

## CSIP/CDIP Executive Summary

**What is the Purpose of an Executive Summary?** The Executive Summary provides the school/district an opportunity to describe in narrative form its mission and vision as well as its strengths and challenges within the context of continuous improvement. The Executive Summary is available to the public when it is submitted as part of a report and is the first glimpse a stakeholder has into a school/district.

Reference: [KRS 158:649](#) and [703 KAR 5:225](#)

<b>Critical Data to Consider</b>	<b>Characteristics of an Effectively Written Executive Summary</b>
<ul style="list-style-type: none"> <li>➤ School Demographics</li> <li>➤ Census Data (e.g., community growth/decline, socioeconomic and educational levels)</li> <li>➤ Data on Partnerships Including: Cooperatives, Community Support, Higher Education, Agencies and Parents</li> <li>➤ Equity Access Indicators</li> <li>➤ Needs Assessment Data</li> <li>➤ Trend Data</li> <li>➤ Notable Achievements</li> <li>➤ Internal and External Grants</li> <li>➤ Enrichment Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Include the school’s/district’s purpose with mission, vision, and/or belief statement as well as a description of how these were developed, when they were developed, who was involved, and how they will drive teaching/learning at the school/district</li> <li>• Create in narrative form and include:               <ul style="list-style-type: none"> <li>○ Demographic Information</li> <li>○ Current Strengths and Challenges</li> <li>○ School/district Size</li> <li>○ School/district Location</li> <li>○ How the school/district fits into the community as a whole</li> <li>○ Information about students, staff and community</li> </ul> </li> <li>• Explain how demographics have changed over the past three years</li> <li>• Include notable achievements</li> <li>• Include focus areas for improvement</li> <li>• Any unique features/challenges or other pertinent information to share</li> </ul>