
    - **The objective is to meet the SMART Criteria:**
      - **S** – Specific
      - **M** – Measurable
      - **A** – Attainable
      - **R** – Results-oriented
      - **T** – Time-bound
- For both goals, write the action items, topics to address, person(s) responsible, timeline, articulation and assessment. Use the questions in each column as a guide.
  - **Ensure that all questions are answered, each member of the team has a role/responsibility and that there is a balance of the responsibilities.**
- Using the *Long Term Planning Resource* on the last page, develop long-term goals to include general actions, timelines, and assessments for each focus area.

### **STEP FOUR: Submit the AVID Site Plan**

Email the AVID Site Plan to your school's Regional AVID Coordinator by due date (*see current year calendar for date*)

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