

## Support Personnel Accountability Report Card Required Elements Checklist

<b>Principal's Message</b>	<b>Check</b>
Must include a statement about the Student Support Team's (SST) efforts to support all students becoming career and college ready.	
Includes a statement on making/keeping your school environment safe with a climate conducive to learning.	
Includes two career and college ready goals you hope to achieve next year.	
Includes a statement regarding the alignment of your SPARC to your Local Control Accountability Plan or Single Plan for Student Achievement.	
<b>Career and College Readiness Student Outcomes</b>	
Introductory paragraph includes a statement describing the importance of student outcomes in general and references the two outcomes you selected in the career and college readiness categories.	
One Career Readiness and one College Readiness outcome is selected.	
Each outcome has a narrative which describes the outcome selected. Data is included in the narrative and clearly describes the chart.	
The SST contribution for achieving these outcomes is clearly described.	
<b>21<sup>st</sup> Century Skills and Additional Achievements</b>	
The narrative describes 21 <sup>st</sup> Century Skill outcomes. The SST contribution for achieving these outcomes is clearly described.	
Up to three additional career and college readiness achievements are noted.	
<b>School Site Programs and Community Partnerships</b>	
Includes a narrative explaining the importance of career and college programs and community partnerships at your school.	
Includes the program name followed by the resources/elements of the program.	
Includes the community partner's name followed by a brief description of their contribution(s) to your school.	
Uses consistent capitalization and punctuation. Does not use "etc."	
<b>Student Support Team</b>	
Includes a statement about your school providing an equitable student support system to prepare all students for career and college.	
Includes information about the team members' memberships in professional organizations or associations. Organization and association names are listed.	
The team chart includes each person's position title, number of years in that position, and qualifications. Follow these criteria: A minimum of four service areas must be included. Qualifications are listed for every team member in the chart.	
Includes the school contact name, telephone number, and email address of the contact person the public can call or email for more information about your programs.	