

### Curriculum Support Guide System Stock Take

This tool outlines the framework including the three phases, all key actions, and the steps within each key action. For each key action, you can indicate the extent to which you've implemented or accomplished the action. This will help you determine where to focus your efforts and where you should begin your work in supporting materials.

Phase	Key Action	Not yet Implemented	Partially Implemented	Fully Implemented	Notes: Describe Progress
I. Select Materials	<b>I.1 Plan Your Process</b> <ul style="list-style-type: none"> <li>I.1.A Identify the Selection Team and Leader</li> <li>I.1.B Determine how the Final Decision will be Made</li> <li>I.1.C Map the Schedule of Events</li> <li>I.1.D Establish a Vision of Excellent Instruction</li> <li>I.1.E Organize Next Steps and Communicate a Plan</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I.2 Establish the Vision</b> <ul style="list-style-type: none"> <li>I.2.A Train the Selection Team and Review Committee</li> <li>I.2.B Articulate the Vision of Instruction and Core Beliefs</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I.3 Develop the Rubric and Prepare for Reviews</b> <ul style="list-style-type: none"> <li>I.3.A Solicit Stakeholder Input</li> <li>I.3.B Develop the Rubric</li> <li>I.3.C Identify the Options You Will Review</li> <li>I.3.D Train the Review Committee on the Rubric and Process</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I.4 Review, Pilot, and Decide</b> <ul style="list-style-type: none"> <li>I.4.A Conduct the Reviews and Gather Feedback</li> <li>I.4.B Pilot the Materials</li> <li>I.4.C Make the Final Selection Decision</li> <li>I.4.D Communicate Decision and Rationale</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I.5 Procure and Distribute Materials</b> <ul style="list-style-type: none"> <li>I.5.A Understand Your Procurement Options</li> <li>I.5.B Place and Track Your Orders</li> <li>I.5.C Communicate a Realistic Timeline</li> <li>I.5.D Distribute the materials</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
II. Prepare to Launch	<b>II.1 Set Goals, Roles, and Monitoring Plan</b> <ul style="list-style-type: none"> <li>II.1.A Identify the Implementation Support Team and Leader</li> <li>II.1.B Map out the Implementation Planning Process</li> <li>II.1.C Draft the Goals for Successful Implementation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>II.2 Determine the Plan for Assessment and Grading</b> <ul style="list-style-type: none"> <li>II.2.A Study the Assessments in the Curriculum</li> <li>II.2.B Inventory All Currently Used Assessments for Purpose, Frequency, and Quality</li> <li>II.2.C Determine the Plan for Common Assessment and What You Will Do with the Data</li> <li>II.2.D Establish Grading Guidance for the New Materials</li> <li>II.2.E Organize Next Steps and Communicate the Plan</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>II.3 Determine Expectations for Use and the Plan for Collaborative Planning</b> <ul style="list-style-type: none"> <li>II.3.A Study the Design of the Materials</li> <li>II.3.B Ensure every School has Appropriate Time in the Schedule</li> <li>II.3.C Determine the Yearlong Pacing Schedule</li> <li>II.3.D Establish Guidance for Common Use and Customization</li> <li>II.3.E Determine How You will Support Collaborative and Individual Planning</li> <li>II.3.F Organize Next Steps and Communicate the Plan</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>II.4 Determine the Plan for Coaching</b> <ul style="list-style-type: none"> <li>II.4.A Understand Your Current Coaching Practices</li> <li>II.4.B Establish Your Observation and Coaching Tool</li> <li>II.4.C Determine How You will Support Those Responsible for Coaching</li> <li>II.4.D Organize Next Steps and Communicate the Plan</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>II.5 Determine the Plan for Training Teachers and Leaders</b> <ul style="list-style-type: none"> <li>II.5.A Understand Available Training Time and Current Plans</li> <li>II.5.B Study the Training and PD Resources that Come with Your Materials</li> <li>II.5.C Determine Training Needs for Each Group</li> <li>II.5.D Determine the Plan and Prepare the Facilitators</li> <li>II.5.E Organize Next Steps and Communicate the Plan</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
III. Teach and Learn	<b>III.1 Work the Plan and Gather Data</b> <ul style="list-style-type: none"> <li>III.1.A Train, Plan, and Coach Teachers</li> <li>III.1.B See the Work in Action and Listen to Questions and Concerns</li> <li>III.1.C Check in to Track the Trends and Solve Quick Problems</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>III.2 Step Back and Adjust the Plan</b> <ul style="list-style-type: none"> <li>III.2.A Prepare Data for the Stepback</li> <li>III.2.B Step Back to Reflect on Progress and Challenges</li> <li>III.2.C Adjust the Plan and Communicate the Changes</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>III.3 Annually Reset</b> <ul style="list-style-type: none"> <li>III.3.A Prepare Data for the Annual Stepback</li> <li>III.3.B Step Back as a Team to Reflect on Progress and Challenges</li> <li>III.3.C Adjust the Goals and Plan for Coming Year</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	