1. What is the problem you’re trying to address?

______________________________________________________________________________

______________________________________________________________________________

What is the root cause of the problem?                                What is the policy solution?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

2. Has this problem been addressed by a previous federal, state, or local policy? (circle one)

   YES                                                                                                          NO

Why hasn’t the existing policy solved the problem?

______________________________________________________________________________

Can the existing policy be amended?

______________________________________________________________________________

Do any existing policies contradict the goal of the new policy?

______________________________________________________________________________

3. Have you completed an impact analysis? (If no, please complete one before moving on)

   Does the impact analysis consider all of the following?

   □ State Education Agency capacity    □ Funding mechanisms
   □ Local Education Agency capacity    □ The overall workforce
   □ Those impacted most by the policy ... and do they agree this is a problem that needs to be solved?
     ♦ Superintendents        ♦ Teachers        ♦ Students
     ♦ Principals             ♦ Parents

4. Has an implementation plan been drafted? (If no, please complete one before moving on)

   Does the implementation plan include all of the following?

   □ Communication plan    □ Assignment of responsibilities
   □ Timeline for stakeholder engagement    □ Identification of requisite resources, including time, personnel, and money
   □ Integration with other policies and priorities
5. Does the new policy... (check all that apply)

- Create something positive?
- Solve a problem?
- Open an opportunity?
- Provide needed information?
- Consider the perspectives and needs of stakeholders?

Explain: ____________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

6. Has the policy been reviewed critically to consider all of the following:

- Peer input?
- Relevant evidence-based research?
- Potential bias from the research source?
- How has similar policy played out in other jurisdictions?

7. Has a cost/benefit analysis been completed? (If no, please complete one before moving on)

List the results:

+ ________________________________
+ ________________________________
+ ________________________________
+ ________________________________
+ ________________________________

Taken collectively, do the findings from this checklist, including agency capacity, availability of funding, and the results of the impact and cost/benefit analyses indicate that the policy should move forward? (circle one)  

[ ] YES  

[ ] NO

8. List the leading indicators of progress towards the policy goals:

<table>
<thead>
<tr>
<th>Time</th>
<th>Indicator</th>
<th>Measures</th>
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<tbody>
<tr>
<td>(i.e., annual)</td>
<td>(i.e., growth in teacher and parent support)</td>
<td>(i.e., teacher feedback survey or teacher focus groups, community feedback survey)</td>
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