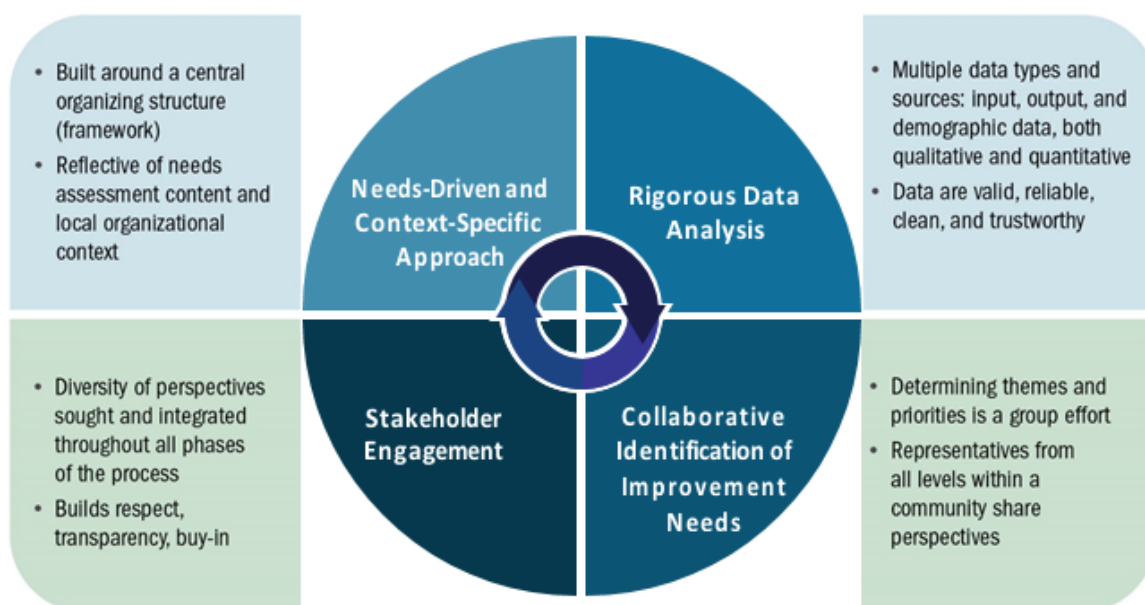


Conducting a Needs Assessment: Quick Reference Guide

Needs assessment is, first and foremost, a *process*—a process that can help education leaders successfully address education challenges. An effective needs assessment process helps local stakeholders and system leaders understand how the pieces of a complex educational system interact, uncovering strengths and challenges that will inform growth and improvement. This appendix provides a two-page *Quick Reference Guide* to summarize the main elements of the framework for the overall guidebook.

Elements of a Successful Needs Assessment

The process of conducting a needs assessment can help articulate successes, challenges, and priorities for improvement, knowledge that supports the successful selection, and implementation of strategies that will help all students succeed. A successful needs assessment will accomplish three critical objectives: be reflective of research, meaningfully engage stakeholders, and emphasize the *process* as much as the end *product*. The *Needs Assessment Guidebook* examines what research and State Support Network experience working with states suggest are essential to a successful needs assessment and organizes those core concepts into four elements:



Phases of Implementation

The elements of a successful needs assessment provide a structure for what a needs assessment should include. The theory presented in the elements is made actionable through five distinct implementation phases of the needs assessment process, as illustrated below.

