**INSTRUCTIONS FOR COMPLETING THE INSTITUTIONAL PLAN OF IMPROVEMENT**

**(NARRATIVE pdf FORM)**

Fill in all required information at the top of the form. Your 6-digit COE School ID number must be included in the School ID field.

Please use one form for each triggered program. All triggered programs must be addressed. The compliance deadline for each program is found on the Student Achievement Report attached to the Commission letter.

After all improvement plan forms have been completed, merge the forms into one pdf portfolio document. Please save and name the portfolio file in the following format:

**School Name School ID Improvement Plans 2019**

For example: **Acme Technical School 123456 Improvement Plans 2019.pdf**

Email the completed plans along with your completed CPL excel spreadsheet to Joe Molmer ([joe.molmer@council.org](mailto:joe.molmer@council.org)) and Kay Smarr ([kay.smarr@council.org](mailto:kay.smarr@council.org)) by the date specified in your Commission letter.

Please contact Joe or Kay if you have questions regarding the Institutional Improvement Plans.