

2017-2018 PSP Progress Report Overview Guidance

Purpose: This document serves as a guide to completing the new PSP Progress Report template. NOTE: Please refer to the published intervention calendars and/or contact your TEA consultant for progress report submission dates.

Web Links: The 2017-2018 PSP Progress Report is available in two different formats, PDF and Excel. Each PSP is encouraged to use their preferred format.

PSP Progress Report Template ([PDF](#)) or ([Excel Workbook](#))

The progress report is divided into 4 sections:

Section 1 - Campus/District Information

This section is for entering the PSP's name and the campus and district information. On the PDF version all sections are located on one page. On the Excel version this section is located on the *Outcomes* tab.

Enter all information requested. The ESC number is a drop down menu. Click the cell, then click the triangle near the bottom, right side of the cell, and select the appropriate ESC number.

Section 2 - Outcomes

This section is to share information related to the outcomes identified in the campus's targeted improvement plan (TIP) or campus improvement plan (CIP). The root cause/targeted elements and corresponding goals listed in this section of the PSP Progress report should be the same as those found in the campus's TIP or CIP. The template is designed to capture up to three Root Causes/Targeted Elements. Within each root cause/targeted element, the PSP will complete the following information:

Root Cause

Root Cause	-Identifies why there is a problem -Does not assign blame or judgment
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Goals

Short Term	-Training -Acquiring new skills -Changing attitudes and mindsets
Intermediate	-Implementation -Creating behaviors that have lasting impact/change on the school environment
Long-Term	-Predicting outcomes of actions being taken -The impact of systemic change on a large scale -Improving student outcomes

Plan Details

PSP Activities	Describe all actions the PSP has taken and/or processes the PSP has employed to support each short term, intermediate and long term goal.
Qualitative / Quantitative Data	Provide evidence of the progress made for all of the short term, intermediate and long term goals for the campus. You may write a narrative to present the data, include images of charts and graphs, or use a combination of both. For more information on inserting images into Excel cells please see the tutorial at the end of this document.
PSP Conclusions	Describe the adjustments needed to provide continuous improvement based on the current data and resulting status.
Status	Progress made toward meeting the annual goal (use drop down menu). Click the cell, click the triangle near the bottom, right side of the cell, and select the appropriate status for each outcome.
Meetings with Personnel	These are all drop down menus. Select Yes for all personnel the PSP met with during the reporting period.

Section 3 - Additional Required Information

Complete the *Additional Required Information* using the prompts provided. This section allows the PSP to share complete details of activities and interactions not captured in the Outcomes section, including activities and supports related to the Critical Success Factors (CSFs), campus assistance the campus requires from the district, communication provided by the PSP, and collaboration efforts between the PSP and ESC. Each question/description requested in this section is required information.

Section 4 - Turnaround Initiative

This is a separate tab/sheet in the Excel version of the PSP Progress Report.

Campus/District Information

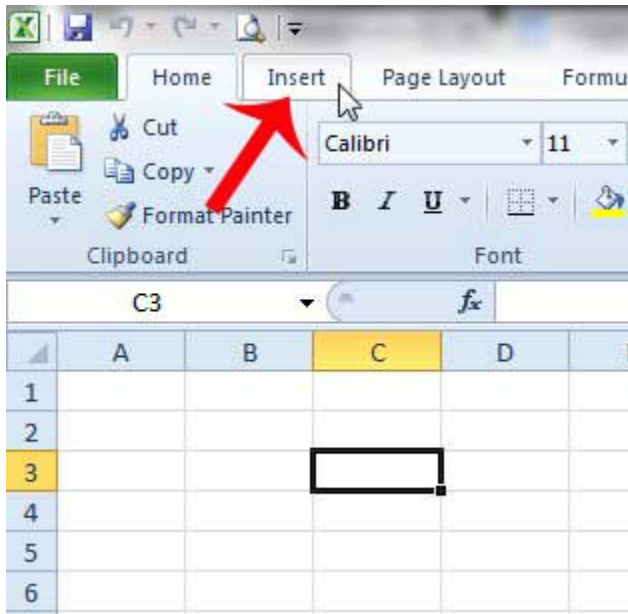
This section will self-populate based on the information already provided in the Outcomes sheet.

Turnaround Initiative

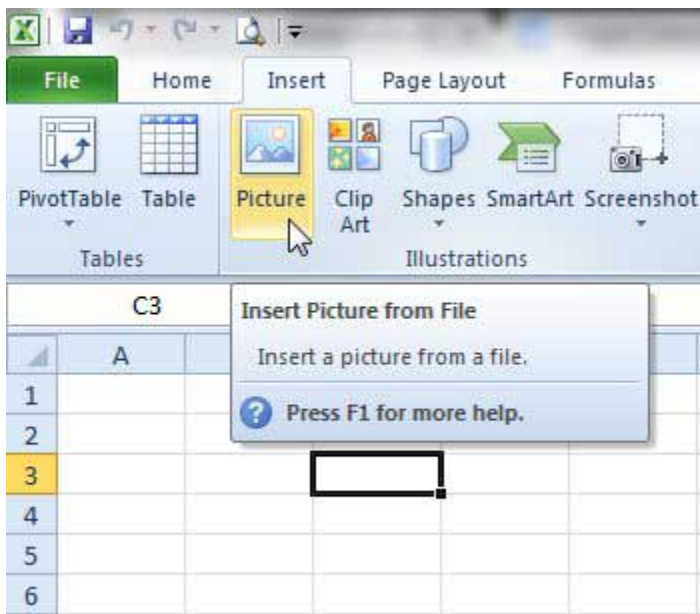
This section is required only for campuses that are implementing their campus turnaround plan. Use this section to write a detailed narrative describing how the PSP is providing a high level of support to the district and campus in their efforts to successfully implement the campus's turnaround initiatives.

How to Insert Graphics Such as Charts and Graphs into Excel

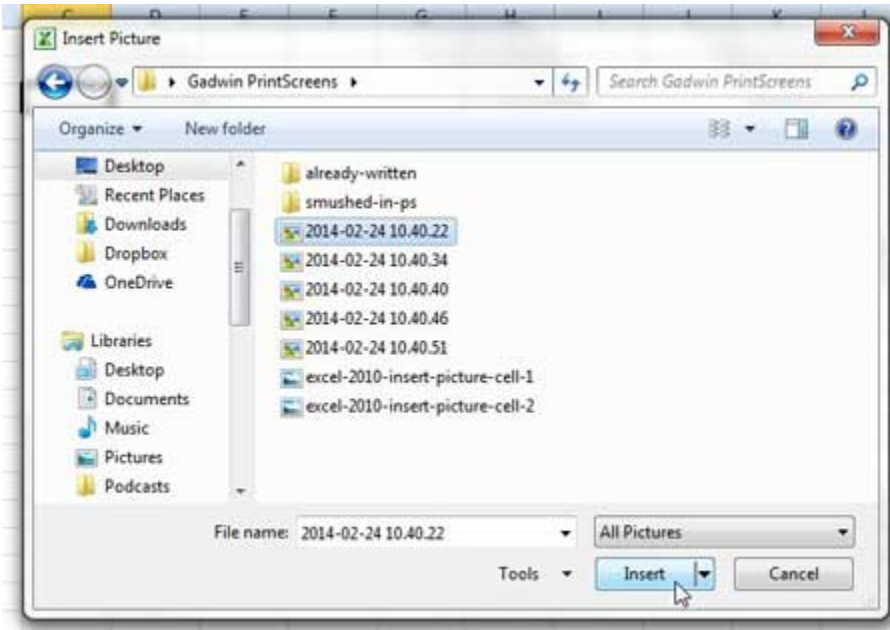
1. Open your spreadsheet in Excel.
2. Select the cell into which you want to paste a chart or graph.
3. Click the **Insert** tab at the top of the window.



4. Click the **Picture** button at the top of the window.



5. Find the picture you want to insert into your spreadsheet, select it, then click the **Insert** button near the bottom, right-hand side of the pop-up window.



6. Manually resize the cell so the chart or graph fits within it. To resize the cell click the right border of the column letter at the top of the spreadsheet, hold the mouse button down, and drag it so that the cell is wide enough for the image. You can then repeat this you can repeat this using the row number.

