At this point in your School of Excellence program you have surveyed your school community, analyzed the feedback and started to develop a plan. You should now be in the process of finalizing and implementing your action plan for continuous school improvement. This is STEP#5 in the program as seen in our [program toolkit](https://www.pta.org/home/programs/National-PTA-School-of-Excellence/tools-even?utm_source=Informz&utm_medium=Email&utm_campaign=PTA&_zs=GWJkX&_zl=s8RO2). Refresh, bookmark and visit the toolkit at [PTA.org/ExcellenceTools](https://www.pta.org/home/programs/National-PTA-School-of-Excellence/tools-even?utm_source=Informz&utm_medium=Email&utm_campaign=PTA&_zs=GWJkX&_zl=s8RO2) often so you have access to important program information that you will help you complete the program steps and requirements.

Notes:

**FOR PTAS IN THE 2019-2020 PROGRAM YEAR**

-We encourage you to continue and build upon the work you were doing prior to the program’s postponement (April 2020). If you are unable or do not wish to continue the work you were doing, we understand! Your Excellence Team is able to change focus as long as your action plan is aligned with the greatest needs identified by your community and best practices in the [National Standards for Family-School Partnerships](https://www.pta.org/home/run-your-pta/National-Standards-for-Family-School-Partnerships) and [Four parts (or Four Is) of Transformative Family Engagement](https://www.pta.org/center-for-family-engagement/four-parts-of-family-engagement).

 In either scenario you are able to write about the work you did in your first year of the program in your Final Narrative/the Final Application. Please know you can find a [SAMPLE Final Application](https://www.pta.org/docs/default-source/files/programs/school-of-excellence/2020/final-application_sample_2020-21.pdf) in the [Excellence Toolkit](https://www.pta.org/home/programs/National-PTA-School-of-Excellence/tools-even?utm_source=Informz&utm_medium=Email&utm_campaign=PTA&_zs=GWJkX&_zl=s8RO2) under Step #7: Compete the Final Application.

**THE FINAL APPLICATION**

-The narrative question as part of the Final Application is a space for your PTA to explain the accomplishments you have been able to achieve through the School of Excellence program. We recommend that you frame your narrative around your greatest accomplishments in the program and caution you against listing off unrelated events or activities. Use the sub questions as outlined in the [SAMPLE Final Application](https://www.pta.org/docs/default-source/files/programs/school-of-excellence/2020/final-application_sample_2020-21.pdf) to frame your narrative and remember to tie your work to at least one National Standard and one of the Four Is for Transformative Family Engagement.

**HOW TO CONNECT VIRTUALLY:**

-Facebook, virtual events, get teachers involved, virtual posters, community partnerships (e.g. restaurants), driving scavenger hunt (find landmarks around town – work with teachers/admin to tie event into curriculum), allow opportunities to create space for people to be heard (e.g. Zoom calls, coffee chat with counselors/administrators, get teachers involved to tie work into curriculum/learning (e.g. ugly sweater art contest, trivia night using Kahoot, Reflections), invite the Principal into conversations, use technology (e.g. share resources on Google Docs)

-Use all resources available to you including those outside of your PTA. Consider looking into services provided by local non-profits, your district school leadership, or your principals and administrators. Providing diverse resources to your community ensures that you are meeting as many needs as possible.

**HOW TO CHOOSE/NARROW IN ON A PLAN OF ACTION:**

-use your survey results to find areas for improvement, consolidate team as a snapshot of the school (teachers, district, parents, etc) and get more feedback from them based on the survey results, hold focus groups to hear about concerns, start somewhere – it's okay to start small; create a realistic plan that works for you and your team, make sure your work connects – use the National Standards and the Four Is as overarching guides as you implement your work, start with gaps in your survey results and overlay the focus area (if your survey results are strong, start with the focus area and work backwards to make sure you are tying the work to at least one National Standard and one of the Four Is.

TOP TIP: report out on your School of Excellence plans and progress every step of the way (not just at the end of the program), especially if your plans pivoted due to COVID-19

**IDEAS FOR OLDER LEARNERS**

-focus plan on the transition to middle/high school, use resources (e.g. National PTA’s PTSA webpage <https://www.pta.org/home/run-your-pta/ptsa-resources>), focus on district-wide issues/advocacy and get your students involved in the process (they can definitely be part of your Excellence Team!)