

School transformation plan quality control tool

Audit. Adjust. Advocate. Assemble Framework

Purpose

This Quality Control Tool helps leadership teams determine whether their School Transformation Plan contains the structural, cultural, instructional, and leadership components necessary to produce coherent, system-wide change. It is designed to ensure transformation—not documentation.

Scoring Scale

- 1 = Not Present
- 2 = Emerging
- 3 = Clearly Present
- 4 = Deeply Embedded

STEP 1 – AUDIT: Clarity Before Change

Indicator	1	2	3	4
What role are you taking on as writer? (i.e., scientist, chef, artist, student)				
Opportunity gaps are clearly identified and named.				
Non-academic data (attendance, discipline, belonging) is included.				
5Essentials (or equivalent climate data) informs planning.				
Adult practice data (walk-throughs, rigor checks) is included.				
Missing data sets have been identified.				

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STEP 2 – ADJUST: Adult Behavior Is Defined

Indicator	1	2	3	4
Goals describe adult actions—not just percentages.				
Instructional coherence is clearly articulated.				
Student experience shifts are explicitly described.				
Clear classroom look-fors are identified.				
High-leverage strategies are limited and focused.				

STEP 3 – ADVOCATE: Leadership Alignment

Indicator	1	2	3	4
Plan priorities are limited to 1–2 core areas.				
Professional learning aligns to transformation priorities.				
Resources are aligned to stated priorities.				
Communication is consistent across leadership levels.				
Initiative creep has been intentionally reduced.				

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STEP 4 – ASSEMBLE: Collective Ownership

Indicator	1	2	3	4
Goals are embedded into team meeting agendas.				
Cross-role teams monitor implementation.				
Data is reviewed regularly and adjusted accordingly.				
Celebrations of progress are built into the system.				
Families understand transformation priorities.				

Constellation of Learning Alignment Check

Mark each theme explicitly addressed in the plan:

- Inclusive Excellence & Opportunity for All
- Instructional Coherence & High-Quality Teaching
- Transformational & Adaptive Leadership
- Human-Centered Innovation
- Student-Centered Culture & Engagement
- Data-Informed Decision-Making
- Whole-School & Community Well-Being

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5Essentials Coherence Test

Essential	Addressed?	Evidence in Plan
Effective Leaders		
Collaborative Teachers		
Involved Families		
Supportive Environment		
Ambitious Instruction		

Impact Prediction Index

Discuss and answer the following as a leadership team:

- If implemented with fidelity, will classrooms visibly change?
- Will student groups experience increased belonging?
- Will instructional rigor increase?
- Will adult collaboration deepen?
- Will leadership behaviors shift?

Final Transformation Readiness Score

Add all indicators from Sections I–IV.

80–100% = High Transformation Readiness

60–79% = Partial Alignment

Below 60% = Documentation Plan (Revise Before Launch)

Designed by Dr. Adam D. Drummond-Konopasek | Center for Model Schools