ACTION PLANNER TOOL 3—
ALIGN EDUCATIONAL GOALS

Instructions: Fill in the name(s) of the person(s) completing the tool and the date of the final version. In the left column, list major district educational (student learning, not PD) goals that your school will actively support. In the next column, list your school's educational goals and ensure that they align with the district's goals. As you plan your goals for staff teams and individual staff members, ensure that the goals support at least one goal of the next largest entity (e.g., each team educational goal supports at least one school goal).

Name(s): _____ Date: _____

District Educational Goals	School Educational Goals (Align with district goals)	Team Educational Goals (Align with school goals)	Individual Educational Goals (Align with school/team goals)
Example: *Improve reading in elementary years to levels that prepare all students for successful middle school learning*	*75% of students in third and sixth grade get a score of 4 or above on state test; improve or maintain scores of all students*	*75% in third and sixth grades get scores ≥ 4 on state tests; maintain or improve all students over last year (reading instructional team)*	*Raise scores of the five students in my class who barely missed target last year to 4 this year; maintain or improve others (individual teacher)*