

## Writing KESA Reports

### System Yearly Update

- Tell your story! (Beginning of report and end of report)
  - Where you have been and where you are going.
- Share the wealth. This is not a one-person report, but a discussion with the DLT.
- Keep your audience in mind.
- Be sure to address the question being asked.
- Determine the objective/purpose of the report.
- Does the narrative leave things open to interpretation or not clear?
- Be sure to state your goals very specifically...understandable to the reader.
- What is the evidence that supports the statements expressed...how do you know?
  - Talk about the data supporting your finding both pro and con.
  - Data can be quantitative or qualitative.
- Avoid jargon and acronyms.
- Review the report with the DLT.
- Communicate your report. Be sure that your stakeholders are aware of your report and progress toward accreditation.
- Narrative does not need to be long as long as it gets across what you need to get across and is not ambiguous.

### The OVT Yearly Annual Summary has a dual purpose:

1. Provide the system with an honest assessment of their work toward a successful accreditation.
2. Provide the Accreditation Review Committee (ARC) with a written picture of the work the system is doing for accreditation including evidence of real change within the system and its schools and sustained student achievement.

The OVT Yearly Annual Summary is the first line of evidence to the ARC. It is a summary of what the OVT experienced during the visit. It is communicating to the ARC what the OVT did during the visit, what is happening in the System, its schools, and student learning. The report is informative.

Writing the report and answering the OVT Annual Summary questions is not much different from having students write an essay. Do not try to make it perfect the first time, consider your first attempt a draft.

When writing the report, you should:

- Allow yourself and your team enough time to write up your answers/report properly.
- Keep your audience in mind.
- What does the ARC need to know to make an accurate recommendation for accreditation?

- Summarize your answer to the question posed by providing, as much detail as you believe is relevant at first. (You will review and revise your report later.)
- Provide evidence to any statement indicating good implementation, success, perceptions, or challenges.
- Your report should express your findings accurately and in non-ambiguous terms.
- Avoid jargon and acronyms.
- Use action verbs and growth terms
- Every answer to the question should have an introduction, body, and conclusion (beginning, middle and end). This provides for good flow of content.
- Re-read your answers/report with a critical ear. Are their statements that may lead to more questions...and, so what, what is the evidence?
- Review your report, revise to slim down, and be more concise and avoiding redundancy.
- In general, report on the results of the systems work. This may require a more in-depth analysis during the visit that goes beyond just a description of the activities and action plan.