## SDP Feedback Form (Sample)

*[Note: You can adapt this form for an online survey or use it as a feedback form that you disseminate by email.]*

Thank you for agreeing to review the Migrant Education Program (MEP) Service Delivery Plan (SDP) for [State Name]. Development of an effective SDP is a process that benefits from input and feedback from a variety of stakeholders. By responding to the questions on this feedback form, you will provide important information that enables the planning team to improve the SDP so that it is a relevant and usable plan for ensuring that migratory children have the support to access and succeed in educational opportunities and reach state education performance targets.

After reading the SDP, please respond to the following statements by [deadline]. If you have any questions or are unable to provide your responses by the deadline, please call or email me.

Sincerely,

[State Director’s Name, Title, Email, Phone Number]

Name of Reviewer: Title/Position:
Program or Agency Represented:

Please respond to the following statements by indicating the most appropriate rating. Any additional comments that you can provide related to the strengths or areas of needed improvement for these features of the SDP would be greatly appreciated.

**Evaluation Scale: (5) Strongly Agree (4) Agree (3) Neutral (2)** **Disagree (1) Strongly** **Disagree**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. The SDP was clearly written and easy to read.
 | **5** | **4** | **3** | **2** | **1** |
|  *Strengths:*  |  |  |  |  |  |
|  *Areas in need of improvement:* |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. The SDP shows a clear understanding of federal requirements guiding the development of the plan.
 | **5** | **4** | **3** | **2** | **1** |
|  *Strengths:* |  |  |  |  |  |
|  *Areas in need of improvement:* |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. The SDP shows clear alignment of state performance targets, needs assessment, service delivery strategies, Measurable Program Outcomes (MPOs), and evaluation.
 | **5** | **4** | **3** | **2** | **1** |
|  *Strengths:* |  |  |  |  |  |
|  *Areas in need of improvement:* |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. The Need and Concern Statements depict the full range of needs (both instructional and non-instructional) of migratory children.
 | **5** | **4** | **3** | **2** | **1** |
|  *Strengths:* |  |  |  |  |  |
|  *Areas in need of improvement:* |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. The strategies clearly relate to the MPOs.
 | **5** | **4** | **3** | **2** | **1** |
|  *Strengths:* |  |  |  |  |  |
|  *Areas in need of improvement:* |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. The MPOs provide a concrete picture of the results that the MEP hopes to achieve.
 | **5** | **4** | **3** | **2** | **1** |
|  *Strengths:* |  |  |  |  |  |
|  *Areas in need of improvement:* |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. The evaluation questions form the basis of a strong Evaluation Plan that measures both implementation and results.
 | **5** | **4** | **3** | **2** | **1** |
|  *Strengths:* |  |  |  |  |  |
|  *Areas in need of improvement:* |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. The project plan is sufficiently detailed to operationalize the strategies.
 | **5** | **4** | **3** | **2** | **1** |
|  *Strengths:* |  |  |  |  |  |
|  *Areas in need of improvement:* |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. Migratory children identified to receive Priority for Services are targeted throughout the plan.
 | **5** | **4** | **3** | **2** | **1** |
|  *Strengths:* |  |  |  |  |  |
|  *Areas in need of improvement:* |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. The Identification & Recruitment Plan will ensure that sound eligibility determinations are made.
 | **5** | **4** | **3** | **2** | **1** |
|  *Strengths:* |  |  |  |  |  |
|  *Areas in need of improvement:* |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. The parental involvement plan ensures that parents of migratory children receive the support they need to be involved in their children’s education.
 | **5** | **4** | **3** | **2** | **1** |
|  *Strengths:* |  |  |  |  |  |
|  *Areas in need of improvement:* |  |  |  |  |  |
| 1. The SDP includes a plan for requesting and transferring student records efficiently.
 | **5** | **4** | **3** | **2** | **1** |
|  *Strengths:* |  |  |  |  |  |
|  *Areas in need of improvement:* |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. The SDP includes strategies to foster ongoing communication with local projects.
 | **5** | **4** | **3** | **2** | **1** |
|  *Strengths:* |  |  |  |  |  |
|  *Areas in need of improvement:* |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. The SDP includes a detailed plan for providing technical assistance to local projects.
 | **5** | **4** | **3** | **2** | **1** |
|  *Strengths:* |  |  |  |  |  |
|  *Areas in need of improvement:* |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. The local granting process will require applicants to plan their program based on the MPOs and strategies in the SDP.
 | **5** | **4** | **3** | **2** | **1** |
|  *Strengths:* |  |  |  |  |  |
|  *Areas in need of improvement:* |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. The SDP includes a plan for monitoring local projects.
 | **5** | **4** | **3** | **2** | **1** |
|  *Strengths:* |  |  |  |  |  |
|  *Areas in need of improvement:* |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. The plans for communicating the SDP to local projects will likely create buy-in.
 | **5** | **4** | **3** | **2** | **1** |
|  *Strengths:* |  |  |  |  |  |
|  *Areas in need of improvement:* |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. The plans for revisiting the SDP will ensure that it remains flexible and relevant.
 | **5** | **4** | **3** | **2** | **1** |
|  *Strengths:* |  |  |  |  |  |
|  *Areas in need of improvement:* |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. The SDP includes strategies for coordination and collaboration with key programs and agencies.
 | **5** | **4** | **3** | **2** | **1** |
|  *Strengths:* |  |  |  |  |  |
|  *Areas in need of improvement:* |  |  |  |  |  |
|  |  |  |  |  |  |

**Please provide any additional comments related to the overall effectiveness of the SDP:**

Submit this form to:
[Contact Name, Email]