

# Note Taking Guide

In order to target aspects of state plans that are likely to support effective instruction, this tool is designed to help the reviewer focus on four key components of this ESSA Review Toolkit. We recommend reviewing state plans through the lens of the Allowable Activities in order to draw your attention to what is present, promising, or absent. Use this space to capture notes that can be utilized during your State Plan Review Meeting.

## Overarching Guiding Questions

**To what extent does the plan** address the themes of social justice, systemic thoughts & actions, and leadership? See *ESSA Review Tool #3*.

## Professional Development Guiding Questions

**To what extent does the plan** address the imperatives of knowledge, instruction & assessment, and systemic change? See *ESSA Review Tool #3*.

## Look Fors

**To what extent does the plan** commit to engaging in activities outlined in the State Activity “Look For” statements? What additional promising features are present? See *ESSA Review Tools #5–#11*.