

## Instructions for completing the MAEC © *Criteria for an Equitable School Audit Tool (2021)* aligning to the Pennsylvania Department of Education (PDE) Pillars of Practice

**Before You Begin:** Audit Considerations: [Equity-Audit-Considerations.pdf \(maec.org\)](https://www.maec.org/equity-audit-considerations.pdf)

1. District and School Equity/MTSS Teams should complete the MAEC Audit Tool in totality.
2. Consider engaging in this process with an external partner to support the effort.
3. Yearly administration is recommended, with the initial administration serving as a baseline.
4. The specific sections of the audit tool have been aligned to the PDE Equity Pillars of Practice as well as General Equity Practices:
  - a. Self-Awareness
  - b. Data Practices
  - c. Family/Community Engagement
  - d. Academic Equity
  - e. Disciplinary Equity
5. Equity/MTSS teams may consider prioritizing the section with the most items rated “Latent” and “Emergent”.
6. The audit tool is simply a guide to determine strengths and needs in the areas of equitable practice and is not an evaluative measure for education department use.

- Although the tool describes “criteria for an equitable school”, an overall district lens may be applied. This would also apply to any other local education agency (LEA).

### Equity Audit – Complimentary Action Guide Needs Assessment

Section	Review the items you identified as “Latent” or “Emergent”. Describe the themes that emerged from those items.	Next Action Steps to improve equitable practices. Who? By When?
<p><b>School Policy</b> (General Equity Practice)</p>		
<p><b>Assessing Community Needs</b> (Family/Community Engagement)</p>		
<p><b>School Organization/ Admin</b> (General Equity Practices)</p>		

Section	Review the items you identified as “Latent” or “Emergent”. Describe the themes that emerged from those items.	Next Action Steps to improve equitable practices. Who? By When?
<p><b>School Climate/ Environment</b> (General/ Disciplinary Equity)</p>		
<p><b>Staff</b> (General Equity Practices)</p>		
<p><b>Assessment/ Placement</b> (Data Practices/Academic Equity)</p>		
<p><b>Professional Learning</b> (Self- Awareness/General)</p>		

Section	Review the items you identified as “Latent” or “Emergent”. Describe the themes that emerged from those items.	Next Action Steps to improve equitable practices. Who? By When?
<p><b>Standards &amp; Curriculum Development</b> (Academic Equity)</p>		

**Consider determining 3-4 areas/sections of priority for immediate focus:**

- Priority #1 –
- Priority #2 –
- Priority #3 –
- Priority #4 –

**When the audit is completed next school year, identify 2-3 area/sections you predict will be improved.**