



Race to the Top Closeout Directions

ISBE is currently gathering closeout documentation for the Race to the Top grant conclusion in December. For the closeout, we are collecting feedback from the LEAs to discuss the challenges and successes of the grant. We know you have been utilizing Rising Star to track your scope of work and district improvement, but we wanted to simplify the final collection process. To that end, the Center for Performance will be sending an updated scope of work Excel spreadsheet.

We will also provide a project closeout summary report. In this document, the districts will have opportunity to report various ways they have used the grant to make improvements to their districts. Also, as part of the closeout documentation, we are requesting that participating LEAs submit their Teacher/Principal Evaluation Plans to our office by **January 1st, 2016**.

The final piece of documentation for closeout will be an LEA executive summary. This summary will be a freeform document between 1 and 3 pages long. In it, please include a summary of major challenges and successes, how the grant impacted student achievement, and how the grant has influenced the school climate since its implementation. ISBE will gather all executive summaries and collect them in a report that will be posted externally for public viewing. If you would like assistance in writing this document, please do not hesitate to contact us or your coaches. We recommend gathering the district's Race to the Top team to collaborate on developing the summary. It is an opportunity to tell the story of what was accomplished, the setbacks, the challenges, and future plans for school innovation/improvement.

We have created a very short educator survey (10 questions) that we would like all participating districts to send to teachers and school administrators. We have chosen specific questions that target areas we would like to gather some quantitative data to back up the qualitative data we already gather. This is so that we as an agency can better serve the needs of districts in areas such as; Professional Learning Communities, Induction/Mentoring, and Assessment. We anticipate the survey to take about 10 – 15 minutes Please send the survey link to your staff <https://www.surveymonkey.com/r/YQ9PWHB>, which will be most helpful as we move forward.

If you have any questions, please do not hesitate to contact us by phone (217) 782-3950 or by email at RT3submit@isbe.net.