



DEPARTMENT OF EDUCATION

**Dr. Jennifer McCormick**  
Superintendent of Public Instruction

*Working Together for Student Success*

## MEMORANDUM

**TO:** Superintendents, Principals, School Leaders  
**FROM:** Robin LeClaire, Director of School Improvement  
Melissa Blossom, Assistant Director of School Improvement  
**DATE:** June 22, 2018  
**RE:** School Improvement Plans for SY 2018-19

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Pursuant to IC 20-31-4-6(5) and 511 IAC 6.1-1-4(1)(J), all public schools, including charter schools, and state-accredited non-public schools must complete a school improvement plan with input from a committee of individuals interested in the school. 511 IAC 6.2-3-5(a) requires school improvement plans to be submitted to the Department of Education (Department) no later than June 30 of the school year before the year of implementation. However, this June 30th submission deadline was established prior to the administration of the statewide assessment during the spring.

Therefore, a school will be required to submit its school improvement plan for the 2018-19 school year to the Department **no later than October 12, 2018**. This will allow a school to review and consider statewide assessment data from the 2017-18 school year when revising its school improvement plan for the upcoming school year. Schools may begin submitting school improvement plans for the 2018-19 school year as of **June 8, 2018**.

Further information on the submission of school improvement plans, including required components of the school improvement plan, what entities are required to submit to the Department, and how to submit the school improvement plan is available in the attached document.

Questions regarding the content of this memorandum and the attached document should be sent to [schoolaccountability@doe.in.gov](mailto:schoolaccountability@doe.in.gov).