APPLICATION GUIDE FOR

DuFour & Eaker RECOGNITION

Maintaining Model PLC at Work® Status or Applying for Ambassador Model PLC at Work® Status

ALLTHINGSPLC

Solution Tree

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Overview

THE NEXT STEPS OF YOUR PLC JOURNEY

We are excited that you're continuing your Professional Learning Communities (PLC) at Work® journey by applying to maintain your current Model PLC at Work status or advance to become an Ambassador Model PLC at Work.

Your school or district's commitment to the PLC at Work process continues to make a meaningful impact on your staff, students, and overall learning culture. We look forward to learning more about the ongoing growth, collaboration, and results your team has achieved since your previous recognition.

This guide is designed to support you through every step of the process. Inside, you'll find:

- Guidance to help you determine your next step—whether to maintain your Model PLC at Work® status or apply to become an Ambassador School or District.
- Step-by-step instructions for completing and submitting your renewal or advancement application.
- Helpful tips and examples to strengthen your submission.
- Insights to reflect on your PLC journey and celebrate your continued progress.

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.

CHOOSING YOUR NEXT STEP: RENEW OR ADVANCE

As your school or district continues its PLC journey, this is an ideal time to reflect and determine whether to renew your current Model PLC at Work® status or apply for advancement to the Ambassador Model PLC at Work level. Both tiers celebrate schools and districts that are deeply committed to the Professional Learning Communities (PLC) at Work® process and require three complete years of student achievement data to demonstrate sustained results. The key difference lies in the depth and reach of your impact—both within your community and beyond it.

Schools or districts applying to renew Model PLC at Work® status demonstrate continued fidelity to the PLC process, maintain strong collaborative cultures, and show consistent growth in student achievement. Those pursuing Ambassador status take this commitment to the next level—showing exceptional results, innovative practices that address the needs of all their students, and active mentorship of other schools in their PLC journeys.

Consider renewing your Model PLC at Work® status if your school or district:

- Continues to demonstrate strong implementation of PLC practices and measurable improvement in student learning.
- Has maintained positive, data-driven results for three consecutive years.
- Is refining systems and structures to ensure sustainability and consistency.

Consider applying for Ambassador Model PLC at Work® status if your school or district:

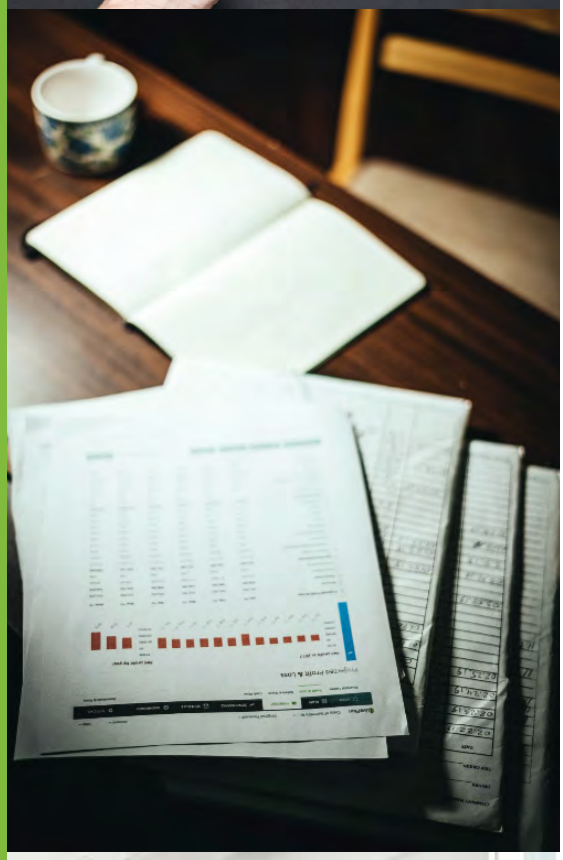
Is currently a Model PLC at Work school or district, and has **successfully completed at least one Data Update**, to maintain Model PLC status, and some of the following…

- Shows **exceptional student growth and achievement**, including measurable success for traditionally underrepresented student populations.
- Offers **comprehensive wraparound support**s—academic, social-emotional, and community-based—to meet the needs of all learners.
- Serves as **a mentor or support system** for other schools or districts beyond your own, actively helping them implement the PLC at Work® process.
  - For example, this can include creating video clips of your PLC work in action for Solution Tree's Ed-Tech tools, or sharing your practices via site visits for other schools or districts..
- **For Districts:** All schools within the district must have at least either Model PLC at Work or Promising Practices status.
  - A majority of schools in the district must have received Model PLC at Work recognition, with the remaining schools having, at a minimum, received Promising Practices recognition.

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.
- Find the **organization** account for your school or district.
  - Ensure that the **organization details** section is complete and up to date.
- Invite your team to collaborate on your application in the **member's** section.
- Create, complete, and submit a new 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.

- Consider your student achievement data and determine if it still indicates an **upward trajectory in increased student achievement for all students.**
- Do you have updated or new 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?

What you need to know:

- Present clear evidence of **continued improved student learning.** The Evidence of Effectiveness (EOE) Review Committee is looking for student achievement data, with an overall upward trajectory across grade bands in main content areas (math and English).
  - **Must include data for your traditionally underrepresented student populations.**
- The narratives from your most recently approved application will be transferred to your new application, with the option to edit.
- Submit the application for consideration to the Evidence of Effectiveness (EOE) Review Committee using our online application on **AllThingsPLC.info**

AMBASSADOR MODEL PLC AT WORK APPLICATIONS

The Ambassador Model PLC at Work application has an additional section, Your Ambassador Story.

- Your Ambassador Essay. In this essay, share how your school or district has demonstrated its commitment to the PLC at Work process by continuously improving and going above and beyond after reaching model PLC status
- Your Ambassador Artifacts. Use this section to share the artifacts, documents, or tools that are specific to meeting the Ambassador criteria and supporting your Ambassador Essay.

A QUICK LIST OF WHAT TO INCLUDE

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

ACHIEVEMENT DATA

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

- Data from multiple types of assessments helps strengthen your application (e.g., state and local assessments).
- The Application Wizard, a tool in the application 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 24-25.)*
  - 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.

- **Your Ambassador essay**
  - Explain how your school or district has demonstrated its commitment to the PLC at Work process by continuously improving and going above and beyond after reaching model PLC status.

  This could include, but is not limited to:

  - Mentoring others as they implement PLC at Work processes.
  - Sharing your school and/or district work by setting up site visits.
  - Creating video clips of your PLC work in action for Solution Tree's Ed-Tech tools.
  - Advancing student achievement for defined subpopulations (special education, English learners, and economically disadvantaged).
  - Demonstrating unique ways to ensure that all students are learning at high levels.
  - Providing wrap-around services that help ensure student success.

RESOURCES

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

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

- Including resources is **not** optional.
- There is a limit of eight attachments for each resource attachment section.
- For your required artifacts, documents, and tools, **please attach copies** (e.g., PDF, Excel, etc.) to your application.
  - You may include hyperlinks in the text narratives for *additional, optional materials*; however, **please do not use hyperlinks in place of required attachments**.

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.

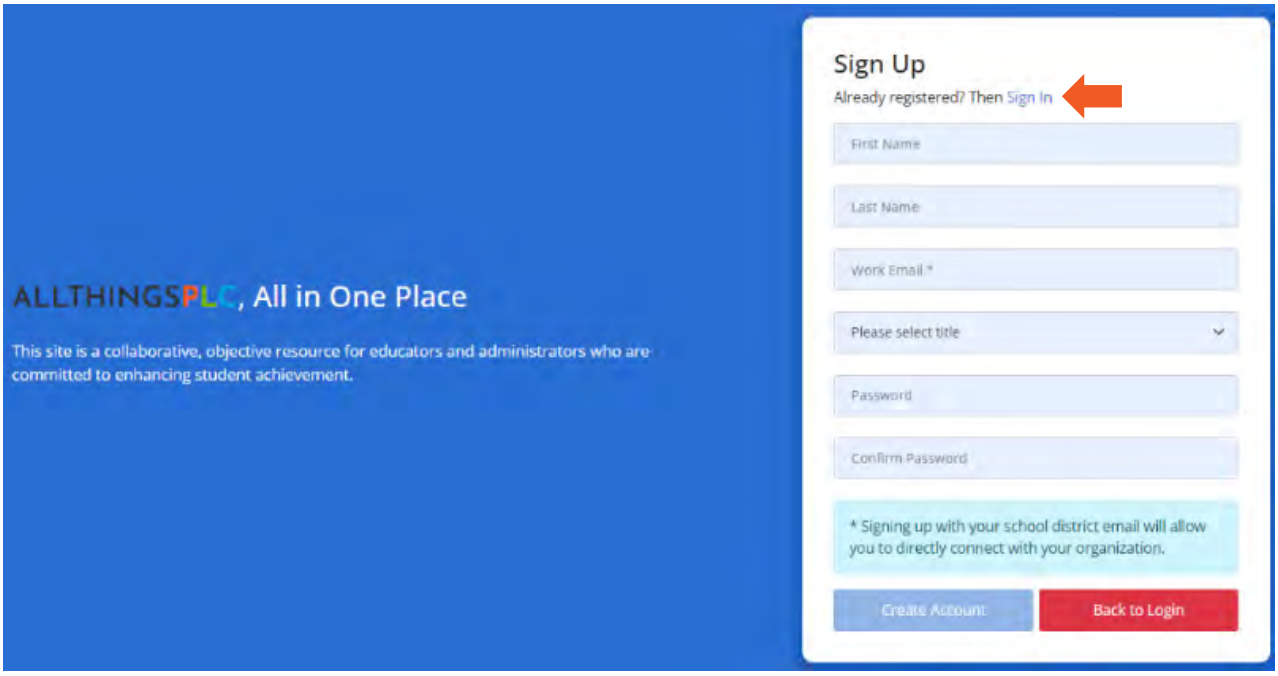
LOGGING IN

Before beginning, we recommend adding AllThingsPLC@SolutionTree.com to your safe recipient list. This is the email address that will send correspondence regarding your application.

LOGGING INTO THE WEBSITE PLATFORM

1. Go to **AllThingsPLC.info**
2. Using your school/district email address will make finding your school or district account easier.

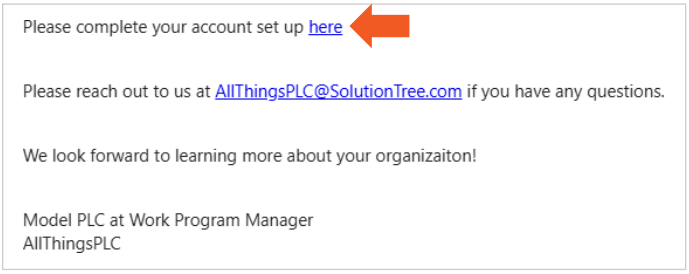
   Note: If you create an account using a personal email (Gmail, Yahoo, etc.), you will need to submit a request to join your organization.



3. If you try to sign in but receive an error stating your account does not exist, you will need to sign up to create an account.

   - **You will receive an email from 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.**



FINDING YOUR SCHOOL OR DISTRICT ORGANIZATION ACCOUNT

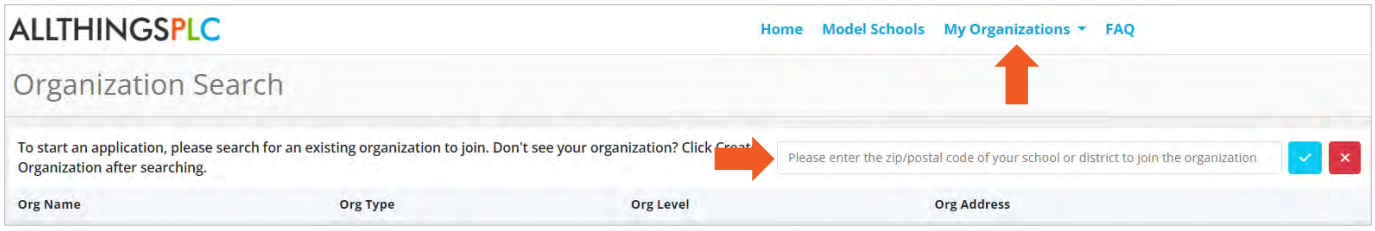
After logging in, you will be brought to the organization search screen.

Important Note: ***An organization is the school or district for which the application is being submitted.*** 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.

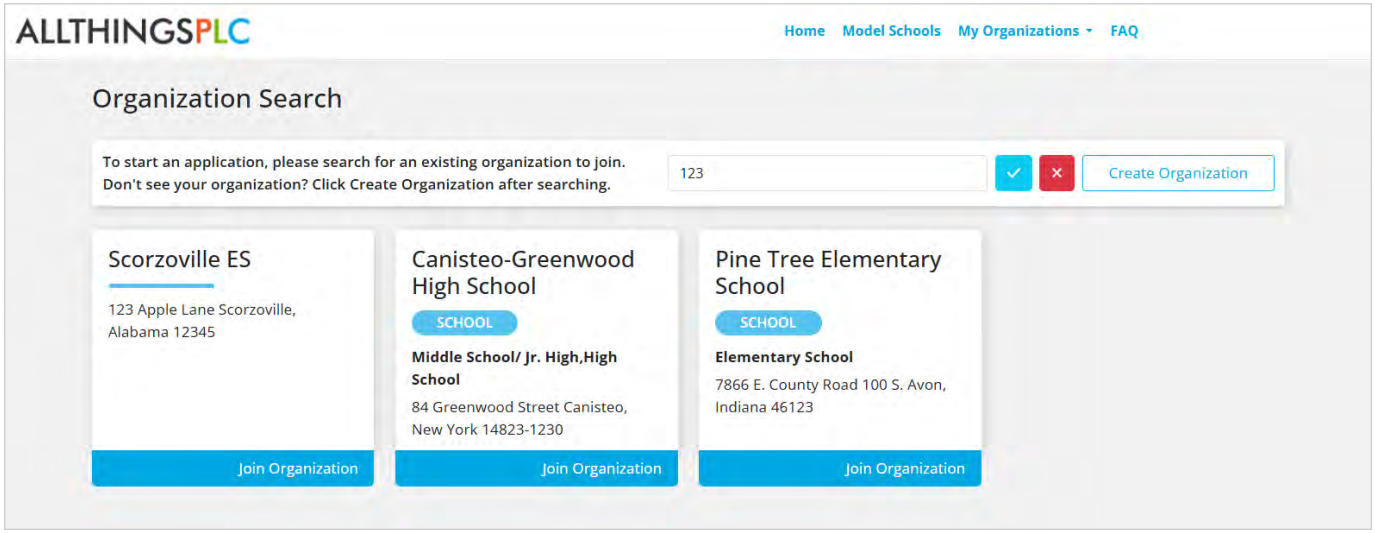


After you have searched, you will be given the option to join an account.

- Click on **Join Organization.**

If you logged in with your school/district email address, your request to join should not need to be approved first. (Provided that the **Domain** field has been set up in the accounts **Organization Details** page.)

If you created an account using a personal email (Gmail, Yahoo, etc.), your request to join the organization will need to be approved because your email address does not match the domain in the account Domain field.



STEP-BY-STEP APPLICATION INSTRUCTIONS

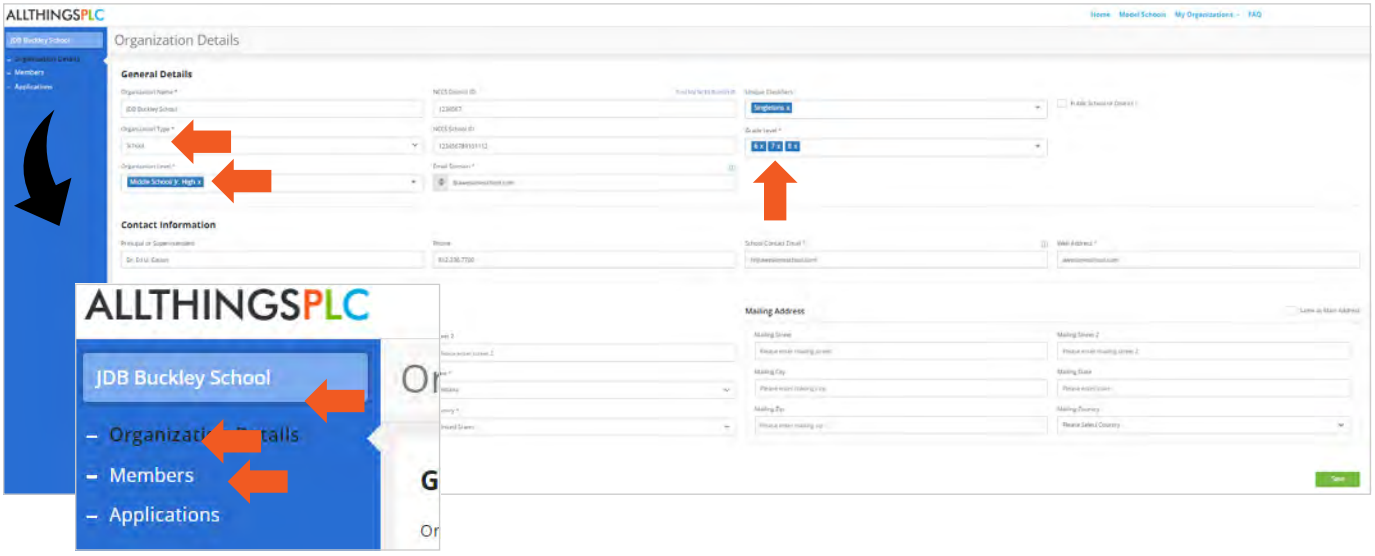
VERIFY INFORMATION IN ACCOUNT IS CURRENT

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 with this email address.



**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.
  - If there is only one person with the owner role is listed, we will also include Contributors (who have recently logged into the account) in correspondence to help ensure it is received.

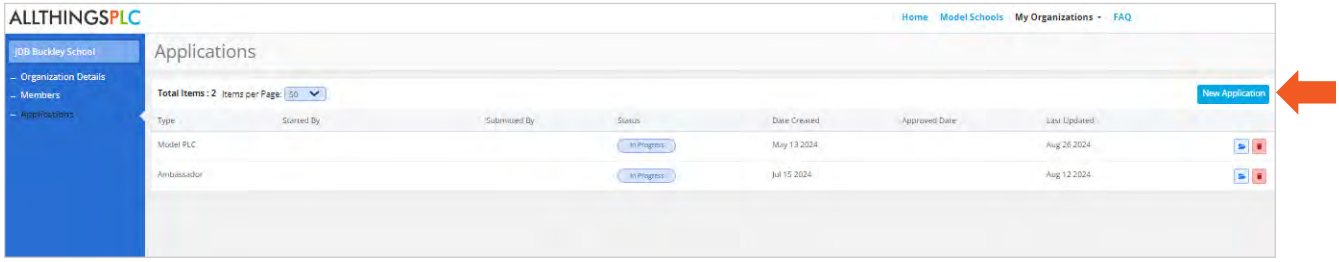
APPLICATIONS SECTION

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

CREATE A NEW APPLICATION

In the **Applications** section:

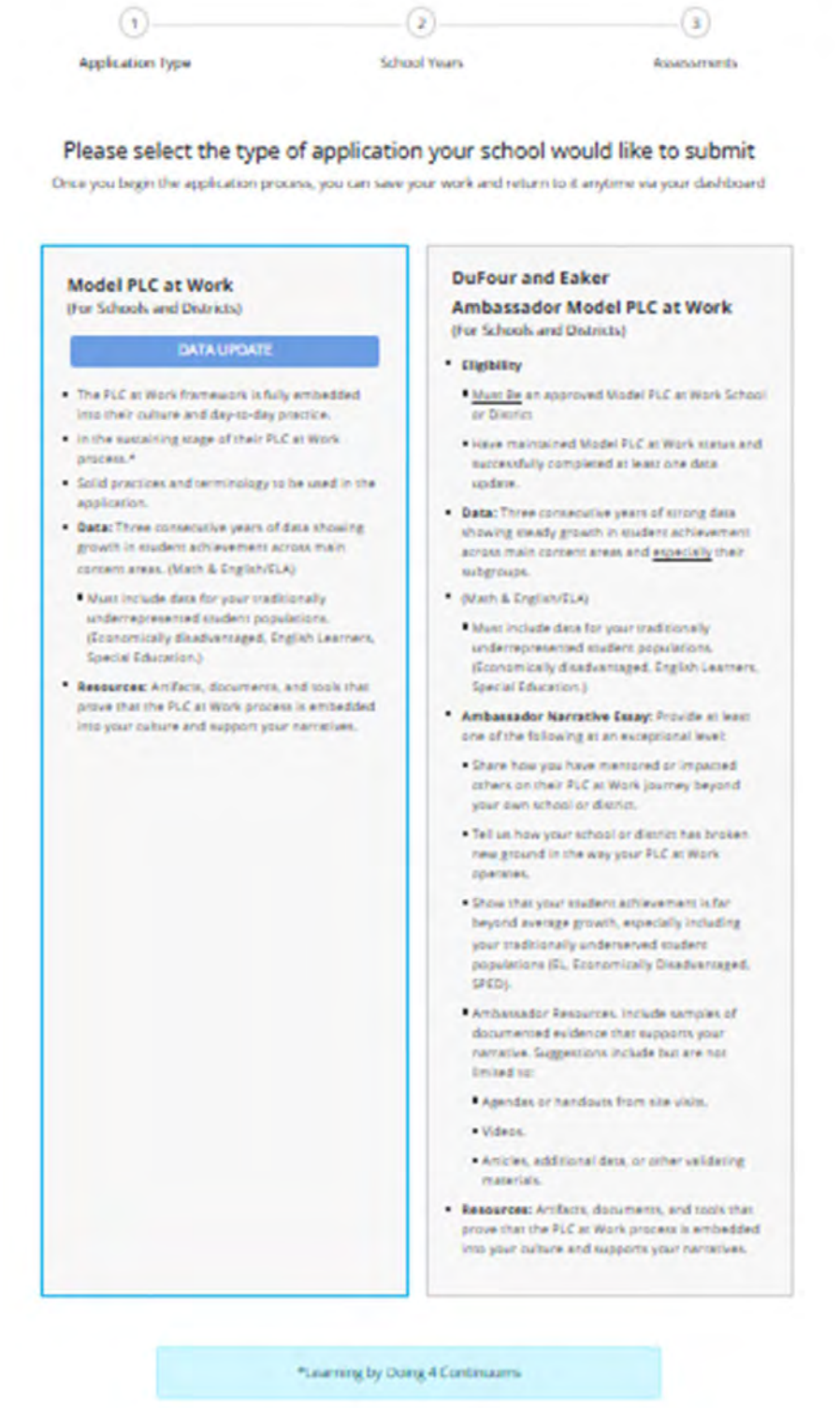
- Click on the **Data Update** button or **New Application** button in the upper portion of your screen.
  - A pop-up box will appear, letting you know what data you will need. When you're ready, click **Continue to Set Up**.



- 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. This section is referred to as your *Data Tables.*

APPLICATION WIZARD STEP 1: APPLICATION TYPE

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



APPLICATION WIZARD STEP 2: YEARS OF STUDENT ACHIEVEMENT DATA

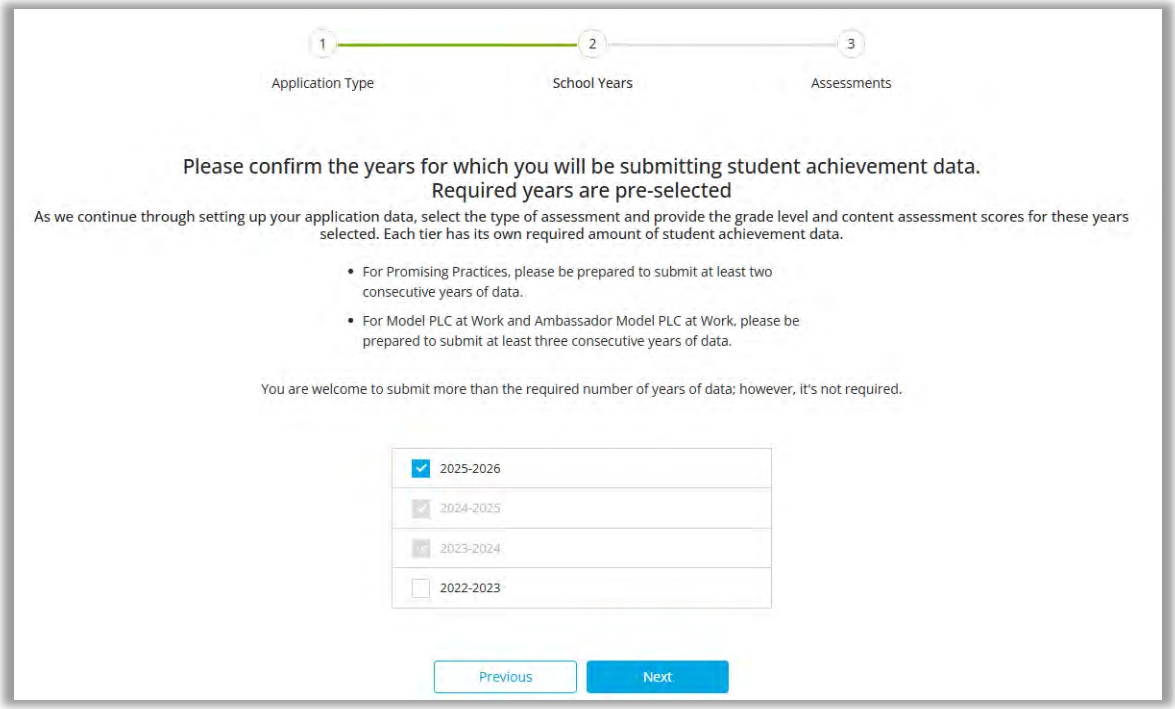
Next, you will confirm the years for which you will submit student achievement data.

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.

Select the appropriate year to ensure the most current data that is available to you can be submitted.

- Click **Next**.

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



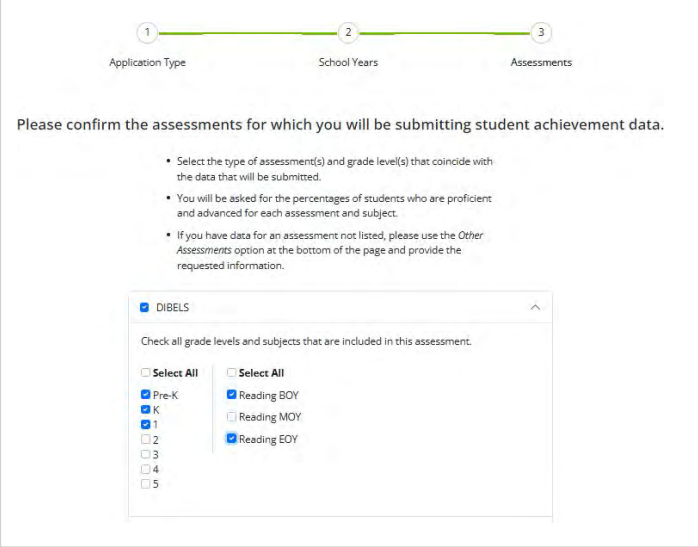
APPLICATION WIZARD STEP 3: ASSESSMENTS

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:



Note: We require assessment data for grades PreK–2.

A true PLC at Work would monitor and assess **all** students to ensure they are learning.

We require at least one type of assessment to be submitted for **every grade** within a school.

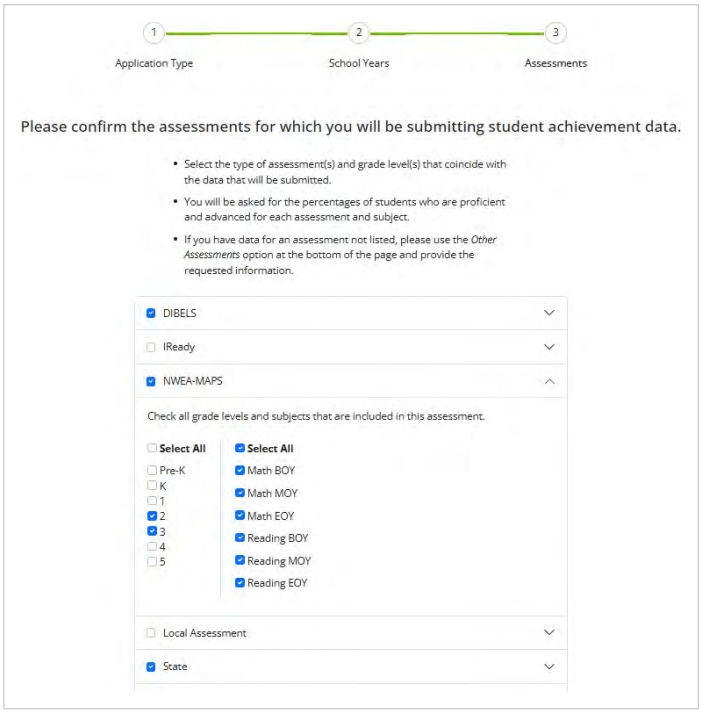
You are welcome to select any assessment or combination of assessments.

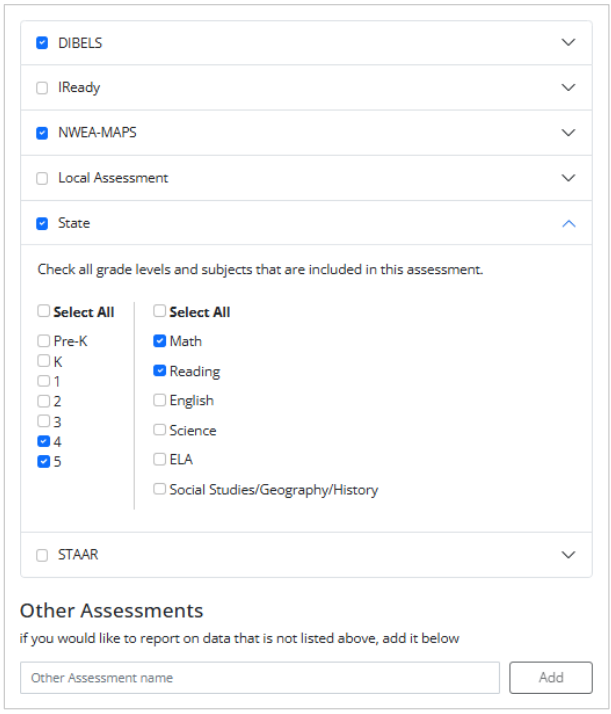
If your last application was within the past two years, and you select the same selections:

- **Assessments**
- **Grades**
- **Subjects**

Applicable previous data may be automatically transferred.
(You can access and view your previous application(s) to verify previous selections.)

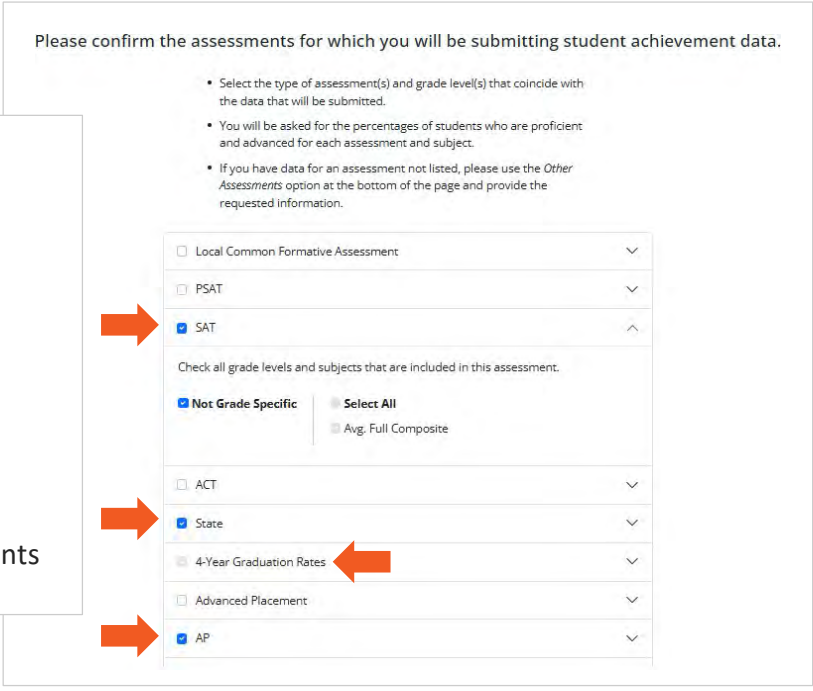
More examples below:

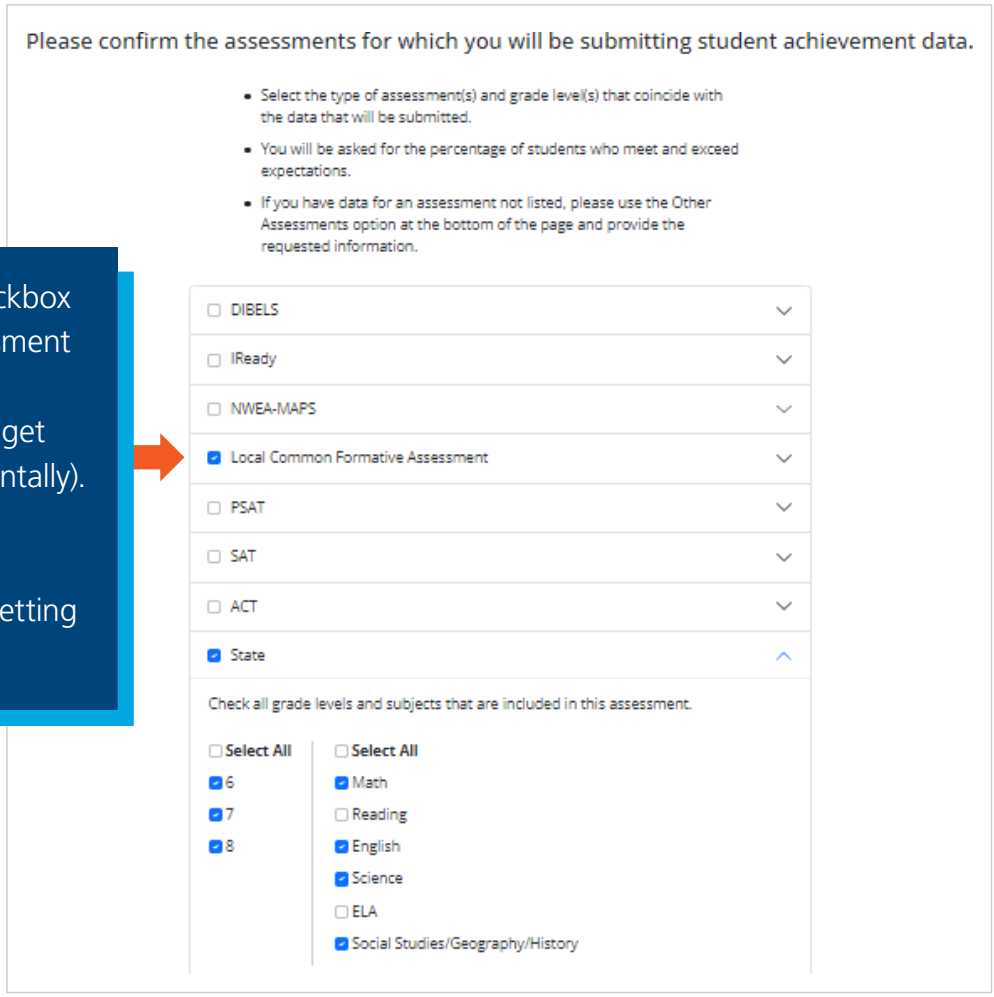




Suggestions for high schools:

- 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)





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.

DATA REQUIREMENTS

We do require assessment data for grades PreK–2.

We realize these grades do not participate in state assessments; however, you must 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).

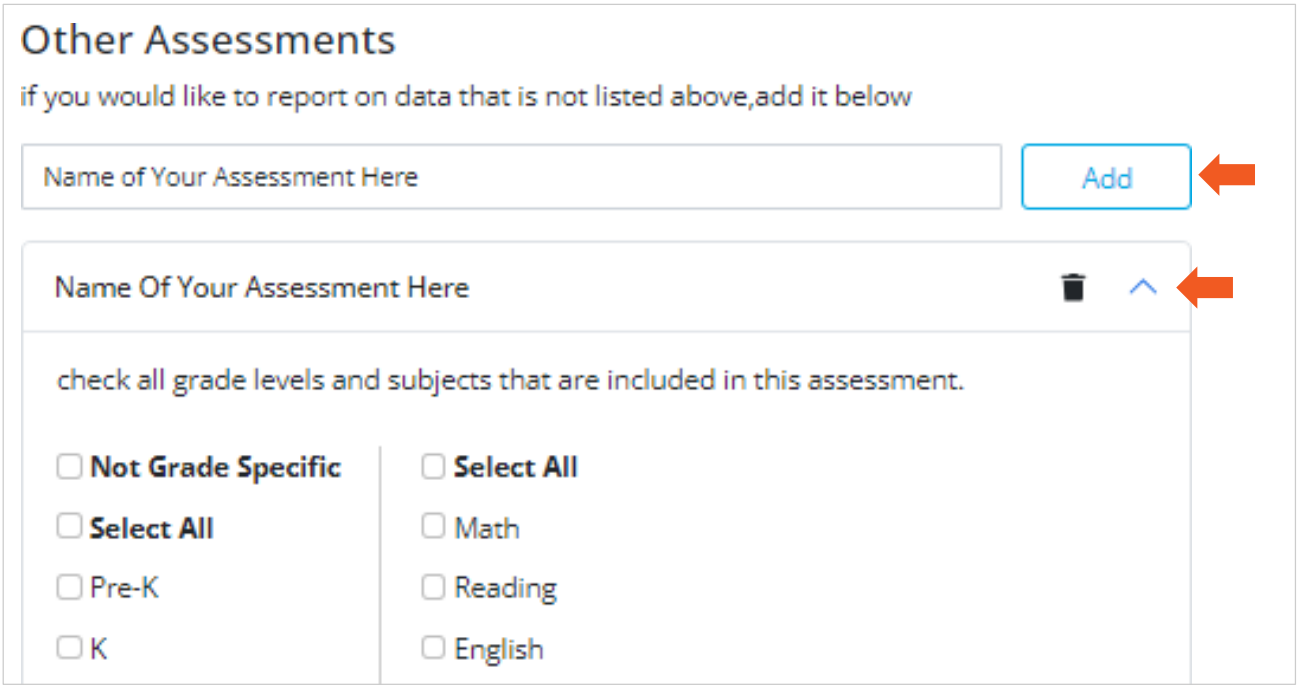
LIST OF ASSESSMENTS

- **Dibels**
- **iReady**
- **NWEA MAP**
- **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.



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.*

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.

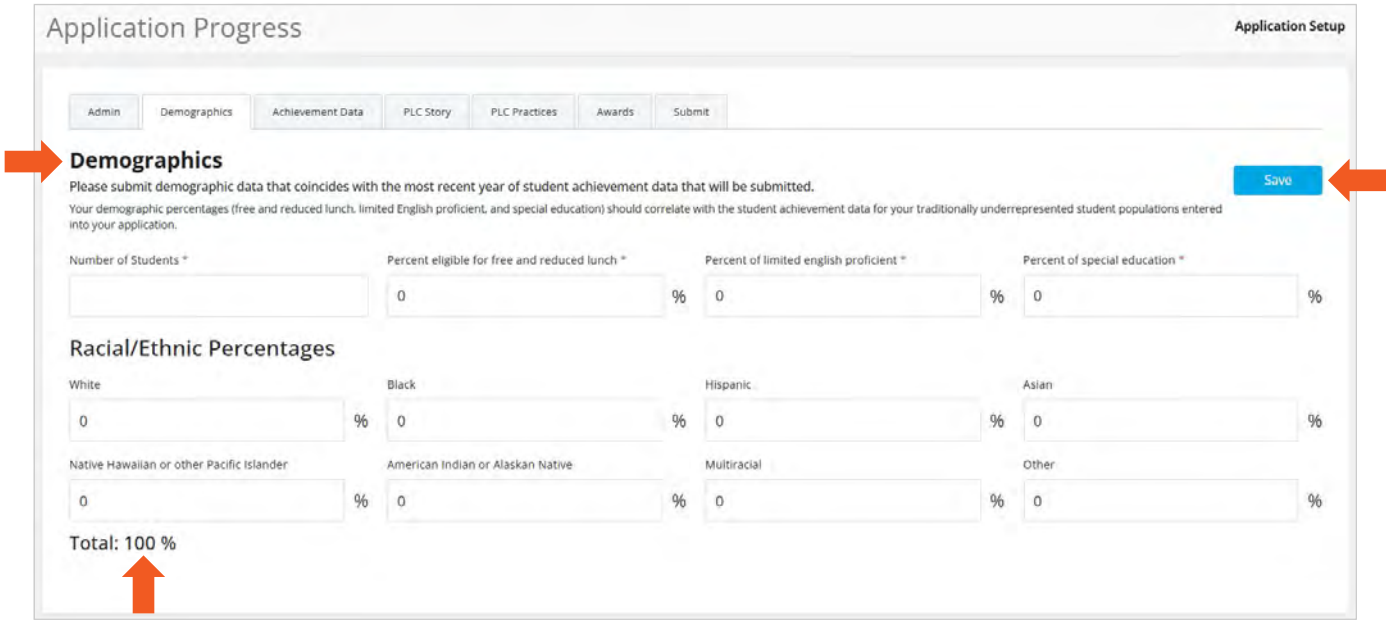
You can leave and return to your application; just be sure to click the **Save** button.

DEMOGRAPHICS

You will begin by entering your organization's 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.



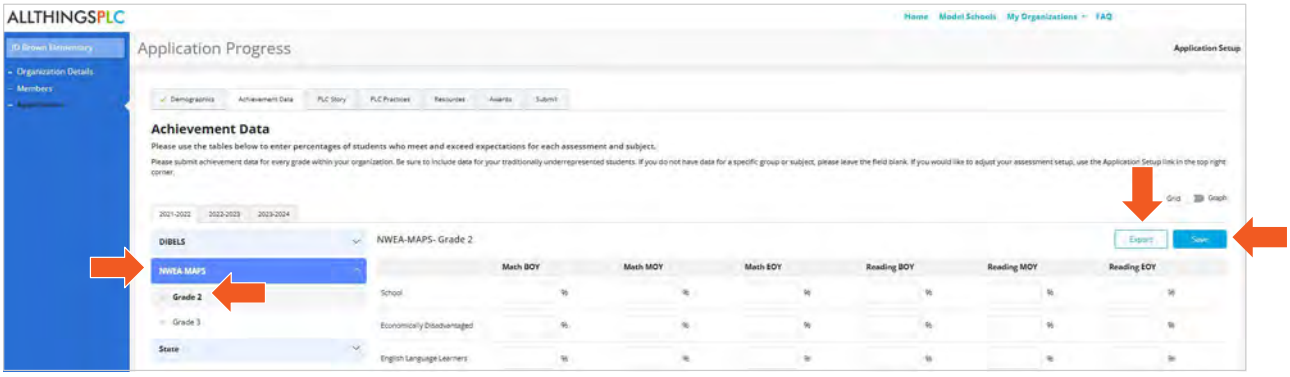
Note: Depending on the percentages entered in this section for your students who qualify for free and reduced lunch, limited English proficiency, and **special education,** you *will be expected to submit achievement data for your traditionally underrepresented student populations (e.g.,* ***economically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

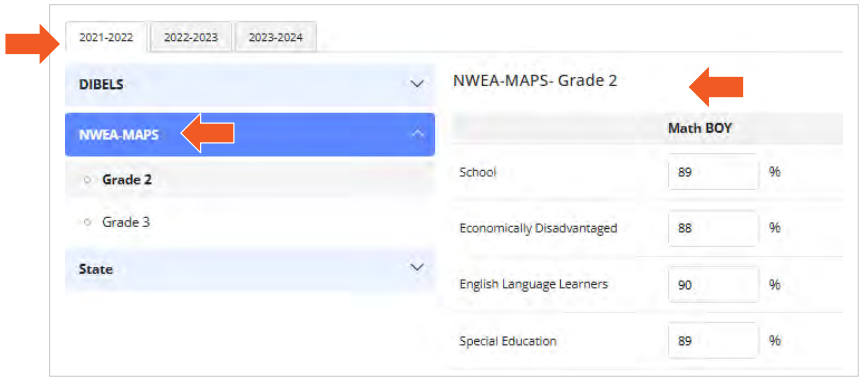
ACHIEVEMENT DATA SECTION

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.





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 &/or discipline.
  - Movement of students out of lower quartiles, state assessments vs. the overall growth.
  - Data indicating closing of learning gaps.
  - 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?

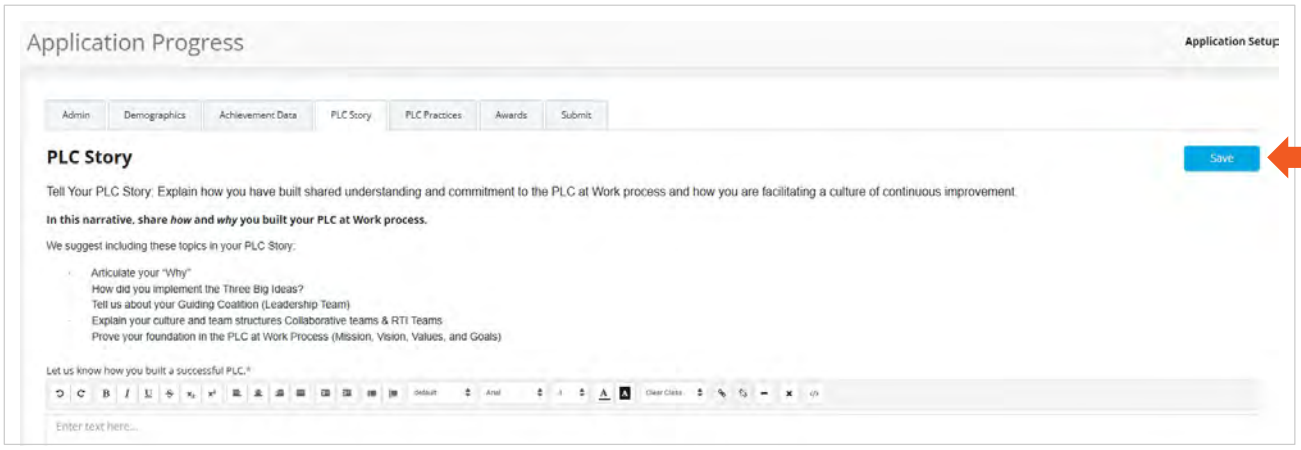
If you need to return to the Application Wizard at any time to change your assessment selections, click on Assessment Setup in the upper right of the screen.

NARRATIVES AND SUPPORTING RESOURCES

Within these narratives, you will prove 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 the tools, resources, artifacts, and documentation that coincide with and support 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.



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

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.

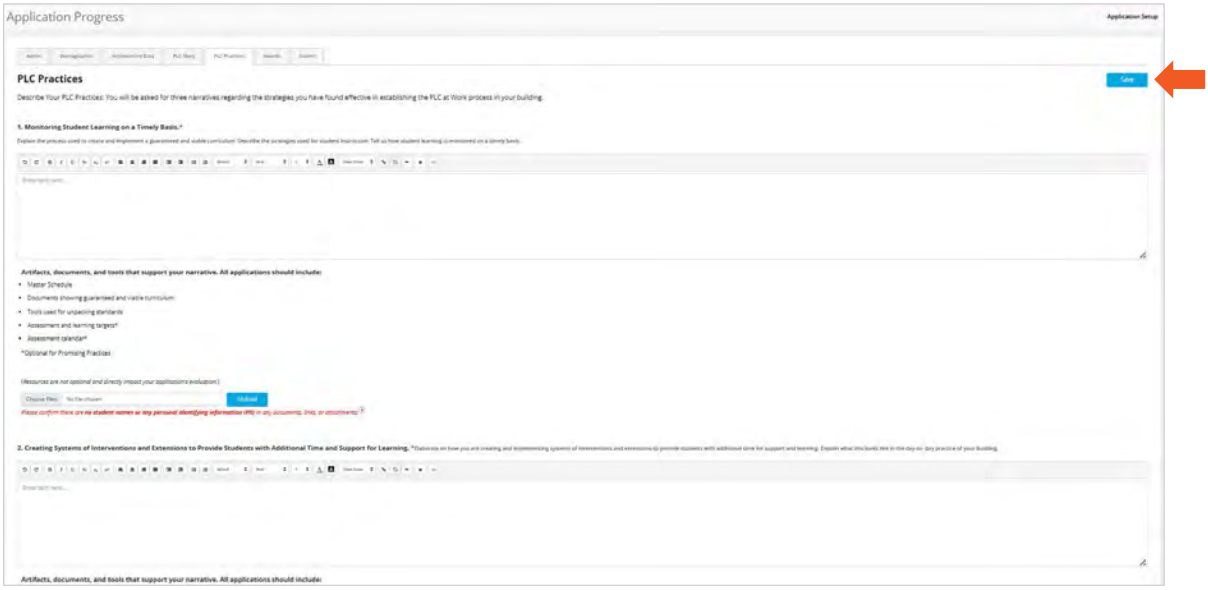
If you do use hyperlinks, be cautious! *Solution Tree is not responsible for content shared via hyperlinks,* as we have no control over how they are managed on your end.

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.



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

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

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 minutes
- Teacher professional development and instructional observations

Click **Save** when complete.

AMBASSADOR STORY AND SUPPORTING RESOURCES

Share how your school or district has demonstrated your commitment to the PLC at Work process by continuously improving even after achieving model PLC status. Additionally, the Ambassador designation demonstrates a commitment to supporting others on their PLC at Work journey.

Share how your school or district has demonstrated its commitment to the PLC at Work process by continuously improving and going above and beyond after reaching model PLC status.:

- Mentor others as they implement PLC at Work processes within their settings.
- Share your school and/or district work by setting up site visits.

- Create video clips of your PLC work in action for Solution Tree's Ed-Tech tools.
- Advance student achievement for defined subpopulations (SpEd, ELs, and economically disadvantaged).
- Demonstrate unique ways to ensure that all kids are learning at high levels.

AMBASSADOR STORY RESOURCES

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

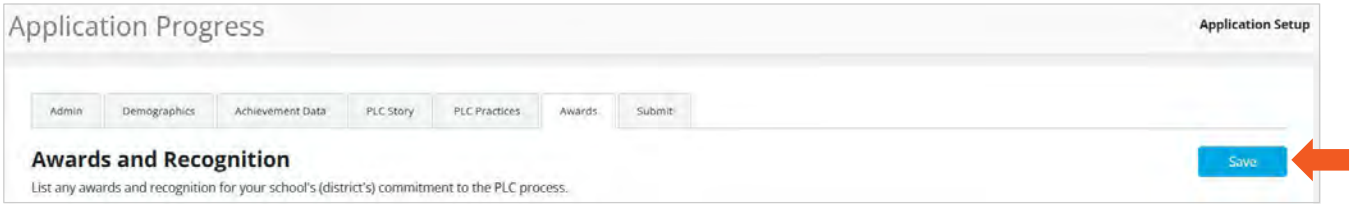
Items to include, but are not limited to:

- Agendas, handouts, or other resources from site visits
- Videos shared through Solution Tree's Ed Tech products, such as Avanti
- Photos, videos, or articles showcasing how your school or district is going above and beyond, such as wrap-around services for your student populations
- Articles, additional data, or other validating materials that differentiate your school or district as an Ambassador.

Click **Save** when complete.

AWARDS

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

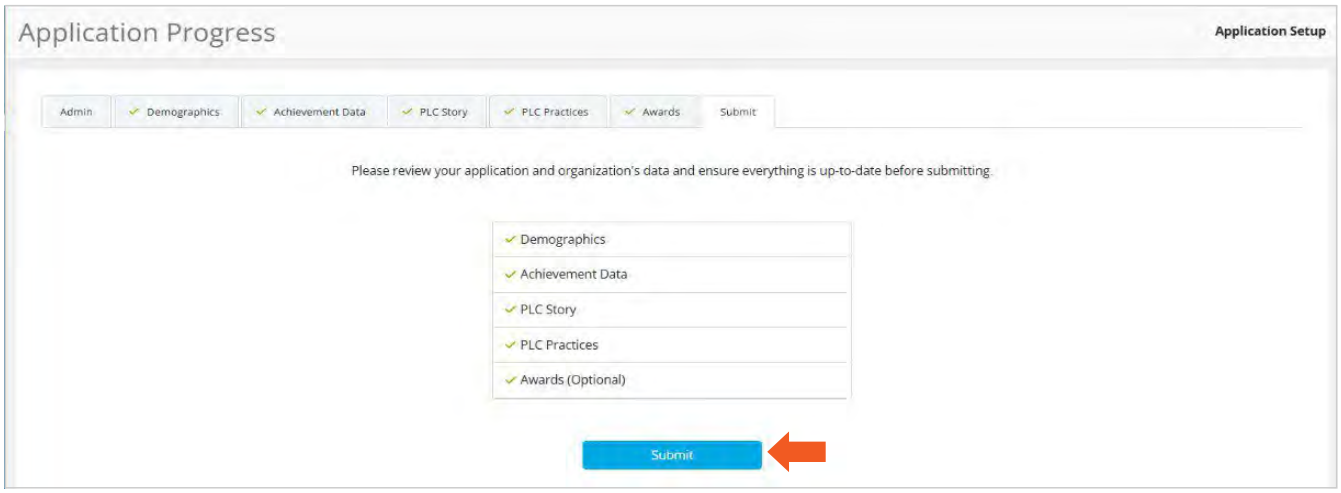


*Note: This is completely optional. Not listing awards **does not** hinder your chances of being approved.*

Click **Save** when complete.

SUBMIT

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



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 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 the wait period is typically 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.**

- Please add this email to your safe recipients list so you are sure to receive communication regarding your application.
  - The AllThingsPLC.info website is a **strictly non-commerce** website. Solution Tree **does not** solicit or market 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 the 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** 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.**

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, with a select team that reviews the Ambassador tier.
  - Elementary
  - Middle/junior high
  - High school
  - District
  - Ambassador
- Applications are assigned and reviewed as they are added to the queue; however, some grade levels receive more applications than others.

Maintaining your Model or Ambassador 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 OR AMBASSADOR 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 or Ambassador 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, with the ability to edit.

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**

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

For all required artifacts, documents, and tools, requested below each narrative, please attach copies (e.g., PDF, Excel, etc.) to your application. You may include hyperlinks in the text narratives for additional, optional materials; however, please do not use only hyperlinks in place of required attachments.

If you use hyperlinks in the text of your narrative, please first confirm the share settings for the documents. Links that do not open will stop a review. Also, 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 that anyone with the link can view them.

FREQUENTLY ASKED QUESTIONS

What is the eligibility for a current Model PLC at Work school or district to apply for Ambassador status?

- **Schools:**
  - Must be currently recognized at the Model PLC at Work level.
  - Must have maintained Model PLC at Work Status **and successfully completed at least one data update.**
- **Districts:**
  - Must be currently recognized as a Model PLC at Work district.
  - Must have maintained Model PLC at Work status **and successfully completed at least one data update.**
  - **All schools within the district** must have at least either Model PLC at Work or Promising Practices status.
    - A majority of schools in the district must have received Model PLC at Work recognition, with the remaining schools having, at a minimum, received Promising Practices recognition.

My school or district was approved as a Model PLC, but has not completed a Data update to maintain my status. Can we still apply for Ambassador status?

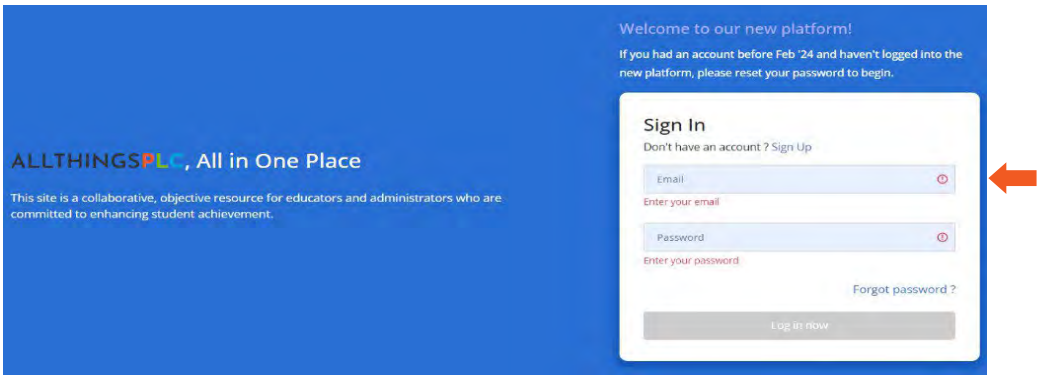
No. One criterion for eligibility to apply for Ambassador status is that a school or district has **both achieved and maintained Model status** by having at least one Data Update application approved.

- The complete eligibility criteria for applying for Ambassador status are available on the Ambassador landing page of the AllThingsPLC website.

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

From the **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't I log in?

Our old application only allowed for School/District accounts with one administrator. Our new application is now collaboration-focused; we now have Organization (school and/or district) accounts, with multiple members who can join.

- If you try to **Sign in** and get an error (the system says no email exists).
  - **Sign Up** to create a new account. 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**. 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** 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 the link in the email it sends to confirm your email address (schools have fantastic blockware). The email was sent from **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** 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 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 exit the Application Wizard partway through, nothing will be saved. You can start another application at any time. (Until that is complete, there is nothing to save.)

Is the organization the district?

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

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.

I want to change or edit my application: Either the Application Type or the Data Selections.

Once you have built your application, you can relaunch to the Application Wizard at any time (even partway through your application) to edit, remove, or add any assessment selections, years, or type of application. Click **Application Setup** in the upper-right corner of the screen, and the Application Wizard will be relaunched.

- This is how you can edit any of your assessment selections at any time.
- Note: if you start an Ambassador application, then change to Data Update, that is okay; however, you will lose everything entered with the Ambassador Story tab, as that will disappear. (Be sure you have that saved elsewhere.)

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.

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 an entry for each assessment. A zero in the **school field** will fulfill that requirement.

- ***However***, a zero in any field other than the **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.

- We need (at minimum) one assessment entered into the data tables for each grade within your building.
  - Some leniency can be given for grades PreK and K. Some type of data for those grades must be attached in the Data Attachment section.
- Each application is unique. The new application platform was built with the specific intention of helping to standardize 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 which section has an issue and needs attention. Return to that section to resolve the issue.

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.