

SMART Goal Guidance for Adult High Schools

- I. **BOY Data**
Schools will submit beginning of the year (BOY) data that corresponds with their SMART Goals.
- II. **SMART Goals**
SMART Goals must be academic. The timebound end date of the academic goals must be at the end of the academic year. Schools can keep SMART goals from the previous academic year if they have not met their goal(s) or can adjust those goals to increase student attainment.

S – Specific	M – Measurable	A – Attainable	R – Relevant	T – Time-bound
Tip: Goals should be straightforward and state what you want to happen. Be specific and define what you are going to do. Use action words such as improve, increase, decrease, direct, organize, coordinate, lead, develop, plan, etc.	Tip: If you can't measure it, you can't manage it. Choose goals with measurable progress and establish concrete criteria for measuring the success of your goal.	Tip: Is this goal attainable? Goals must be within your capacity to reach. If goals are set too far out of your reach, you cannot commit to accomplishing them.	Tip: Goals should be relevant. Make sure each goal is consistent with the goals of the school.	Tip: Set a timeframe for the goal: the end of the academic year. Putting an end point on your goal gives you a clear target to work towards.

- III. **BOY Data Analysis Summary**
In the BOY Data Analysis Summary, schools will provide a brief summary of the BOY data and will provide relevant rationale for selecting each academic goal.
- IV. **MOY Data**
Schools will submit middle of the year (MOY) data that corresponds with their SMART Goals.
- V. **MOY Data Analysis Summary**
In the MOY Data Analysis Summary, schools will provide a brief summary of the MOY data and progress for each goal.
- VI. **EOY Data**
Schools will submit end of the year (EOY) data that corresponds with their SMART Goals.
- VII. **EOY Reflection**
In the EOY Reflection, schools will provide a brief summary of the EOY data for each goal. Additionally, schools will include strengths and weaknesses and ideas for these goals moving forward.

SMART Goals for Network Schools

ICSB recognizes that many times schools have network level goals they strive to meet. Therefore, in these circumstances, ICSB permits schools to have one network level goal and one school level goal. Network leaders, please connect with Bea Pacheco bepacheco@icsb.in.gov if you plan to submit a network-level, academic SMART Goal for some or all of your network schools.