



Continuous Improvement Technical Assistance Topic: Operationalize the Needs Assessment

February 2026



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Comprehensive Needs Assessment (CNA): Integral to School Improvement

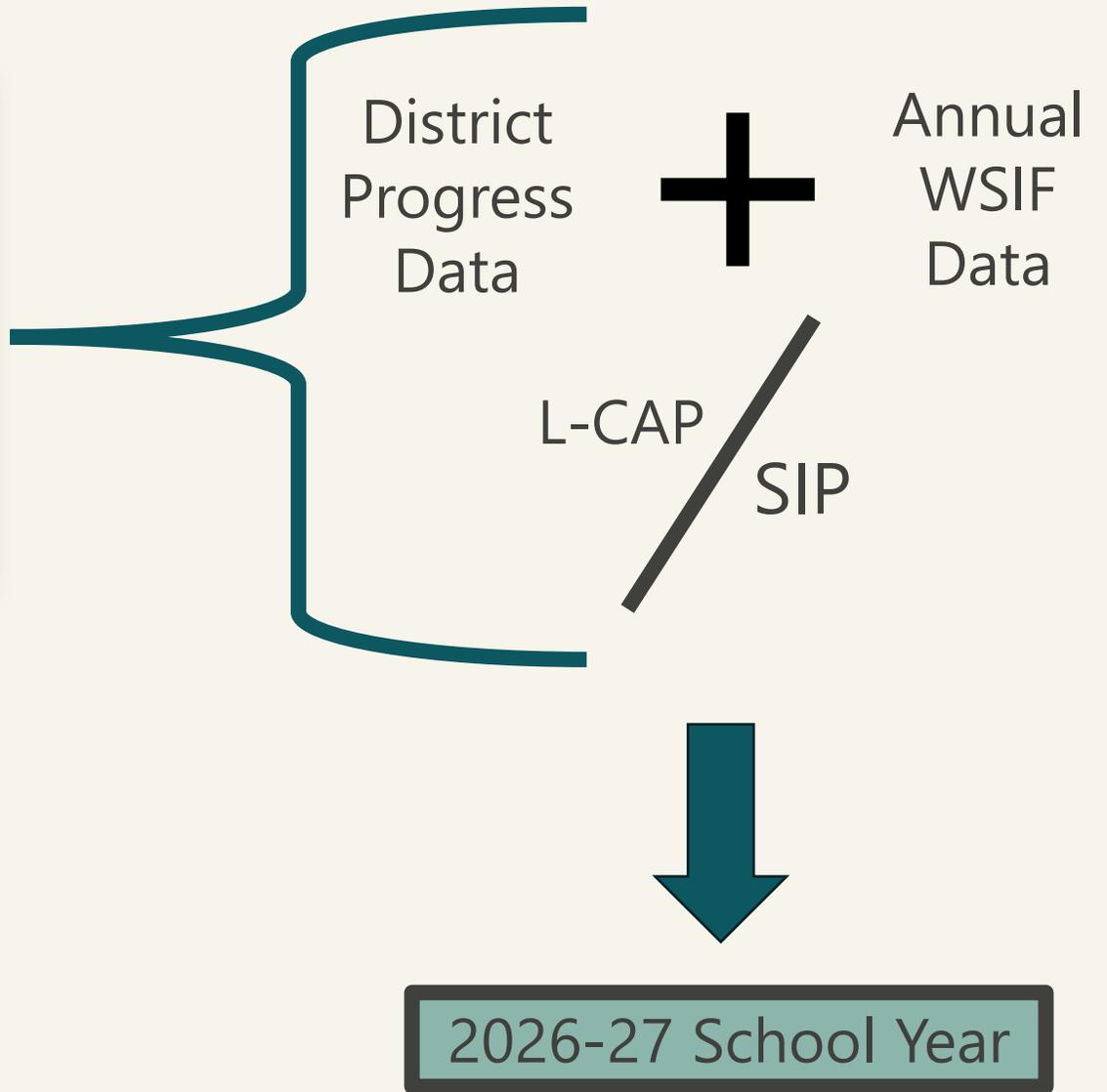
Comprehensive Needs Assessment (CNA) Template

The [CNA toolkit](#) offers guidance for Comprehensive Needs Assessments which are contextual and based on the needs of the learning community. This template is to support schools in completing the CNA.

Building and District data

School District: Click or tap here to enter text.
Building Name: Click or tap here to enter text.
School Code: Click or tap here to enter text.
Date: Click or tap here to enter text.
Does the school share a building with another school? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, which one? (Please note each school with a school code must submit a separate School Improvement Plan) Click or tap here to enter text.

By revisiting Phase Three and Four of the Comprehensive Needs Assessment with your current data and LEA/school plans you can identify if you are on track or adjustments are necessary.





Identified Needs of Sample LEA

- Highest-need students are taught by the least experienced staff.
- Intervention groups are inconsistent or overcrowded.





What the Team Does



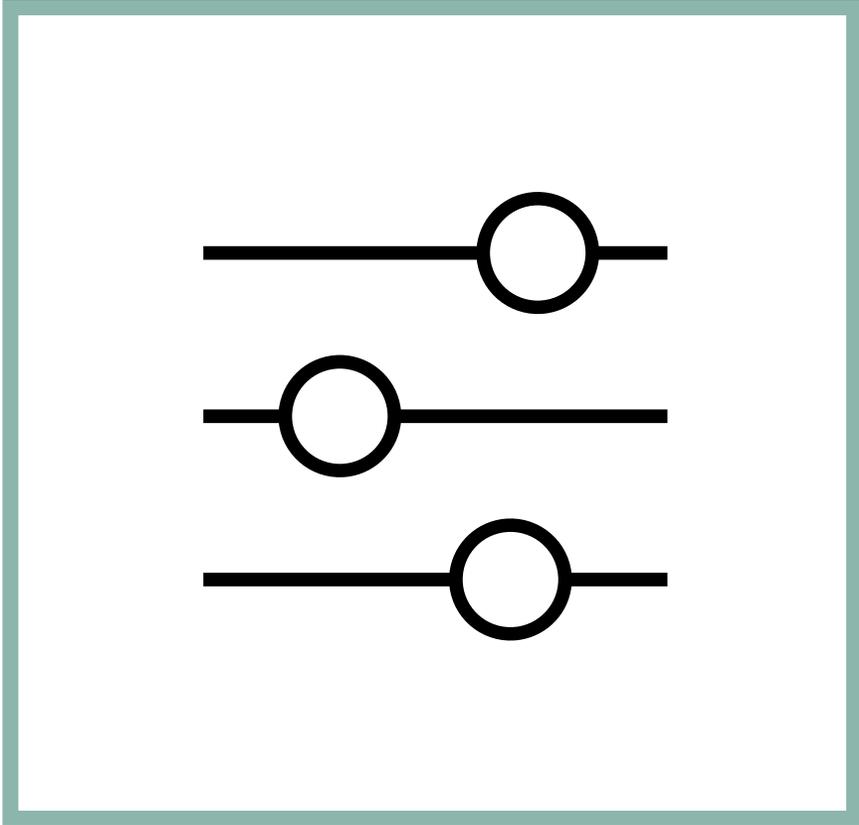
- Use the Resource Inequities Tool to review:
 - Teacher experience levels
 - Out-of-field assignments
 - Access to counselors, specialists, and intervention staff
- Compare staffing data to student performance data.
- Identify patterns impacting low-income students, multilingual learners, or students with disabilities.





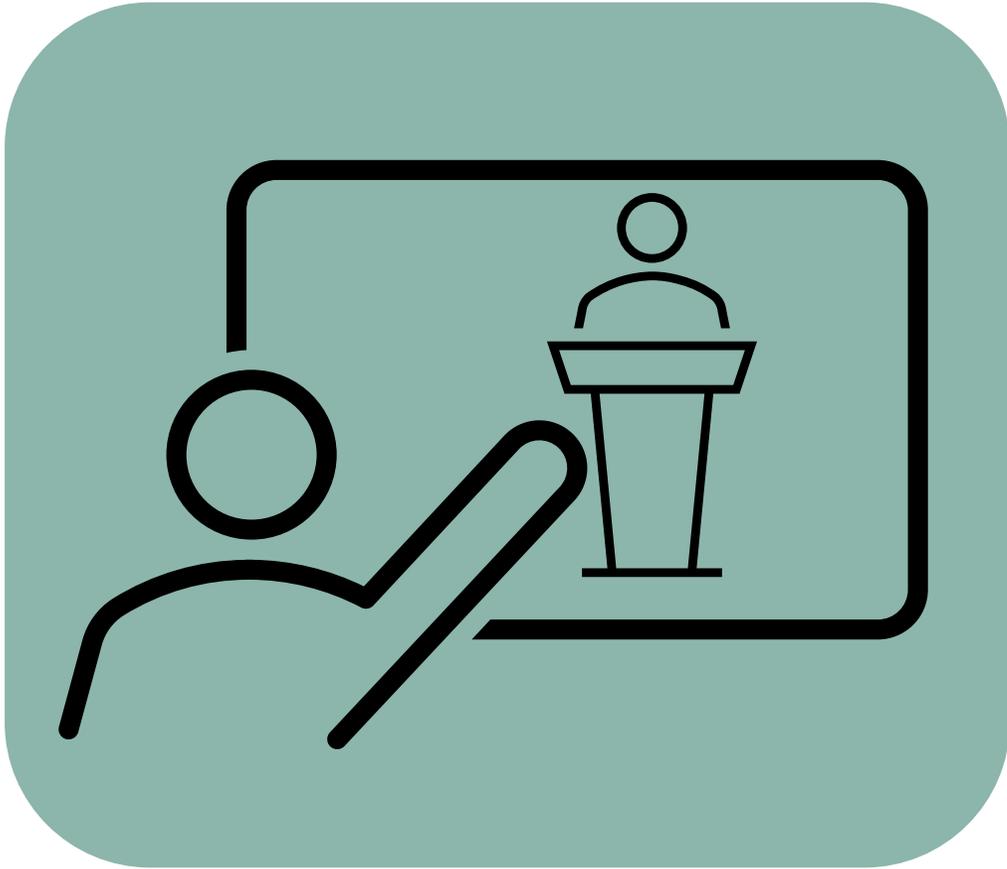
How Plans are Adjusted

- Update SIP strategies to include staffing actions.
- Reassign intervention time and staff based on student need and teacher efficacy.
- Adjust schedules so strongest instruction supports highest-need students.





How PD is Adjusted



- Provide mentoring, coaching and real investment into BEST for new teachers.
- Offer targeted PD tied to student needs (behavior, literacy, language).
- Monitor impact using student growth and teacher retention data.



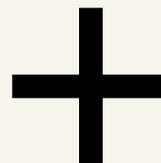
Comprehensive Needs Assessment: Integral to School Improvement

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District Data and Plan Review



2026-27 School Success

Continuous School Improvement Resources

Continuous Improvement Technical Assistance Network:

- Additional Technical Assistance Topics
- Office Hours
- Funding and Grant Information
- School Improvement Resources
- And much more.

The screenshot shows the Washington Office of Superintendent of Public Instruction website. The header includes the logo and name, social media icons, and a search bar. The navigation menu lists Home, Student Success, Certification, Educator Support, Policy & Funding, Data & Reporting, and About OSPI. The breadcrumb trail reads: Home > Student Success > Support Programs > System And School Improvement > Continuous School Improvement Resources.

Continuous School Improvement Resources

OSPI System and School Improvement provides resources and tools to assist our partners, districts, and schools with what they need to create a learning environment and system of sustainable growth. This page consists of information sheets, guides, templates, and tutorials pertaining to Continuous School Improvement supports for schools identified for tiered support (PDF) through the Washington School Improvement Framework (WSIF).

STUDENT SUCCESS

- Resources by Subject Area ▶
- Learning Standards & Instructional Materials ▶
- Graduation ▶
- Testing ▶
- Career & Technical Education (CTE) ▶
- Special Education ▶
- Support Programs ▼
 - Attendance, Chronic Absenteeism, and Truancy ▶
 - Building Bridges ▶
 - Center for the Improvement of Student Learning (CISL) ▶
 - Dual Credit Programs ▶
 - Early Learning ▶
 - Inclusionary Practices
 - Inclusionary Practices Technical Assistance Network (IPTN)
 - Learning Assistance Program (LAP) ▶
 - Multi-Tiered System of Supports (MTSS) ▶
 - Ninth Grade Success
 - Student Discipline
 - Student Transfers
- System and School Improvement ▼
 - Whole Child Initiative ▶

Support

- OSSI Grants and Fiscal Guidance ▼
- Continuous Improvement Technical Assistance Network ▼

Templates & Toolkits

- Comprehensive Needs Assessment ▼
- LEA Consolidated Accountability Plan ▼
- School Improvement Plans ▼
- School Improvement Progress Monitoring ▼

Subscribe to the monthly Continuous Improvement newsletter

CI Guides & Schedules

- 2025-26 WSIF Cycle 3 Year-At-A-Glance (PDF)
- Basecamp Access Request Form
- Basecamp Tutorial
- Continuous Improvement Glossary (PDF)

Contact Information

OSSI Inbox
General inbox for the Office of Systems and School Improvement (OSSI)

Data

- Common Data Sources List (PDF)
- Data Inquiry Guide (PDF)
- Data Portal
- Report Card
- Report Card Instructions (PDF)
- Washington School Improvement Framework (WSIF)



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