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|  | Use this document to verify you are meeting the requirements of the online Stepwell submissions.**Step One: Gather and Inquire**

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| --- |
| **1) CIM Team** |
|  |
| **2) Educational Partner Group**  |
|  |
| **3) Policy and Procedure Review** |
|  |
| **4) Findings or Revisions**  |
|  |
| **5) Public sharing of revised policies and/or procedures**  |
|  |
| **6) Internal dissemination of revised policies, practices, and procedures**  |
|  |
| **7) Parent Input**  |
|   |
| **8) Infrastructure Analysis**  |
|  |
| **9) Educational Benefit Review**  |
| N/A |
| **10) Data Drill Down** |
|  |
| **11) Student Record Review**  |
| N/A |
| **12) Student Case Study**  |
|  |
| **13) Consolidation - areas of strength and data to support**  |
| N/A |
| **14) Consolidation - areas of weakness and data to support**  |
| N/A |
| **15) Consolidation - data-supported and quantified problem areas**  |
|  |
|  |
| **Step Two: Investigate** |
|  **16) Prioritized Problem Areas** |
| N/A |
| **17) Problem areas to explore for Root Causes** |
|  |
| **18) Indicator(s) of Significant Disproportionality** |
|  |
| **19) Root Cause #1 and supporting data**  |
|  |
| **20) Root Cause #2 and supporting data** |
|  |
| **21) Root Cause #3 and supporting data** |
|  |
| **22) Root Cause #4 and supporting data**  |
|  |
| **23) Initiative Inventory**  |
|   |
| **24) Target Population**  |
|  |
| **25) Theory of Action**  |
|  |
| **26) Additional Relevant Data**  |
|   |
|  |
| **Step Three: Plan for Results** |
| **27) Plan for Improvement link** |
|  |
| **28) Submission** |
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