**Literacy Plan Template**

**Date:**

**Name of District:**

**Members of Literacy Planning Team:**

**VISION STATEMENT**

(Directions: This is where you answer these questions – “Why does our district need a literacy improvement plan? How will this plan connect to other district planning documents and other district initiatives?” Write a summary statement that presents the rationale for why a literacy improvement plan is needed, including data that supports that need. The summary should point out the connection between literacy improvement and other district or building strategic plans. Write the statement in the box below.)

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**CURRENT STATUS OF LITERACY IN THE DISTRICT**

(Directions: This is where you summarize how literacy is currently addressed in the district related to six topics. You also summarize the strengths and weaknesses, and note which areas are a high priority for the district. Write a summary for each of the six topics using the boxes below.)

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| **Literacy Leadership, District Structures Supporting Literacy**  Summary of current status:  Summary of strengths and weaknesses:  Goals: |

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| **Assessment and Use of Data**  Summary of current status:  Summary of strengths and weaknesses:  Goals: |

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| **Core Literacy Instruction (Tier I)**  Summary of current status:  Summary of strengths and weaknesses:  Goals: |

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| **Intervention Literacy Instruction (Tiers II and III)**  Summary of current status:  Summary of strengths and weaknesses:  Goals: |

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| **Literacy Professional Development**  Summary of current status:  Summary of strengths and weaknesses:  Goals: |

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| **Scheduling and Grouping**  Summary of current status:  Summary of strengths and weaknesses:  Goals: |

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| Resources, Staffing  Summary of current status:  Summary of strengths and weaknesses:  Goals: |

Literacy Improvement Goals

(Directions: This is where you list three to six improvement goals related to any of the six topics. The goals can be district-wide or for certain grade spans or specific schools. List the goals in the space below.)

**Goal 1:**

**Goal 2:**

**Goal 3:**

**Goal 4:**

**Goal 5:**

**Goal 6:**

**Improvement Action Steps**

(Directions: This is where you identify what actions will be taken in the next year or two to support progress toward each goal. Complete an action step chart for each goal.)

**Goal Action Steps**

Goal Statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
|  | Action Step 1 | Action Step 2 | Action Step 3 |
| ACTION  STEPS |  |  |  |
| Timeline |  |  |  |
| Person(s) Responsible |  |  |  |
| Specifics |  |  |  |
| Resources  Needed |  |  |  |
| Measure of Success |  |  |  |

**Expectations for Schools**

(Directions: This is where you describe expectations for schools related to the identified goals and any supports/resources that will be provided to schools to support literacy improvement. Write the description in the box below.)

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**Implementation and Sustainability Plan**

(Directions: This is where you describe how the district literacy improvement plan will be shared members of the community, how the goal action steps will be implemented and monitored, and how the plan will be updated annually. Write the description in the box below.)

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| How will we share the plan with the community?  How will we complete and monitor implementation of action steps?  How will we update the plan annually? |