



Working Together for Student Success

Local School Wellness Policy: Triennial Assessment Template

Background Information

An assessment of your school wellness policy must be conducted a minimum of once every three years per United States Department of Agriculture (USDA) regulations; however, Local Educational Agencies (LEAs) may assess their policy more frequently if they wish.

Purpose

The template below is offered as a way to summarize the information gathered during your assessment. Members of a school wellness committee who are completing their triennial assessment for their school wellness policy may use this template. It contains the three required components of the triennial assessment, including 1) compliance with the wellness policy 2) how the wellness policy compares to model wellness policies 3) progress made in attaining the goals of the wellness policy.

Results

The copy of the assessment, as well as the current wellness policy, must be made available to the public. How these documents are shared publicly is the decision of the LEA. Many LEAs choose to post the results on their district website. Sponsors may use this template to organize the assessment conducted and make it available to the public.

Recordkeeping

Keep a copy of the most recent triennial assessment, along with supporting documentation on file. State agencies will assess compliance with the wellness policy requirements as a part of the General Areas of the Administrative Review every three years. Keep a copy of the results on file for at least three full school years plus the current year.

Section 1: General Information

School(s) included in the assessment:

Month and year of current assessment:

Date of last wellness policy revision:

Website address for the wellness policy and/or information on how the public can access a copy:

Section 2. Compliance with the Wellness Policy and Progress Towards Goals

At a minimum, school wellness policies are required to include:

- Specific goals for:
 - Nutrition promotion
 - Nutrition education
 - Physical activity
 - Other school based activities that promote student wellness.
- Standards and nutrition guidelines for all foods and beverages *sold* to students on the school campus during the school day that are consistent with federal regulations for school meal nutrition standards, and the Smart Snacks in School nutrition standards.
- Standards for all foods and beverages provided, *but not sold*, to students during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
- Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
- Description of evaluation plan.

Using the tables below, indicate the language that is currently written in the school wellness policy in relation to each topic area. Next, assess and discuss whether the school is meeting the goal, partially meeting the goal, or not meeting the goal. Finally, indicate the progress made for each goal and next steps that have been identified.

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
<p>Wellness Coordinator: Has identified at least one person as responsible for facilitating the wellness policy upkeep</p> <p>Name person responsible for facilitating the upkeep: _____</p>			
Describe progress and next steps:			

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
<p>Stakeholder Participation: Allow parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, evaluation and update of the wellness policy</p>			
Describe progress and next steps:			

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
<p>USDA Requirements for School Meals: Has assured school meals meet the USDA requirements</p>			
Describe progress and next steps:			

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Nutritional Guidelines for all foods and beverages sold: Has set nutritional guidelines for foods and beverages sold on the school campus during the school day			
Describe progress and next steps:			

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Nutritional Guidelines for non-sold foods and beverages: Has set nutritional guidelines for foods and beverages not sold but made available on the school campus during the school day			
Describe progress and next steps:			

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Food & Beverage Marketing: Allow marketing on the school campus during the school day of only those foods and beverages that meet the competitive food/beverage requirements (Smart Snacks)			
Describe progress and next steps:			

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Nutrition Education: Has at least 2 goals for nutrition education List goals: 1. 2.			
Describe progress and next steps:			

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Nutrition Promotion: Has at least 2 goals for nutrition promotion List goals: 1. 2.			
Describe progress and next steps:			

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Physical Activity: Has at least 2 goals for physical activity List goals: 1. 2.			
Describe progress and next steps:			

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
<p>Other Activities: Has at least 2 goals for Other School-Based Activities that promote student wellness</p> <p>List goals:</p> <ol style="list-style-type: none"> 1. 2. 			
Describe progress and next steps:			

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
<p>Evaluation: Every three years LEA has evaluated the wellness policy with an evaluation tool and has notified the public of the results. The assessment will determine:</p> <ul style="list-style-type: none"> ● to what extent the LEA is in compliance with the school wellness policy ● the extent to which the local wellness policy compares to model school wellness policies ● the progress made in attaining the goals of the school wellness policy <p>Name person responsible for monitoring the policy: _____</p>			
Describe progress and next steps:			

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Communication: Annually inform and update parents, students, staff, and the community about the content and implementation of the wellness policy and provide a way for additional stakeholders to be able to participate			
Describe progress and next steps:			

Include any additional notes, if necessary:

Section 3. Comparison to Model School Wellness Policies

Indicate model policy language used for comparison. Model policies may be found [here](#).

- Alliance for a Healthier Generation: Model Policy
- Upgrade Sample Language
- Other (please specify): _____

Describe how the school wellness policy compares to model wellness policies.