

TOOL 1-1 NEBRASKA MEP LOCAL CNA PLANNING CHECKLIST



Members of the local CNA Committee (LCC) and Role:

_____	Chairperson
_____	Parent/PAC Representative
_____	District Representative
_____	MEP Representative
_____	_____
_____	_____
_____	_____

TIPS for Smaller Districts

- Combine roles (e.g., MEP coordinator also may be instructional staff)
- Adjust survey to contain fewer questions
- Rather than administering a survey, consider face-to-face focus groups or interviews (see Tool 1-5)

Planning/Implementation Checklist

1. __ Approval to begin the CNA process is received from all appropriate levels
2. __ Everyone is clear about their roles and responsibilities in the CNA process
3. __ A calendar is in place that contains meeting dates and important timelines
4. __ Dates and people responsible to monitor activities and procedures are in place
5. __ Parent survey is adapted and sent out
6. __ Staff survey is adapted and sent out
7. __ Secondary student/OSY survey is adapted and sent out
8. __ Survey results are compiled and analyzed
9. __ Existing achievement and outcome data are reviewed and analyzed, disaggregated by migrant/non-migrant, content areas, grade levels/clusters, and migrant students with PFS
10. __ Data profile of migrant students is prepared
11. __ Data-supported need indicators are identified and listed
12. __ Needs/evidence-based solutions/strategies chart is completed
13. __ Solutions and strategies are identified to close the educational gaps between migrant and non-migrant students