



## APPLICATION GUIDE FOR

# DuFour & Eaker RECOGNITION

for Model PLC at Work®  
and Promising Practices

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# Overview

We are excited that you are applying for Dufour and Eaker Recognition. Your Professional Learning Communities (PLC) at Work® journey is unique, and we're eager to learn more about how the PLC at Work process has impacted your school, staff, and student learning and achievement.

We're here to help you submit a thorough application. This guide will walk you through the process of applying to be recognized as either a Promising Practices school or Model PLC at Work school or district.

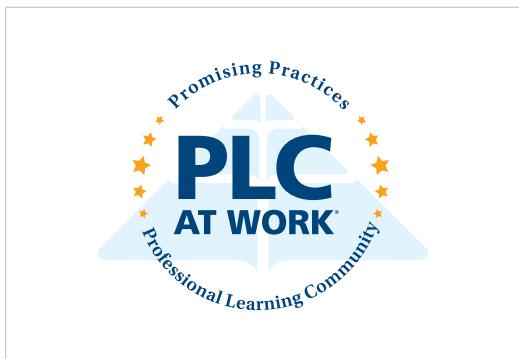
We've included step-by-step instructions to help you complete and submit your school or district application. In addition, you'll find tips and guidance to help you along the way.



## THE THREE TIERS OF DUFOUR AND EAKER RECOGNITION

Solution Tree recognizes the work of schools and districts that have **increased student achievement** as a result of implementing the PLC at Work process. The three tiers include Promising Practices, Model PLC at Work, and DuFour and Eaker Ambassador Model PLC at Work.

DuFour and Eaker Recognition honors the architects of the PLC at Work process and expands the original Model PLC at Work award.



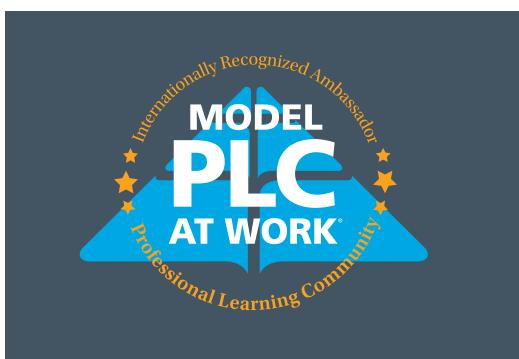
### PROMISING PRACTICES

The Promising Practices tier provides recognition to schools that have evidence that supports early milestones and successes in their PLC journey. Schools provide two years of data: one baseline plus one year showing student achievement growth and evidence of the solid foundation required to become a Model PLC at Work. The Promising Practices tier is for schools only.



### MODEL PLC AT WORK®

**This is the original Dufour and Eaker Recognition tier.** Model PLC at Work schools and districts have at least three years of data showing evidence of student achievement growth. They are committed to the PLC at Work process, which is ingrained into their day-to-day culture.



### DUFOUR AND EAKER AMBASSADOR MODEL PLC AT WORK®

Ambassador Model PLC at Work schools and districts have achieved and maintained Model PLC at Work status and have successfully completed at least one data update. They continue their journey by mentoring other schools and districts. Ambassador schools and districts continue to demonstrate their commitment to the PLC at Work process by going above and beyond for the students they serve.

# The Application

## OUTLINE OF APPLICATION STEPS

- ▶ Gather documents such as achievement data and demographics.
- ▶ Compile the tools and resources that you will need to support your narratives and explain your commitment to the PLC at Work process.
- ▶ Create an **organization** account for your school or district.
  - ▷ Ensure that you complete the **organization details** section thoroughly.
- ▶ Invite your team to collaborate on your application in the **members** section.
- ▶ Create, complete, and submit an online application in the **applications** section.
  - ▷ The Evidence of Effectiveness (EOE) Review Committee will provide, via email, either:
    - ▶ An approval letter recognizing your school for the tier awarded.
    - ▶ A feedback letter asking for additional information, clarity, or details (this is common, so don't be discouraged).
- ▶ If additional information is requested, revise your application with the requested information and resubmit when ready.





## ARE YOU READY TO APPLY?

We suggest that you meet as team and consider the items listed below in the blue box.

- ▶ Consider your student achievement data and determine if it indicates an **upward trajectory in increased student achievement for all students**.
- ▶ What is your school or district's progression based on the *Learning by Doing* continuums?
- ▶ Do you have the artifacts, resources, and tools that show that your school or district has the systems and processes in place to prove your foundation in the PLC at Work process?

**To receive DuFour and Eaker Recognition, your school must:**

- ▶ Present clear evidence of **improved student learning**. The Evidence of Effectiveness (EOE) Review Committee is looking for student achievement data, including results for traditionally underrepresented student populations, with **an overall upward trajectory** in main content areas
  - ▶ **Three years of data for Model PLC at Work**
  - ▶ **Two years of data for Promising Practices**
    - ▶ One year of baseline data, plus one year of data showing growth
- ▶ Demonstrate a commitment to PLC at Work concepts
- ▶ Describe your culture and practices as well as the systems and processes in place within your school
- ▶ Submit the application for consideration to the Evidence of Effectiveness (EOE) Review Committee using our online application on [AllThingsPLC.info](http://AllThingsPLC.info)

## MAINTAINING PLC AT WORK® STATUS

Model PLC at Work schools submit data updates every three years. This is a new application with updated student achievement data, which shows that you continue to meet the criteria of the PLC at Work process.

## A QUICK LIST OF WHAT TO INCLUDE

Here are a few tips to keep in mind while completing your application:

### ACHIEVEMENT DATA

**We are looking for increases in student achievement scores year-over-year.**

- ▶ Data from multiple types of assessments helps strengthen your application (e.g., state and local assessments).
- ▶ The Application Wizard, a tool that will walk you through selecting the years, grades, assessments, and subjects you plan to submit in your application, offers many assessments to choose from. Plus, there is a section where you can build your own.
- ▶ Please be sure to include data for your students in traditionally underrepresented subgroups (e.g., English learners, economically disadvantaged, and special education).
  - ▶ **Applications with gaps or missing this subgroup data will be returned.**
  - ▶ *It is necessary to include subgroup data for all identified groups within your school.* The EOE Review Committee reviews the data to see the progress that each subgroup is making. This is how they see that **all** students are learning.
- ▶ **Achievement data summary:** Provide a summary making the case that significantly more students are learning as a result of the PLC at Work process. Your submitted data will support these claims.

### NARRATIVES

#### Your PLC story and PLC practices

These narratives are where you provide evidence to the EOE Review Committee that you have a solid foundation in the PLC at Work structures and processes in your school.

- ▶ **Your PLC story**
  - ▶ Keep the **three big ideas** in mind when writing your PLC story.
  - ▶ Explain why and how you built your PLC at Work.
  - ▶ Describe how you demonstrate a focus on learning, a collaborative culture, and a results orientation. Include how your guiding coalition (or leadership team) supports/guides.
- ▶ **Your PLC practices** (*The topics of the three narratives can be found on page 23.*)
  - ▶ Keep the **four critical questions** in mind when writing your PLC practices.

- ▷ Explain the day-to-day processes and systems in reference to meeting protocols, unpacking standards, analyzing data, making decisions, etc. Include how your teacher teams collaborate, and explain the steps taken to see student achievement results.
- ▷ Give **details** and **be specific**. The narratives should describe what you are doing to help students learn.

## RESOURCES

**We're looking for the resources, tools, and artifacts that show you have a solid foundation in the PLC at Work® process.**

Below each narrative section, there is a section to attach resources that support it, along with a list of required attachments.

- ▶ These are **not** optional.
- ▶ There is a limit of eight attachments for each resources attachment section.



Tip: Attachments via PowerPoint are an ideal way to share multiple pages of information/data.

**Please be sure there are no student names or any personal identifying information (PII) in any documents, links, or attachments.** Approved applications are published on the AllThingsPLC website to serve as exemplars for others on their PLC journey.

### 3 BIG IDEAS

1. A focus on learning
2. A collaborative culture
3. A focus on results

### 4 CRITICAL QUESTIONS

1. What do we want students to learn?
2. How will we know if they have learned?
3. What will we do if they don't learn?
4. What will we do if they already know it?

### 6 ESSENTIAL CHARACTERISTICS

- ▶ Shared Mission, Vision, Values, and Goals.
- ▶ Collaborative Teams Focused on Learning
- ▶ Collective Inquiry
- ▶ Action Orientation and Experimentation
- ▶ Commitment to Continuous Involvement
- ▶ Results Orientation

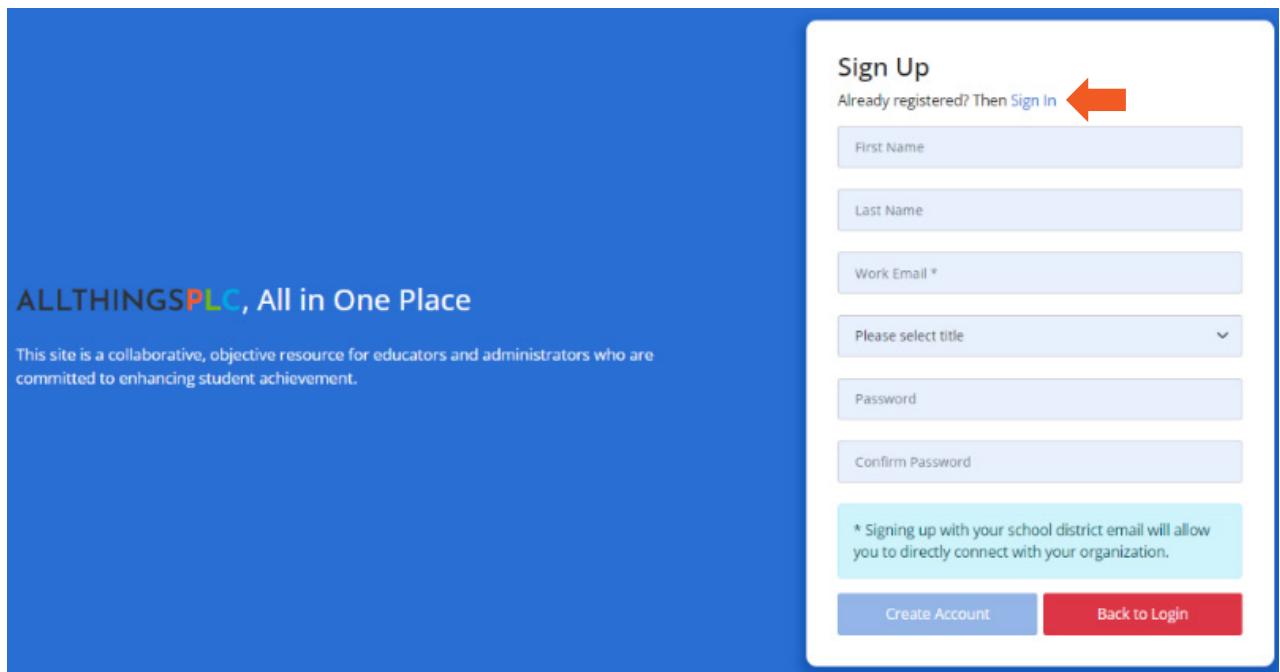
## LOGGING IN

**Before beginning, we recommend adding [AllThingsPLC@SolutionTree.com](mailto:AllThingsPLC@SolutionTree.com) to your safe recipient list.** You will receive emails from this email address confirming your information when creating an account. Additionally, there will be steps where you will not be able to proceed without clicking on links sent from this email address.

## LOGGING INTO THE WEBSITE PLATFORM

1. Go to [AllThingsPLC.info](http://AllThingsPLC.info)
2. Create a new account using your school/district email address.

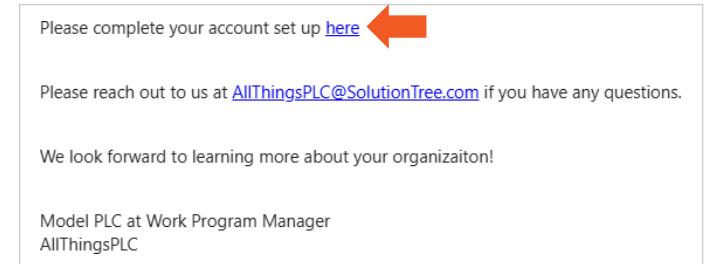
**Note:** If you create an account using a personal email (Gmail, Yahoo, etc.), later, you will need to search for your organization and then request to join an organization.



3. You will receive an email (from [AllThingsPLC@SolutionTree.com](mailto:AllThingsPLC@SolutionTree.com)) with a link validating your email address and confirming your new account.

▷ **You cannot proceed until the link in this confirming email has been checked.** This email both validates your email address and finalizes setting up your account.

Be sure to **click on the link within the confirming email** to verify your email and finalize setting up your account! **You cannot log in until you do.**



## CREATING A NEW (SCHOOL OR DISTRICT) ORGANIZATION ACCOUNT

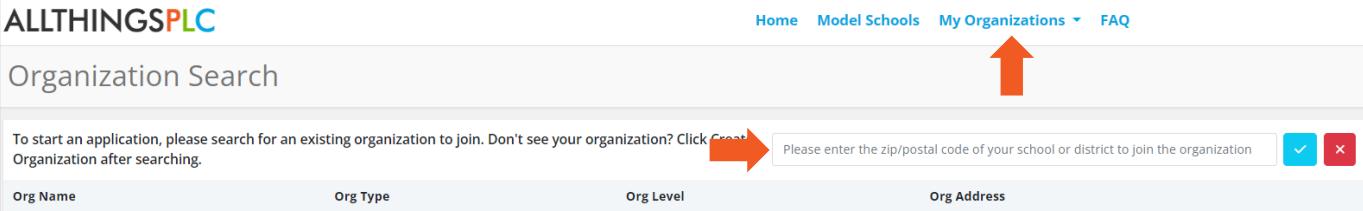
After logging in, you will be brought to the organization search screen.

**Important Note: An *organization* is the school or district the application is for.** Both schools and districts can be considered organizations and will have their own accounts and applications.

Click on **My Organizations**; you will see a list of schools and/or districts that you are automatically linked to (based on your email domain).

You will be required to search for your organization.

- ▶ You can search for your school via your ZIP code and then request to join.
- ▶ After the request has been approved, you will be notified and can enter the application.



ALLTHINGSPLC

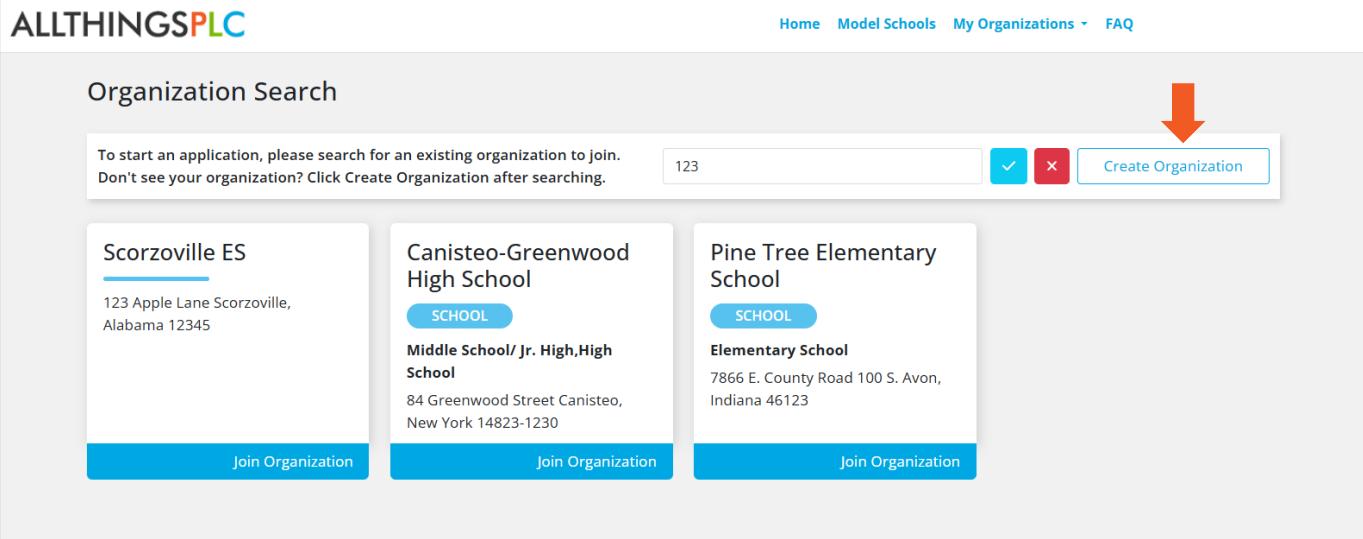
Organization Search

To start an application, please search for an existing organization to join. Don't see your organization? Click [Create Organization](#) after searching.

Home Model Schools My Organizations ▾ FAQ

Org Name Org Type Org Level Org Address

**After you have searched, you will be given the option to create a new account** (this is to help prevent multiple duplicate accounts).



ALLTHINGSPLC

Organization Search

To start an application, please search for an existing organization to join. Don't see your organization? Click [Create Organization](#) after searching.

Home Model Schools My Organizations ▾ FAQ

Scorzoville ES  
123 Apple Lane Scorzoville, Alabama 12345  
[Join Organization](#)

Canisteo-Greenwood High School  
SCHOOL  
Middle School/ Jr. High, High School  
84 Greenwood Street Canisteo, New York 14823-1230  
[Join Organization](#)

Pine Tree Elementary School  
SCHOOL  
Elementary School  
7866 E. County Road 100 S. Avon, Indiana 46123  
[Join Organization](#)

Create Organization

If you created an account using a personal email (Gmail, Yahoo, etc.), you will need to search for your organization and then request to join the application, since your email does not match the domain in the school account.

# STEP-BY-STEP APPLICATION INSTRUCTIONS

## ACCOUNT SETUP

Each **organization** (the school or district the application is for) will have its own account.

Each school or district account will consist of three sections:

### ORGANIZATION DETAILS SECTION

- ▶ Contact information for the organization (the school or district submitting the application)
  - ▷ Administration (principal for school applications, superintendent for district applications)
- ▶ CRITICAL fields that **must be completed** for the application to work correctly:
  - ▷ Confirm **organization type** (school or district).
  - ▷ Confirm **organization level** (elementary, middle, high, district, preschool).
  - ▷ Check the boxes, confirming the **grades** in your building.
- ▶ **Domain** (ending of email without @)—this lets others from your school easily join the application when they log in

The screenshot shows the 'Organization Details' section of the ALLTHINGSPLC application. The left sidebar has a blue box around the 'Organization Details' menu item. Arrows point to the 'Organization Type' dropdown (set to 'School') and the 'Organization Level' dropdown (set to 'Middle School Jr-Hgh'). Another arrow points to the 'Grade Level' dropdown. The main form includes fields for NCES District ID, NCES School ID, Email Domain, and various contact and mailing address fields. A large black arrow on the left points to the 'Organization Details' menu item.

\*Fields with a red asterisk are required.

### MEMBERS SECTION

- ▶ You can invite collaborators to your application.
- ▷ There are different roles that allow different levels of access. See *descriptions of each role in the blue section of the menu*.
- ▶ Only those in the owner roles will be included in application communication.

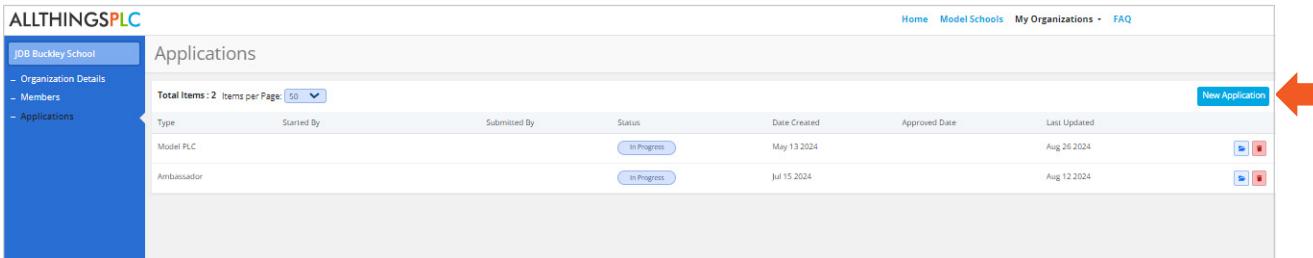
## APPLICATIONS SECTION

- ▶ This is where new applications are begun.
- ▶ Approved, current, and past applications and data updates are saved here.

## CREATE A NEW APPLICATION

In the **applications** section:

- ▶ Click on the **New Application** button in the upper right corner of your screen.
- ▶ A pop-up box will appear, letting you know what data you will need. When you're ready, click **Continue to Set Up**.



The screenshot shows the 'Applications' section of the ALLTHINGSPLC platform. On the left, a sidebar for 'JDB Buckley School' includes 'Organization Details', 'Members', and 'Applications'. The main area displays a table of applications with columns: Type, Started By, Submitted By, Status, Date Created, Approved Date, and Last Updated. Two entries are listed: 'Model PLC' and 'Ambassador', both marked as 'In Progress'. At the top right of the table, there is a 'New Application' button. A red arrow points to this button.

Type	Started By	Submitted By	Status	Date Created	Approved Date	Last Updated
Model PLC			In Progress	May 13 2024	Aug 26 2024	 
Ambassador			In Progress	Jul 15 2024	Aug 12 2024	 

- ▶ This launches the **Application Wizard**.
  - ▶ The Application Wizard will walk you through setting up your application. Here you will select the years, assessments, grades, and subjects for the student achievement data you plan to submit with your application.
  - ▶ Later, scores will be entered directly into fields within the application.

## APPLICATION WIZARD STEP 1: APPLICATION TYPE

- ▶ Select the application you want to complete and submit.
  - ▶ The requirement for each application tier is listed.
  - ▶ The selected application will be outlined in blue.
- ▶ Click **Next** (you may need to scroll down).

1 Application Type 2 School Years 3 Assessments

**Please select the type of application your school would like to submit**

Once you begin the application process, you can save your work and return to it anytime via your dashboard

**Promising Practices (For Schools Only)**

- Strong evidence of having laid a solid foundation in the PLC at Work framework.
- In the developing stage of their PLC at Work process.\*
- **Data:** One year of data indicating increases in achievement, including subgroups. (Baseline data plus data indicating growth.)
- **Resources:** Artifacts that support their narrative.

**Model PLC at Work (For Schools and Districts)**

- The PLC at Work framework is fully embedded into their culture and day-to-day practice.
- In the sustaining stage of their PLC at Work process.\*
- Solid practices and terminology included in the application.
- **Data:** Three consecutive years of data showing growth in student achievement across main content areas, including subgroups.
- **Resources:** Artifacts that support their narrative.

**Ambassador Model PLC at Work (For Schools and Districts)**

- Must be an approved Model PLC at Work School or District
- In the sustaining stage of their PLC at Work process.\*
- The PLC at Work framework is fully embedded into their culture and day-to-day operation.
- The PLC process is integrated into all aspects of their school.
- **Data:** Three consecutive years of strong data showing steady growth in student achievement across main content areas and especially their subgroups.
- Mentored other schools and districts or hosted site visits to show their PLC work in action.
  - This can also include recording on Avanti
- Possibly received National awards and accolades
- **Ambassador Narrative Essay**, explaining what they are doing/have done that is above and beyond and differentiates them as an Ambassador Model PLC at Work.
- **Resources:** Artifacts that support their narrative.

\*Learning by Doing 3 Continuums

**Next** 

## APPLICATION WIZARD STEP 2: YEARS OF STUDENT ACHIEVEMENT DATA

Next, you will confirm the years for which you will submit student achievement data.

You will notice that some years are preselected for you; these are grayed with a check mark. You will be given the option to select some years based on when you are submitting your application and which data may be available to you.

- ▶ **Promising Practices** applications require two consecutive years of student achievement data *indicating a growth trajectory*—one year of baseline data plus one year of data showing increases in assessment scores. Be sure to include complete data for your traditionally underrepresented student populations in the main content areas (math and reading/ELA).
- ▶ **Model PLC at Work®** applications require three consecutive years of student achievement data *indicating a growth trajectory*, including complete data for your traditionally underrepresented student populations in the main content areas (math and reading/ELA).

Select the appropriate year to meet the minimum number of years required.

- ▶ Click **Next**.

1      2      3

Application Type      School Years      Assessments

Please confirm the years for which you will be submitting student achievement data.  
Required years are pre-selected

As we continue through setting up your application data, select the type of assessment and provide the grade level and content assessment scores for these years selected. Each tier has its own required amount of student achievement data.

- For Promising Practices, please be prepared to submit at least two consecutive years of data.
- For Model PLC at Work and Ambassador Model PLC at Work, please be prepared to submit at least three consecutive years of data.

You are welcome to submit more than the required number of years of data; however, it's not required.

<input checked="" type="checkbox"/> 2024-2025
<input checked="" type="checkbox"/> 2023-2024
<input checked="" type="checkbox"/> 2022-2023
<input type="checkbox"/> 2021-2022

Previous      Next

Remember, the EOE Review Committee is looking for an **overall upward trajectory** in assessment scores, especially for your most recent year. Your **student achievement data is equally as important as your PLC practices** in terms of being approved for any tier of recognition.

## APPLICATION WIZARD STEP 3: ASSESSMENTS

The final step of the Application Wizard is to select the assessments for which you plan to submit data and then check the grade and subject for the year's assessment.

There is a large selection of assessment options from which to choose.

- ▶ Click on the box next to the assessment you plan to submit. It will open, and within each assessment, you will:
  - ▶ Check the **grade(s)** for which you will submit data.
  - ▶ Check the **subject(s)** for which you will submit data.  
Some assessments allow for multiple assessment times per year.
    - ▶ Check the testing timeframes
- ▶ Repeat this process for all assessments you will submit. Make certain that every grade is represented.

### Examples below:

1 Application Type      2 School Years      3 Assessments

Please confirm the assessments for which you will be submitting student achievement data.

- Select the type of assessment(s) and grade level(s) that coincide with the data that will be submitted.
- You will be asked for the percentages of students who are proficient and advanced for each assessment and subject.
- If you have data for an assessment not listed, please use the *Other Assessments* option at the bottom of the page and provide the requested information.

**DIBELS**

Check all grade levels and subjects that are included in this assessment.

<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
<input checked="" type="checkbox"/> Pre-K	<input checked="" type="checkbox"/> Reading BOY
<input checked="" type="checkbox"/> K	<input type="checkbox"/> Reading MOY
<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> Reading EOY
<input type="checkbox"/> 2	
<input type="checkbox"/> 3	
<input type="checkbox"/> 4	
<input type="checkbox"/> 5	

**Note:** We do require assessment data for grades preK–2.

We require student achievement for **all grades** within a school. A *true PLC at Work* would monitor and assess **all** students to ensure they are learning.

You are welcome to select any assessment or combination of assessments.

1 Application Type
2 School Years
3 Assessments

Please confirm the assessments for which you will be submitting student achievement data.

- Select the type of assessment(s) and grade level(s) that coincide with the data that will be submitted.
- You will be asked for the percentages of students who are proficient and advanced for each assessment and subject.
- If you have data for an assessment not listed, please use the *Other Assessments* option at the bottom of the page and provide the requested information.

DIBELS

iReady

NWEA-MAPS

Local Assessment

State

Check all grade levels and subjects that are included in this assessment.

Select All

Select All

Math

Pre-K

Reading

English

K

Science

Science

1

ELA

ELA

2

Social Studies/Geography/History

Social Studies/Geography/History

3

4

5

STAAR

**Other Assessments**

if you would like to report on data that is not listed above, add it below

## Suggestions for high schools:

- ▶ Graduation rate data (required)
- ▶ State data for as many grades as possible
- ▶ AP data
- ▶ SAT data
- ▶ Data such as career readiness (please use the *Other Assessments* option described below)

Please confirm the assessments for which you will be submitting student achievement data.

- Select the type of assessment(s) and grade level(s) that coincide with the data that will be submitted.
- You will be asked for the percentages of students who are proficient and advanced for each assessment and subject.
- If you have data for an assessment not listed, please use the *Other Assessments* option at the bottom of the page and provide the requested information.

Local Common Formative Assessment
 PSAT
 SAT

Check all grade levels and subjects that are included in this assessment.

Not Grade Specific

Select All

Avg. Full Composite

ACT
 State

4-Year Graduation Rates
 Advanced Placement

AP



**Tip:** The blue checkbox next to the assessment name must be checked (this can get unchecked accidentally). If unchecked, it will prevent the application from letting you proceed.

Please confirm the assessments for which you will be submitting student achievement data.

- Select the type of assessment(s) and grade level(s) that coincide with the data that will be submitted.
- You will be asked for the percentage of students who meet and exceed expectations.
- If you have data for an assessment not listed, please use the Other Assessments option at the bottom of the page and provide the requested information.

<input type="checkbox"/> DIBELS	▼
<input type="checkbox"/> iReady	▼
<input type="checkbox"/> NWEA-MAPS	▼
<input checked="" type="checkbox"/> Local Common Formative Assessment	▼
<input type="checkbox"/> PSAT	▼
<input type="checkbox"/> SAT	▼
<input type="checkbox"/> ACT	▼
<input checked="" type="checkbox"/> State	▲

Check all grade levels and subjects that are included in this assessment.

<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
<input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Math
<input checked="" type="checkbox"/> 7	<input type="checkbox"/> Reading
<input checked="" type="checkbox"/> 8	<input checked="" type="checkbox"/> English
	<input checked="" type="checkbox"/> Science
	<input type="checkbox"/> ELA
	<input checked="" type="checkbox"/> Social Studies/Geography/History

## DATA REQUIREMENTS

**We do require assessment data for grades preK–2.**

We realize these grades do not participate in state assessments; however, you can provide local assessments or other options for these grades. Applications without data for grades preK–2 will **not be accepted and will be returned**.

Submit *at least* one assessment for every grade within your building(s). More than one type of assessment greatly strengthens your application (e.g., state and local assessments).

## LIST OF ASSESSMENTS

- Dibels
- iReady
- NWEA MAPs
- Local assessments
- State
- ACT
- SAT
- Advanced Placement
- Four-year graduation rates (*required for high schools*)
- Five-year graduation rates (*optional for high schools*)

## “OTHER” ASSESSMENT OPTIONS

At the bottom of the page, in **Other Assessments**, you can provide your own assessments.

- ▶ Enter the name of your assessment and click the **Add** button.
  - ▷ A new section will appear below.
  - ▷ Click on the up arrow to expand the selection to select the grades and subjects.
- ▶ You can add multiple assessments here.

### Other Assessments

if you would like to report on data that is not listed above, add it below

<input type="text" value="Name of Your Assessment Here"/>	<input type="button" value="Add"/>
<input type="text" value="Name Of Your Assessment Here"/>	<input type="button" value="Delete"/> <input type="button" value="Up"/>
check all grade levels and subjects that are included in this assessment.	
<input type="checkbox"/> <b>Not Grade Specific</b>	<input type="checkbox"/> <b>Select All</b>
<input type="checkbox"/> <b>Select All</b>	<input type="checkbox"/> Math
<input type="checkbox"/> Pre-K	<input type="checkbox"/> Reading
<input type="checkbox"/> K	<input type="checkbox"/> English

## FINALIZING SETUP VIA THE ASSESSMENT WIZARD

To finalize setup via the Assessment Wizard, follow the directions below once you are satisfied with your selection of assessments.

- ▶ Click **Update Application** when you are finished in the Application Wizard.
  - ▷ This will create your application and the data tables for the **Achievement Data** section, where you will enter your student achievement scores.
  - ▶ You can return to the Assessment Wizard anytime during the application and edit these selections.

<input type="button" value="Previous"/>	<input type="button" value="Update Application"/>
---	---

## THE APPLICATION

**Your application has now been built.** You can access and work on any section within your application in any order. A green checkmark will appear in the completed tabs along the top of the screen.

You can leave and return to your application; just be sure to click the **Save** button.

### DEMOGRAPHICS

You will begin by entering your organization's current demographics.

- ▶ Please submit your current demographics for the most recent year you are submitting.
- ▶ Racial/ethnic percentages must total 100% to save and continue.
- ▶ Click **Save**.

Proceed to the next tab you would like to work on.

Application Progress

Application Setup

Admin Demographics Achievement Data PLC Story PLC Practices Awards Submit

**Demographics**

Please submit demographic data that coincides with the most recent year of student achievement data that will be submitted.  
Your demographic percentages (free and reduced lunch, limited English proficient, and special education) should correlate with the student achievement data for your traditionally underrepresented student populations entered into your application.

Save

Number of Students *	Percent eligible for free and reduced lunch *	Percent of limited english proficient *	Percent of special education *
<input type="text" value="0"/>	<input type="text" value="0"/> %	<input type="text" value="0"/> %	<input type="text" value="0"/> %

Racial/Ethnic Percentages

White	Black	Hispanic	Asian
<input type="text" value="0"/> %			

Native Hawaiian or other Pacific Islander	American Indian or Alaskan Native	Multiracial	Other
<input type="text" value="0"/> %	<input type="text" value="0"/> %	<input type="text" value="0"/> %	<input type="text" value="0"/> %

Total: 100 %

↑

**Note:** Depending on the percentages entered in this section for your students who qualify for **free and reduced lunch, limited English proficiency, and special education**, you will be expected to submit achievement data for your traditionally underrepresented student populations (e.g., **economically disadvantaged, English learners, and special education**).

## ACHIEVEMENT DATA

These are the data tables you built in the Application Wizard. Use them to enter the percentage of students who meet and exceed proficiency for each assessment, grade, and subject.

**Important Note:** You are expected to submit complete, consecutive data for your traditionally underrepresented student populations (e.g., economically disadvantaged, English learners, and special education) based on your submitted demographics for free and reduced lunch, limited English proficiency, and special education.

- ▶ **Applications with gaps or missing this subgroup data will not be reviewed; they will be returned.**
- ▶ Subgroup data is important. It provides evidence that **all** students are advancing in learning and achievement.

	Math BOY	Math MOY	Math EOY	Reading BOY	Reading MOY	Reading EOY
School	90	90	90	90	90	90
Economically Disadvantaged	90	90	90	90	90	90
English Language Learners	90	90	90	90	90	90

	Math BOY	Math MOY	Math EOY
School	89	90	90
Economically Disadvantaged	88	90	90
English Language Learners	90	90	90
Special Education	89	90	90

These are your **data tables**. Your application's **primary data** goes into these.

Attachments in the section below are considered supplemental data.

- ▶ **School years** are shown in tabs to the left of the tables. The active year will be white.
- ▶ **Assessments** are listed in blue and will switch from light blue to dark blue when active.
- ▶ The **grade** selected will show up in the name, located just above the four category field boxes.

Work through each tab of the tables, entering the scores for each assessment, grade, and year.

- ▶ As you complete the scores for the school and the applicable subgroups for each grade, the application should automatically save fields for you when they are completed.
  - ▷ A green check mark will appear next to the completed grade. (*Confirm the green checkmark to ensure saves occur.*)
- ▶ Proceed to the next grade to complete.
- ▶ Once you're finished submitting all the achievement data scores, click **Save** one last time.



**Tip:** If you have a field for which you do not have data, enter a zero in the **School field**. The application requires something entered for each assessment. A zero in the **School field** will fulfill that requirement.

- ▶ An example of this situation: You have science data for Grade 3, but not grades K–2.

However, a zero in any field *other* than School will be interpreted as *zero students meeting or exceeding proficiency*.

## ACHIEVEMENT DATA NARRATIVE

Please provide a summary for the committee making the case that significantly more students are learning as a result of the PLC at Work process and include the data that supports the claims.

- ▶ Tell us about the increases in your students' learning.
- ▶ What aspect(s) of your data do you want to highlight because you feel they prove you are increasing student achievement?
  - ▷ **To consider**, if you have dips in your data, this area is where you can explain to the committee (**in detail**) how you are responding and what tools you are using. Include copies of those tools. (*Tip: PowerPoint slides are an ideal way to share multiple documents and explain their purpose.*)

## ACHIEVEMENT DATA RESOURCES

You are welcome to share supplemental data here (please know we prefer **not** to have classroom-level data—nothing that would typically contain student names). Examples of preferred data could be data regarding attendance, discipline, D/F data, movement of students in the quartiles of state assessments vs. the overall growth, other measures not listed on the application, or your own charts, graphs, or tables that show year-over-year growth.

**Please note: These attachments will not replace your primary data. If data tables are empty, the application will be returned or denied.**

## NEED TO EDIT ANY OF YOUR ASSESSMENT SELECTIONS?

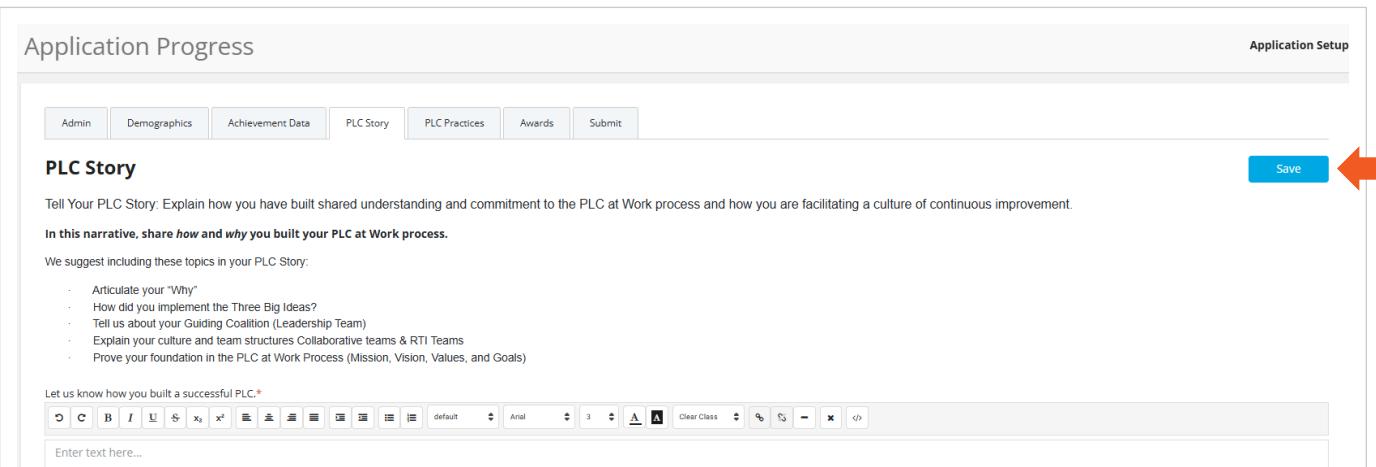
If you need to return to the Application Wizard at any time to change your assessment selections, click on **Assessment Setup** in the upper right of the screen.

## NARRATIVES AND THEIR SUPPORTING RESOURCES

There are four narratives where you share and explain to the Evidence of Effectiveness (EOE) Review Committee that you have a solid foundation in the PLC at Work structures and processes in your school or district. Immediately below each narrative, please provide supporting tools, resources, artifacts, and documentation corresponding to your narrative.

### PLC STORY

Tell your PLC story: Explain how you have built a shared understanding and commitment to the PLC at Work process and how you are facilitating a culture of continuous improvement.



The screenshot shows the 'Application Progress' page with the 'PLC Story' tab selected. The page includes a toolbar with buttons for Admin, Demographics, Achievement Data, PLC Story, PLC Practices, Awards, and Submit. A 'Save' button is highlighted with a red arrow. The main content area is titled 'PLC Story' and contains instructions: 'Tell Your PLC Story: Explain how you have built shared understanding and commitment to the PLC at Work process and how you are facilitating a culture of continuous improvement.' It also includes a list of suggested topics and a rich text editor for entering the narrative.

In this narrative, share **how** and **why** you built your PLC at Work process.

We suggest including these topics in your PLC story:

- ▶ Articulate your “why.”
- ▶ How did you implement the three big ideas?
- ▶ Tell us about your guiding coalition (leadership team).
- ▶ Explain your culture and team structures.
  - ▷ Collaborative teams and RTI teams
- ▶ Prove your foundation in the PLC at Work process (mission, vision, values, and goals).

## PLC STORY RESOURCES

Please attach examples of documented evidence and tools that support the narrative of your PLC story.

### All applications should include:

- ▶ School mission statement
- ▶ Vision statement
- ▶ Collective commitments (values)
- ▶ Guiding coalition (leadership team) agendas, meetings, or documents
- ▶ School improvement plans\*
- ▶ PLC loose and tight requirements\*

\*Resources with asterisks are optional for Promising Practices applications.

Click **Save** when complete. Proceed to the next tab you would like to work on.



#### Tips:

The EOE Review Committee is looking for a **strong foundation in the PLC at Work process**. Tell them how you built that foundation.

##### ▶ Your PLC story

- ▷ Keep the **three big ideas** in mind when writing your PLC story.
  - ▶ Describe how you focus on learning.
  - ▶ Explain your collaborative culture.
  - ▶ Detail your results orientation.
- ▷ Include aspects of the guiding coalition (or leadership team).

##### ▶ Your PLC practices

- ▷ Keep the **four critical questions** in mind when writing your PLC practices.
- ▷ Explain the day-to-day processes and systems in reference to meeting protocols, unpacking standards, analyzing data, making decisions, etc.
- ▷ Include how your teacher teams collaborate and the steps taken to see student achievement results.
- ▷ *Give **details** and **be specific**.* Describe what you are doing to help students learn.

## HELPFUL TO KNOW:

Resources are **not** optional.

You could receive a feedback letter for missing resources.

Please name resource attachments properly to help the reviewers locate specific items easily.

PowerPoint slides are an ideal way to share multiple pages of information.

## CRITICAL TO KNOW:

**Approved applications are published on the AllThingsPLC.info website** to serve as exemplars for others on their PLC journey.

**Confirm there are *no student names or personal identifying information (PII)* in any documents, links, or attachments.** If student names or identifying information are found, applications can be denied.

**If you do use hyperlinks, be cautious! *Solution Tree is not responsible for content shared via hyperlinks, as we have no control over how they are managed on your end.***

When attaching files, check if they contain hyperlinks to other documents.

Please check that the share settings on any hyperlinks are set so anyone with a link can view them.

## PLC PRACTICES

**Describe your PLC practices:** You will be asked to describe the strategies you have found effective in establishing the PLC at Work process in your building.

Application Progress

Admin Demographics Achievement Data PLC Story PLC Practices Awards Submit Application Setup

**PLC Practices**

Save 

Describe Your PLC Practices: You will be asked for three narratives regarding the strategies you have found effective in establishing the PLC at Work process in your building.

1. Monitoring Student Learning on a Timely Basis.\*

Explain the process used to create and implement a guaranteed and viable curriculum. Describe the strategies used for student instruction. Tell us how student learning is monitored on a timely basis.

Enter text here...

Artifacts, documents, and tools that support your narrative. All applications should include:

- Master Schedule
- Documents showing guaranteed and viable curriculum
- Tools used for unpacking standards
- Assessment and learning targets\*
- Assessment calendar\*

\*Optional for Promising Practices

(Resources are not optional and directly impact your application's evaluation.)

Choose Files No file chosen Upload

Please confirm there are *no student names or personal identifying information (PII)* in any documents, links, or attachments.<sup>1</sup>

2. Creating Systems of Interventions and Extensions to Provide Students with Additional Time and Support for Learning.\* Elaborate on how you are creating and implementing systems of interventions and extensions to provide students with additional time for support and learning. Explain what this looks like in the day-to-day practice of your building.

Enter text here...

Artifacts, documents, and tools that support your narrative. All applications should include:

**Below are the topics of the three narratives you will be asked about in the application:**

### **Narrative #1: Monitoring student learning on a timely basis**

Explain the process used to create and implement a guaranteed and viable curriculum. Describe the strategies used for student instruction. Describe how student learning is monitored on a timely basis.

#### **Narrative #1 resources**

There is a section below your narrative area for you to attach examples of documented evidence and tools that support your narratives above.

#### **All applications should include:**

- ▶ Master schedule
- ▶ Documents showing a guaranteed and viable curriculum
- ▶ Tools used for unpacking standards
- ▶ Assessment and learning targets\*
- ▶ Assessment calendar\*

*\*Resources with asterisks are optional for Promising Practices applications.*

### **Narrative #2: Creating systems of interventions and extensions to provide students with additional time and support for learning**

Elaborate on how you are creating and implementing systems of interventions and extensions to provide students with additional time for support and learning. Explain what this looks like in the day-to-day practices within your school(s).

#### **Narrative #2 resources**

Please attach documented evidence and tools that support your narrative.

#### **All applications should include:**

- ▶ RTI pyramid
- ▶ Intervention team
- ▶ Data collection tools\*
- ▶ Data monitoring tools\*
- ▶ Team analysis of assessment tools\*
- ▶ RTI schedule\*

*\*Resources with asterisks are optional for Promising Practices applications.*

## Narrative #3: Building teacher capacity to work as a member of high-performing collaborative teams that focus efforts on improved learning for all students

Share how your teacher teams work collaboratively through the PLC at Work process, the tools and systems they use for developing SMART Goals, measuring the results, and analyzing the outcomes to focus on student learning.

### Narrative #3 resources

Please attach documented evidence and tools that support your narrative.

### All applications should include:

- ▶ SMART goals
- ▶ Collaboration time schedule
- ▶ Team meeting agenda and meeting minute
- ▶ Teacher professional development and instructional observations\*

*\*Resources with asterisks are optional for Promising Practices applications.*

Click **Save** when complete.

## AWARDS

List any awards and recognition for your school or district that align with your PLC at Work practices.

Application Progress

Application Setup

Admin Demographics Achievement Data PLC Story PLC Practices Awards Submit

**Awards and Recognition**

List any awards and recognition for your school's (district's) commitment to the PLC process.

Save

*Note: This is completely optional. Not listing awards **does not** hinder your chances of being approved.*

Click **Save** when complete.

## SUBMIT

Please review your application and organization's data and ensure everything is up to date before submitting.

Application Progress

Application Setup

Admin ✓ Demographics ✓ Achievement Data ✓ PLC Story ✓ PLC Practices ✓ Awards Submit

Please review your application and organization's data and ensure everything is up-to-date before submitting

✓ Demographics
✓ Achievement Data
✓ PLC Story
✓ PLC Practices
✓ Awards (Optional)

Submit 

There should be green checkmarks by all completed sections—except for Awards, since it is optional.

- ▶ If you have any red exclamation points, that section still needs attention prior to submitting.
- ▶ Click the **Submit** button when ready.



Tip: If you are getting a red exclamation point in the achievement data, it means there are empty fields:

- ▶ Click the **Export** button (next to the **Save** button) to export your data into an Excel file.
- ▶ Check if there is a zero in any **school** field that you do not have data for.

### REMINDER:

**Approved applications are published on the AllThingsPLC.info website** to serve as exemplars for others on their PLC journey.

**Please confirm there are no student names or any personal identifying information (PII)** in any documents, links, or attachments. If any are found, applications can be denied.

**Congratulations on submitting your application!**

# After submitting your application

Once you have submitted your application, you will receive an email from [AllThingsPLC@SolutionTree.com](mailto:AllThingsPLC@SolutionTree.com) confirming receipt of your application.

All communication regarding your application will come from this email address. We highly recommend adding this as a safe recipient to ensure you receive communication regarding your application.

We understand that waiting is the hardest part of this process. We try our best to have a response to you within 4–6 weeks. Please know that those wait times can be extended during the summer and holidays.

## WHAT TO EXPECT AFTER SUBMITTING YOUR APPLICATION

### CONFIRMATION OF SUBMISSION

The application owner who submits the application will receive an email confirming the receipt of your application from [AllThingsPLC@SolutionTree.com](mailto:AllThingsPLC@SolutionTree.com).

- ▶ Please add this email to your safe recipients list so you are sure to receive communication regarding your application.
- ▶ Please know the AllThingsPLC.info website is a **strictly non-commerce** website. Solution Tree **does not** solicit or market to any member's contact information shared on the AllThingsPLC.info website.

### PRELIMINARY REVIEW

The Model PLC at Work program manager conducts a preliminary review of applications before they are sent to the EOE Review Committee. We primarily:

- ▶ Check required number of years of student achievement data
  - ▶ Achievement data *includes complete subgroup data* for your school's traditionally underrepresented student populations.
- ▶ Ensure that files and attachments open

You will receive an email from [AllThingsPLC@SolutionTree.com](mailto:AllThingsPLC@SolutionTree.com) if we find any issues or have questions.

## APPLICATION STATUS

You can check the status of your account's application in the **applications** section.

- ▶ **Pending review:** The application has been added to the queue for review by the EOE Review Committee.
- ▶ **Info requested:** The program manager or EOE Review Committee has a question/request. The application has been unlocked for edits. You would have received communication regarding your application from [AllThingsPLC@SolutionTree.com](mailto:AllThingsPLC@SolutionTree.com).

## READY FOR REVIEW BY THE EOE REVIEW COMMITTEE

Once the Model PLC at Work program manager has checked the application, it will be added to the queue to be reviewed by the EOE Review Committee. Please be aware that:

- ▶ At any time, there are upwards of 30 or more applications being reviewed.
- ▶ Applications are assigned to the appropriate grade-level review team.
  - ▷ Elementary
  - ▷ Middle/junior high
  - ▷ High school
  - ▷ District
- ▶ Applications are assigned and reviewed as they are added to the queue; however, some grade levels receive more applications than others.

# Data updates

## Maintaining your Model PLC at Work® status

Approved schools and districts must submit updated student achievement data every three years to maintain their Model PLC at Work status.

### HOW TO MAINTAIN YOUR MODEL PLC AT WORK® STATUS

Every three years, approved schools and districts must submit their most recent three consecutive years of data for review to ensure they continue to meet the requirements for their Model PLC at Work status.

### SUBMITTING YOUR DATA UPDATE

When completing a data update, a new application will be created. The narratives from your most recent application will be automatically carried over to your new application. You will be able to edit some or all of those narratives.

Your data update application, if approved, will replace the current application displayed on the AllThingsPLC website.

- ▶ This is why adding to or updating your narratives is encouraged.
- ▶ All resource attachments will need to be attached to your data update application.

# Tips and frequently asked questions

We want to help you submit the best application possible. If you need additional information or have questions, review the next section.

If you have questions at any time along the way, please email us at [AllThingsPLC@SolutionTree.com](mailto:AllThingsPLC@SolutionTree.com)

## TIPS FOR SUBMITTING A STRONG APPLICATION

### TERMINOLOGY, VERBIAGE, AND ACRONYMS

Be thorough when explaining the processes and systems that take place within your building. Your application is how you tell the EOE Review Committee you're ready to be recognized. Every member on the EOE Review Committee has led their school or district to Model PLC at Work status. Don't give summaries—give *details*.

Be conscious of the terms used in your application. Because approved applications are published on the website to serve as examples for others, applications with incorrect terminology will receive a feedback letter asking for corrections.

Every school has acronyms that are commonly used. However, when you use an acronym, spell it out first. For example: Students participate in Drop Everything and Read (DEAR) time.

### YOUR DATA IS AS IMPORTANT AS YOUR NARRATIVE

The entire purpose of the PLC at Work process is to **increase student achievement**. The EOE Review Committee is looking for evidence that *all* students are learning. *Ensure your data is strong and includes your traditionally underrepresented student populations* (economically disadvantaged, English learners, and special education).

The key focus is on the overall trajectory of growth and improved outcomes, demonstrating the ability to sustain progress over time. While some dips are expected, most of the evidence should support positive movement in both year-over-year and cohort-based analyses.

**All Means All:** The Review Committee will want to see that all students are learning. *Include three complete years of data for your subgroup student populations*. In the demographics section, if you have students who qualify for free and reduced lunch, limited English proficiency, or special education, be prepared to submit three years of data for your economically disadvantaged, English learners, and special education students.

## HYPERLINKS AND ATTACHMENTS

You may use hyperlinks in the text of your narrative. However, please remember that **approved applications are published on the AllThingsPLC.info website** to serve as exemplars for others on their PLC journey. We ask that you be mindful of the following:

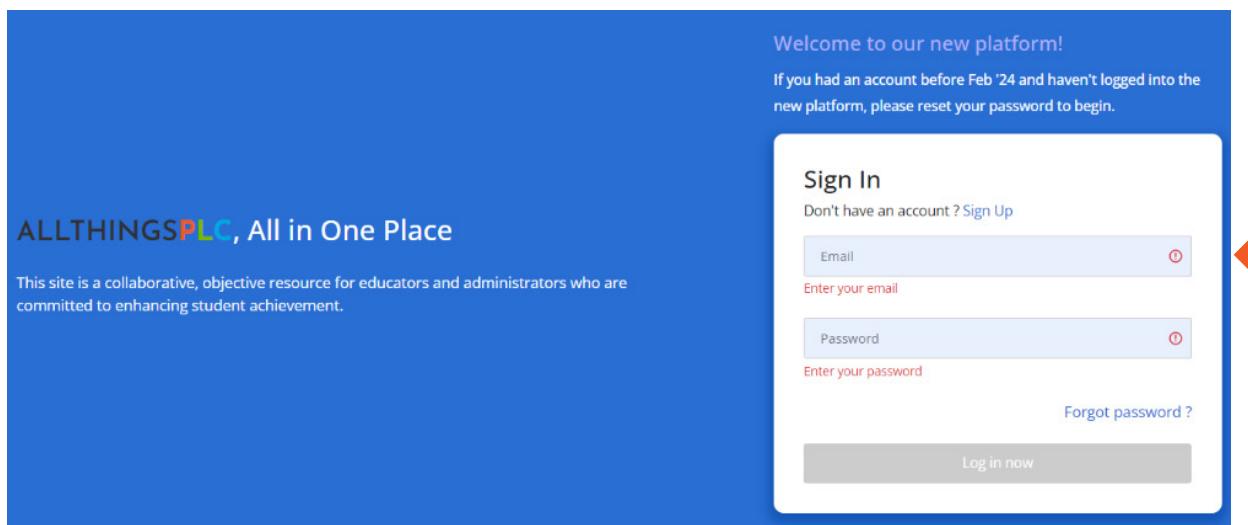
- ▶ Please confirm that *no student names or identifying information* are in any documents, links, or attachments. If student names or identifying information are found, applications can be denied.
- ▶ If you use hyperlinks, be cautious! Solution Tree *cannot be responsible* for content shared via hyperlinks, as we have no control over how they are managed.
- ▶ When attaching files, check if they contain hyperlinks to other documents.
- ▶ Please check that the share settings on any hyperlinks are set so anyone with a link can view them.

## FREQUENTLY ASKED QUESTIONS

### I have an account on AllThingsPLC.info. How do I access that account?

From the [AllThingsPLC.info](https://www.allthingsplc.info) homepage:

- ▶ Click on **Apply** (in the upper right of the screen).
  - ▷ You will be directed to a blue screen and prompted to either Sign In or Sign Up.
- ▶ Please click on the **Forgot Password?** in blue text.
  - ▷ Enter your email address and follow the instructions.



## My school had an application in the past. Why can I not log in?

Our old application only allowed one application administrator, so only one account for each application was migrated from the old application to the new platform. Additionally, due to database size, only applications that had been accessed within the last two years were migrated.

- You will be able to search for and join your school application.

## I cannot access my account; nothing happens when I try to log in.

You have most likely received an email from our website, and it is waiting for you to click on the link to confirm your email address (someone may have invited you to join an application).

The email was sent from [AllThingsPLC@SolutionTree.com](mailto:AllThingsPLC@SolutionTree.com). This confirms your email address and tells the website to finish setting up your account and let you log in (it may have ended up in a junk folder).

- If you can, find that email and follow the link provided, you should be able to log in.
- If you cannot find that email, please email us at [AllThingsPLC@SolutionTree.com](mailto:AllThingsPLC@SolutionTree.com) and let us know you need your confirming email resent.
- Please also add this email address to your *safe recipients list*. We can resend the confirmation email sent to you so that you can finalize this step. Please know this email is monitored Monday–Friday.

## I have reset my password, but nothing happens when I try to log in.

Our website is waiting for you to click on the email it sends to confirm your email address (schools have fantastic blockware). The email was sent from [AllThingsPLC@SolutionTree.com](mailto:AllThingsPLC@SolutionTree.com). This confirms your email address and tells the website to finish setting up your account and let you log in (it may have ended up in a junk folder).

- If you can, find that email and follow the link provided, you should be able to log in.
- If you cannot find that email, please email us at [AllThingsPLC@SolutionTree.com](mailto:AllThingsPLC@SolutionTree.com) and let us know you need your confirming email resent.
- Please also add this email address to your *safe recipients list*. We can resend the confirmation email sent to you so that you can finalize this step. Please know this email is monitored Monday–Friday.

## Can I leave and return to my application if I don't complete it in one session?

**After** the Application Wizard portion is complete, yes. When you click the Save button to the right of the screen, your work will be saved, and you can return it later to edit or finish.

- **The Application Wizard is the initial portion that confirms the tier, timeframe, and assessment information. It then builds your application for you to complete.**

Note: If you leave partway through the Application Wizard, nothing will be saved. You will be able to restart another application at any time.

You can return to the Application Wizard at any time (even partway through your application).

Click on **Application Setup** in the upper right of the screen and the Application Wizard will be relaunched.

- This is how you can edit any of your assessment selections at any time.

## Can I change my assessment selections midway through my application, even if I have started my narratives?

Yes, by clicking on **Application Setup** on the upper right of the screen, the Application Wizard will be relaunched. Your narratives will remain within your application and will not be lost or affected.

## Can I have other people work on the application, too?

Yes, our new application is built with collaboration in mind. Each organization account (school or district) has its own members section. Here, you can invite others to see or collaborate on the application. There are three roles to choose from, each with different permissions. Each member is assigned a role:

- **Owners** can create, view, edit, and submit an application. They can invite and manage the members' list. They will receive contact from the ATPLC team about their application.
- **Contributors** can view and edit an application but cannot submit.
- **Viewers** can view an application but cannot edit or submit.

## Is the organization the district?

Not necessarily. The organization refers to whoever is applying. The organization can be a school or a district.

## I don't have data for a section in my achievement data (data tables). An example of this situation: You have science data for grade 3 but not grades K–2.

If you have a field for which you do not have data, enter a zero in the **school field** only. The application requires something to be entered for each assessment. A zero in the **school field** will fulfill that requirement.

- **However,** a zero in any field other than school will be interpreted as zero students meeting or exceeding proficiency.

## I don't want to complete the data tables in the achievement data tab. Can I just attach my student achievement data in attachments instead?

**No.** The scores of students who meet and exceed proficiency must be entered into the fields within the data tables.

- ▶ Each application is unique. The new application platform was built with the specific intention of helping uniform the data that is submitted. This helps the reviewers by having a select and consistent range of primary data assessments.

The fields within the data tables must be completed as thoroughly as possible (including subgroup data).

- ▶ We understand you simply may not have data; in this case, please enter a zero in the **school** field.

Subgroup data must be submitted, at a minimum, for at least grades 3–8, since it is typically provided on state assessment data, graduation rates, and SAT and ACT scores.

- ▶ The Review Committee will want to see this data disaggregated by grade and subject. If this data is not available, please include an explanation of why in your assessment narrative.

## Why is the Submit button grayed out and not active? Why can I not submit my application?

On the submit page, there is a menu that will tell you what section has an issue and needs attention. Return to that section to resolve the issue.

See below if you have a red exclamation point in the achievement data section.

## Why am I getting a red exclamation point in the achievement data section?

The application requires data for every grade within your school, so there is probably a school field that is empty. The easiest way to check for this:

- ▶ Click the **Export** button (next to the **Save** button) to export your data into an Excel file.
  - ▶ Check if there is a zero in any **school** field that you do not have data for.
    - ▶ Each assessment has its own tab (along the bottom of the spreadsheet).
    - ▶ Look at the rows for **school** and look for blank cells.
      - ▶ Fill in any blank cells (for school fields only) with zeros.
      - ▶ Zeros in any other cell will be interpreted as zero students meeting achievement.