

PRINCIPAL INFORMATION FOR THE TURNAROUND CONFERENCE

The following information is intended to help you best prepare for the conference so that you get the most out of it – and to help us prepare so that we are able to provide a useful, relevant, and meaningful time for you and your team. Please review and complete the following and submit by June 5th. Please note that if you have already submitted certain documents to one of our team members, you do not need to resubmit (we promise we keep track of these things!).

Choosing Your Team

Part of the work done at the conference will focus on developing and leading a turnaround team at your school. It is important that you make an informed and careful choice about who will accompany you to the Turnaround Conference. This will likely include at least one obvious choice—such as an assistant principal or dean. Your second team member may be someone who does not fill a formal leadership role at your school. Informal leadership is often as powerful. We emphasize a need to include three things in making your decision: 1) divergent thinking—someone one who will stand beside you at staff, student, and parent meetings—but isn't afraid to tell you what he or she really thinks; 2) staff respect—someone who has ways and means to intervene with the rest of the staff that you may not have given your role; 3) insight into the area for turnaround—someone who can offer substantive thinking and action in the content area that you are most in need of improving.

Pre-Conference (*Please forward by email - due June 5th*)

- **Data:** In order to begin preparing to tailor the conference time to your needs, **please send us your most current student achievement data.** This should include the summary sheets and reports that list individual student results by school, grade, or class. Feel free to contact our office if you have any questions about these reports. *If you have already provided any of these to one of our team members at a site visit there is no need to re-send!*
- **Principal Response:** In addition, please take some time to write your thoughts on the areas of shortcoming or failure in academic achievement that you want to address. A sheet has been enclosed with some prompts. However, feel free to use your own paper and follow your own line of thinking. This information will not be shared with your district. It is requested for two reasons:
 - So that we may best match you with the turnaround specialist who will work with you over the course of the next year; and
 - So that we may be best prepared with materials and information to help you.
- **A few other items:**
 - Program audit tool (provided to principal)
 - Organization sheet (staff list—including room and subject/grade assignments.)
 - Schedule/program – understanding that this will likely change
 - Current Mission or Vision statement
 - Professional Development Plan (or outline, calendar, etc.)

SCHOOL INFORMATION

School

Number of Students

Grades

Location:

Demographics (include race, ethnicity, poverty, etc.)

History—What's the Story?

PRINCIPAL INFORMATION

Years at school as principal

Additional years at school

Education Experience

Personal Background

Why are you at School Turnaround?

PRINCIPAL'S RESPONSE

Name:

School:

As a results-focused leader there are things at your school that you want to improve. It may be that your school has been identified as low performing or recognized as exemplary. However, you as leader perceive that your students are not yet achieving enough success in your eyes. And you want to do something about it now!

Spend some time (no more than 30 minutes) jotting down your thoughts about the area(s) that you think most need urgent change. Keep the following in mind:

- Focus on academics
- Talk about what you know—not just what you feel
- List your thoughts about causes for the shortcoming(s)—be sure to focus on internal factors versus external ones

Feel free to use additional space.