

Support Personnel Accountability Report Card Template Information

Use the Template to draft your SPARC narratives. Distribute your draft to your team and incorporate their feedback. Using the template:

- Ensures your content will not be lost if there is an online malfunction
- Keeps your narratives within the character limits
- Saves time by letting you work offline
- Makes it easy to share content with team members
- Makes it easy to see and correct typos and grammatical errors

Once your content is finalized, copy and paste it into the corresponding sections in your SPARC Online app.

Helpful Hints

Compare your narratives to the SPARC Required Elements Checklist to be sure you are including each required element.

Have at least two people proofread your SPARC. SPARCs with errors are not reviewed.

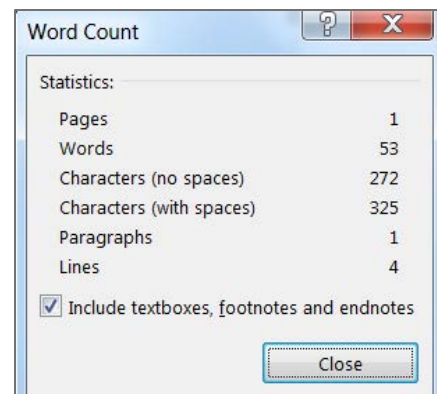
When you copy and paste your text into the SPARC Online app, do not copy the Template headings.

Character Limitations

The character count limitations are listed on the Template. There are two ways you can check your character count:

1. Copy your text from your template and paste it into the SPARC Online. If the content fits, great! If not, you need to shorten it.
2. Use your word processing software to count your characters. This is how Microsoft Word character count works:

- Highlight the text you want to count.
- Select the “Review” tab from your top navigation bar.
- Select “Word Count”.
- You will see the Word Count popup window:
 - Use the “Characters (with spaces)” count. Other word processing software likely have a similar process.



Support Personnel Accountability Report Card Template

School Name _____

Writer 1 _____ Date _____ Note _____

Writer 2 _____ Date _____ Note _____

Writer 3 _____ Date _____ Note _____

Writer 4 _____ Date _____ Note _____

Principal's Message (1,287 character limit)

Type your narrative

Student Outcome Introductory Narrative (474 character limit)

Type your narrative

Career Readiness Narrative (832 character limit)

Type your narrative

College Readiness Narrative (832 character limit)

Type your narrative

21st Century Skills Narrative (832 character limit)

Type your narrative

School Site Programs and Partnerships Narrative (729 character limit)

Type your narrative

Student Support Team Narrative (1,050 character limit)

Type your narrative