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