APPENDIX F: TEMPLATES

Manitoba Education, Citizenship and Youth provides support to schools and school divisions/districts in the planning and reporting process. One type of support is the electronic availability of templates to be used as guides for schools and school divisions/districts in their reporting processes.

Requirements and templates are updated annually. Please visit the Manitoba Education, Citizenship and Youth website at: <http://www.edu.gov.mb.ca/ks4/sdds/pie/index_pie.html> for the most current guidelines.

Appendix F contains five samples:

- Student Services/Division/District Planning Report
- Early Literacy Intervention Initiative Report
- Aboriginal Academic Achievement Grant Report
- Early Childhood Development Initiative
- School Planning Report

Reporting templates are useful models for planning teams organizing important information related to their priorities, outcomes, strategies, indicators, data sources, and results. The first four samples are divisional in scope. One way of streamlining the reporting process is to combine reports by appending information. The School Division Planning Report is combined with the Student Services Report in Sample 1. Samples 2 through 4 could be appended to the Student Services Report to create one document, since these initiatives, grants, and projects are planned at the divisional level and involve students who are usually receiving support from student services professionals.

The School Planning Report (Sample 5) is the only report that is created by the planning team solely at the school level. Although the report may directly link to the priorities and outcomes of the school division/district, it is unique to only one school and therefore stands independent of other reports.

Sample 1: Student Services/Division/District Planning Report
(includes Student Services Report)

Step 1

Identification

Name of School Division/District	Name of Superintendent	Name of Student Services Administrator	Date (yyyy/mm/dd)

Step 2

(Complete the following using FTE.)

Number of Teachers	Number of Students	Grade Levels	Program(s) *(With the mouse or X key, select all that apply.)*
			☐ English ☐ Français ☐ Immersion ☐ Vocational

Student Services Profile *(Provide the following information regarding Student Services in your Division/District. Complete using FTE.)*

Number of Occupational Therapists	Number of Physiotherapists	Number of Psychologists	Number of Reading Clinicians	Number of Speech-Language Pathologists	Number of Social Workers

Number of Resource Teachers		Number of Counsellors			Number of Paraprofessionals	Other Student Services – list position title and number (e.g., Nurses – 1)
with Special Education Certificate	**without** Special Education Certificate	Elementary	Middle	Senior		1. 2. 3.

Step 3

Planning Process

Did planning include review of the division/district mission statement? ☐ Yes ☐ No Year last revised: _____

How are Student Services priorities reported?
☐ Integrated in the division/district priorities (page 2)
☐ Separately as Student Services priorities (page 3)

Describe division/district activities (curricular, extra-curricular) that you would like to highlight.

Describe any additional information that impacted your priorities.

Describe the planning process and the involvement of students, staff, families and the community. (Who was involved? How often did you meet? How were decisions made?)

Step 4

Division/District Priorities example

	Indicate if division/district priorities link with Department priorities*. *(Insert X in box.)*					
E.g., Improve School Climate	☒ 1	☐ 2	☐ 3	☐ 4	☒ 5	☐ 6
1.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6
2.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6
3.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6
4.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6

*Department Priorities

1. Improving outcomes especially for less successful learners
2. Strengthening links among schools, families and communities
3. Strengthening School planning and reporting.
4. Improving learning opportunities for educators.
5. Strengthening pathways among secondary schools, post-secondary education and work.
6. Linking policy and practice to research and evidence.

Step 5

2003–2004 Report
End of year status, data or anecdotal evidence

Expected Outcomes	Results
E.g., By the end of June 2004, we will establish baseline data regarding incidents of bullying occurring in our division.	We completed surveys (students & staff) and collected discipline referral forms. After analysis we established a Positive Divisional Climate Team (Administration, Teacher, Student, Parent) to make recommendations for the 2004–05 school year.
1.	
2.	
3.	
4.	

Step 6

2004–2005 Plan
For more examples, see the Planning in Education website at http://www.edu.gov.mb.ca/ks4/sdds/pie/index_pie.html

Expected Outcomes SMART Format	Strategies	Indicators	Data Sources (Tools)
E.g., By the end of June 2005, all schools will have formed school positive climate teams that will work with the divisional climate team to establish division and school outcomes.	➤ Teams will be established at September Staff Meeting ➤ Divisional meetings will be held monthly ➤ Schools will periodically review the Program's outcomes	➤ All schools will have school-wide behaviour plan by 2004/2005 school year ➤ Increased focus on positive school climate ➤ Division and School behaviour planning is integrated	➤ Observation, checklists ➤ School Plans ➤ Other assessment tools
1.			
2.			
3.			
4.			
5.			

Direct inquiries about the *Division/District Planning Report* to:

Research and Planning Branch
101–800 Portage Avenue
Winnipeg MB R3G 0N4
Phone: (204) 945-0350
Email: bhenderson@gov.mb.ca

DUE DATE:
October 31, 2004

Submitting Completed *Division/District Planning Report*

Please submit completed *Division/District Planning Report* to: Brenda Henderson at:
Email: bhenderson@gov.mb.ca or
Fax: (204) 945-8843 or **Mail**: School Support Unit, Room E140, 1970 Ness Avenue, Winnipeg MB R3J 0Y9.

Student Services Planning Report 2004-2005

Optional – Use only if student services priorities are separate from the division/district priorities on page 2.

Step 7

2003–2004 Report
End of year status, data or anecdotal evidence

Expected Outcomes	Results
1.	
2.	
3.	
4.	

Step 8

example

Indicate if division/district priorities link with Department priorities*. (Insert X in box.)

	1	2	3	4	5	6
E.g., Improve School Climate	☒1	☐2	☐3	☐4	☒5	☐6
1.	☐1	☐2	☐3	☐4	☐5	☐6
2.	☐1	☐2	☐3	☐4	☐5	☐6
3.	☐1	☐2	☐3	☐4	☐5	☐6
4.	☐1	☐2	☐3	☐4	☐5	☐6

* 1. Improving outcomes especially for less successful learners.
2. Strengthening links among schools, families and communities
3. Strengthening School planning and reporting.
4. Improving learning opportunities for educators.
5. Strengthening pathways among secondary schools, post-secondary education and work.
6. Linking policy and practice to research and evidence.

Step 9

2004–2005 Plan

Expected Outcomes SMART Format	Strategies	Indicators	Data Sources (Tools)
1.			
2.			
3.			
4.			
5.			

Sample 2: Early Literacy Intervention Initiative Report

Contact Person: _____

Phone #: _____

Fax #: _____

Email: _____

Report Date: _____

Program Name: _____

Manitoba Education, Citizenship and Youth Priorities:

1. Improving outcomes especially for less successful learners
2. Strengthening links among schools, families and communities
3. Strengthening School planning and reporting
4. Improving learning opportunities for educators
5. Strengthening pathways among secondary schools, post-secondary education and work
6. Linking policy and practice to research and evidence

Indicate if divisional priorities link with Department priorities (Insert X in box)

School Division Priorities Pertaining to Early Literacy Intervention Initiative

	1	2	3	4	5	6

Describe the process used to select students for the Early Literacy Intervention Program. (Identify assessment tools used and characteristics of students not included in the program.)

Describe the Early Literacy Intervention Program(s):

Results (2003 – 2004) Results related to success indicators: Identify impact on schools/school division as a result of implementing ELI programs	Expected Outcomes (2004 – 2005) Identify expected outcomes for students included in program for 2004-2005	Strategies (2004 – 2005) Identify schools and teaching time that will be provided in each school for 2004-2005	Indicators (2004 – 2005) Identify tools used to measure success of students and expected levels of achievement: short-term and long-term

Please direct inquiries about ELI template completion to:
Irene Huggins, Phone: 204-945-4687,
Email: ihuggins@gov.mb.ca

Email completed template to bhenderson@gov.mb.ca
or Fax completed template to Brenda Henderson at 204-945-8843
DUE DATE: October 31, 2004

Sample 3: Aboriginal Academic Achievement Grant Report

Name of School Division:

Contact Name:

Telephone #: _____ Fax #: _____

Email:

Report Date:

Targeted Grades: (Indicate all applicable grades)

1. EARLY YEARS

K	1	2	3	4

MIDDLE YEARS

5	6	7	8

SENIOR YEARS

S1	S2	S3	S4

Manitoba Education, Citizenship and Youth Priorities:

1. Improving outcomes especially for less successful learners
2. Strengthening links among schools, families and communities
3. Strengthening School planning and reporting
4. Improving learning opportunities for educators
5. Strengthening pathways among secondary schools, post-secondary education and work
6. Linking policy and practice to research and evidence

School Division Priorities Pertaining to AAA

Indicate if divisional priorities link with Department priorities (Insert X in box)

Focus of 2004 – 2005 Planning: Brief description of plan.

Planning Process for 2004 – 2005: Describe the planning process and how parent/community involvement will be an integral part of your program.

Results for 2003–2004 programming.	Indicate how family/community involvement was achieved through programming.

Expected Outcomes (2004 – 2005) *Identify specific, measurable, attainable, relevant, timely (SMART) outcomes matched to your program plan.*	Strategies (2004 – 2005) Identify program strategies to achieve outcomes and address family/community involvement.	Indicators (2004 – 2005) Identify indicators of academic achievement.

Please direct inquiries about AAA template completion to:
Norbert Mercredi, Phone: 204-945-6830, Email: nmercredi@gov.mb.ca
Glen Rosse: Phone 204-677-6775, Email: grosse@gov.mb.ca

Email completed template to bhenderson@gov.mb.ca
or Fax completed template to Brenda Henderson at 204-945-8843
DUE DATE: October 31, 2004

Sample 4: Early Childhood Development Initiative Report

Contact Person: _____ Address: _____

Phone #: _____ Fax #: _____

Email: _____ Report Date: _____

Targeted Age Range of Children: (Indicate all applicable years)

0	1	2	3	4	5

Manitoba Education, Citizenship and Youth Priorities:

	1. Improving outcomes especially for less successful learners	2. Strengthening links among schools, families and communities	3. Strengthening School planning and reporting	4. Improving learning opportunities for educators	5. Strengthening pathways among secondary schools, post-secondary education and work	6. Linking policy and practice to research and evidence
School Division Priorities Pertaining to Early Childhood Development						
Indicate if divisional priorities link with Department priorities (Insert X in box)						
School Priorities Pertaining to Early Childhood Development (Optional)						
Indicate if school priorities link with Department priorities (Insert X in box)						

Focus of 2004 – 2005 Programming: Provide a brief summary of programming being implemented.

Planning Process for 2004 – 2005: Describe the planning process and the nature of involvement of intersectoral, educational, parent and community partners.

Expected Outcomes (2004 – 2005) Identify Program Outcomes and Developmental/Readiness Outcomes for children involved in ECDI programming.	Strategies (2004 – 2005) Identify program strategies being implemented to achieve program and developmental/readiness outcomes.	Indicators (2004 – 2005) Identify measurable indicators being used to track achievement of program and developmental/readiness outcomes.	Results (2003-2004) State results of 2002-2003 ECDI programming related to identified success indicators and achievement of expected outcomes.

Please direct inquiries about ECDI template completion to:
Marilyn Robinson, Phone: 204-945-6875,
Email: marobinson@gov.mb.ca

Email completed template to bhenderson@gov.mb.ca
or Fax completed template to Brenda Henderson at 945-8843
DUE DATE: October 31, 2004

Sample 5: School Planning Report

Step 1 — Identification

Name of School Division/District	Name of School	Principal Name	Date (yyyy/mm/dd)

Step 2 — School Profile *(Complete the following using FTE.)*

Number of Teachers	Number of Students	Grade Levels

Program(s) *(With the mouse or X key, select all that apply.)* — ☐ English ☐ Français ☐ Immersion ☐ Vocational

Step 3 — Planning Process

Did planning include review of the school mission statement? ☐ Yes ☐ No

Describe school activities (curricular, extra-curricular) that you would like to highlight. Year last revised:

Describe any additional information that impacted your priorities.

Describe the planning process and the involvement of students, staff, families and the community. (Who was involved? How often did you meet? How were decisions made? Refer to example provided for guidelines.)

Step 4 — Division/District Priorities

1.
2.
3.
4.

Step 5 — School Priorities

School Priorities	Indicate if school priorities link with Department priorities*. *(Insert X in box.)*					
E.g., Improve School Climate	☒1	☐2	☐3	☐4	☒5	☐6
1.	☐1	☐2	☐3	☐4	☐5	☐6
2.	☐1	☐2	☐3	☐4	☐5	☐6
3.	☐1	☐2	☐3	☐4	☐5	☐6
4.	☐1	☐2	☐3	☐4	☐5	☐6

*
1. Improving outcomes especially for less successful learners.
2. Strengthening links among schools, families and communities.
3. Strengthening School planning and reporting
4. Improving learning opportunities for educators
5. Strengthening pathways among secondary schools, post-secondary education and work.
6. Linking policy and practice to research and evidence.

2003–2004 Report
End of year status, data or anecdotal evidence

Step 6

Expected Outcomes	Results
E.g., By the end of June 2004, we will establish baseline data regarding the incidents of bullying in our school.	We completed surveys (students and staff) and collected discipline referral forms. As a result of this we established a Positive School Climate Team (Administration, Teacher, Student and Parent) to make recommendations for the 2004–2005 school year.
1.	
2.	
3.	
4.	

2004–2005 Plan
For more examples, see the Planning in Education website at http://www.edu.gov.mb.ca/ks4/sdds/pie/index_pie.html.

Step 7

Expected Outcomes SMART Format	Strategies	Indicators	Data Sources (Tools)
E.g., By the end of June 2005, 75% of all students in grades 3–6 will demonstrate 75% of the skills and outcomes in the *Steps to Respect: An Anti-Bullying Program*.	➤ The program will be reviewed at September Staff Meeting ➤ Classroom teacher in grades 3–6 will teach the program outcomes to their classes for two periods per six day cycle ➤ Teachers will periodically review the Program's outcomes	➤ Fewer discipline referrals ➤ Reduced number of recess reports ➤ Increased positive interactions amongst students ➤ Students in grades 3-6 demonstrate and apply 75% of the Anti-Bullying Program skills	➤ Observation, checklists ➤ Incident reports ➤ Other assessment tools
1.			
2.			
3.			
4.			
5.			

Direct inquiries about the *School Planning Report* to:

Research and Planning Branch
101-800 Portage Avenue
Winnipeg MB R3G 0N4
Phone: (204) 945-0350

**DUE DATE:
OCTOBER 31,
2004**

Submitting Completed *School Planning Report*

Please submit completed *School Planning Reports* to your division/district office. Divisions/Districts send the reports to Brenda Henderson at: **Email:** bhenderson@gov.mb.ca or **Fax:** (204) 945-8843 or **Mail:** School Support Unit, E140–1970 Ness Avenue, Winnipeg MB R3J 0Y9.

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