

Completing your Upcoming Plan

The **School LAND Trust (SLT) Upcoming Plan**, created by parent-led councils, guides school improvement by setting student achievement goals and outlining action steps and expenditures to strategically allocate resources to address critical academic needs.

After the council reviews the Teacher and Student Success Plan, LEA priorities, student data, and votes on how to use SLT funds for the upcoming year, use this guide to enter the approved Plan into the SLT Reporting Website.

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Accessing the Upcoming Plan

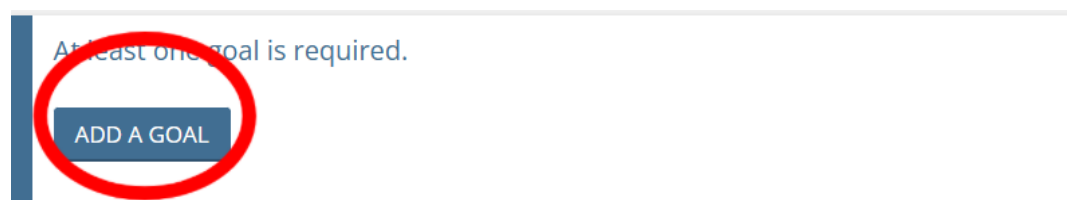
1. Login to the SLT Reporting Website: [\[Link to SLT Reporting Website\]](#)
2. In the "Program Requirements and Deadlines" section of the dashboard, select "Upcoming School Plan". **Note:** The due date for the plan (green) is set by your LEA Reviewer. If the date is incorrect, please contact your LEA Reviewer to update it.

Program Requirements and Deadlines			
Form Status Definitions			
Not Started	The form has not been accessed this year. It is in control of the School User.		
Editable	The form has been accessed, but not submitted. It is in control of the School User.		
In/Awaiting LEA Review	The form has been submitted by a School User and is in the control of the District or Charter Admin User.		
In/Awaiting SCT Review	The form has been approved by a District or Charter Admin User and is in the control of the USBE.		
Completed	The form has been completed.		

Form or Requirement	Status (see key)	Due Date	Form Description
Current Plan	2025 Completed	N/A	School LAND Trust plan for the current school year.
Current Plan Amendment	2025 Editable	Optional Form - Anytime During the School Year	Optional form to amend the Current Plan. Requires School/Governing Board, LEA, and USBE approval.
Council Training	2025 Completed	Determined Locally - Typically Early Fall	Annual training on School LAND Trust must be completed by council members. Training is available through the LEA or the USBE by request.
Council Membership Form	2025 Completed	October 20	Required form to list current year council members, membership type, and contact information.
Principal Assurance	2025 Completed	October 20	Required form to assure elections were held and councils were formed according to law.
School Website Postings		October 20	School websites must be updated annually with all program requirements. [Website Checklist]
Final Report (Available January 15th)	2024 Awaiting LEA Review	01-30-2025	Required form to report back on last year's use of School LAND Trust funds. Requires LEA approval.
Upcoming School Plan (Available January 15th)	2026 Editable	03-31-2025	Required form to plan on next year's use of School LAND Trust funds. Requires School/Governing Board, LEA, and USBE approval.
Council Signature Form		03-31-2025	Council Signature Form must be signed by council members and retained by the LEA/school for 3 years. These forms are created by the LEA.

Creating a Goal

3. Enter the first goal by clicking on the "ADD A GOAL" button (red).



Additional sections (State Goal, Academic Area, Measurements, Action Plan Steps and Expenditures) will appear in the Goal #1 section. Complete each section for every goal your council developed. **Note:** School LAND Trust plans only require one goal, but there is no limit to the number of goals that can be addressed in one

single plan.

4. In the "State Goal" section, you will type a 1-2 sentence goal that indicates what students will achieve academically in one year.

State Goal

close

Goals must be student-centered, data-driven, and evidence-based. A goal should answer the question "What will students achieve in the upcoming academic year?"

Example: 65% of K-2 students will be reading on grade level by the end of 2024-2025 as measured by end of year RISE test results.

Here are **guidelines for writing effective goals:**

- a. Establish a clear benchmark.
- b. Focus on a critical academic need.
- c. Define a specific timeframe.
- d. Identify progress assessment data.

Selecting the Academic Area

5. To complete the **Academic Area** section, select the boxes for each priority academic area that aligns with the goal. Per [R277-477-4](#) of USBE Administrative Rule, a school's SLT Plan must have a direct impact on the instruction of students in the school's most critical academic areas.

Academic Area close

Refer to [R277-477-4](#) for a list of priority academic areas. A council may, supported by a council's data discussion, include goals in other areas if priorities have been addressed, or another area is a priority of the local board.

Please **select only** the priority area/s that your data determines as an area of most critical academic need. For each academic priority selected, there **must** be a corresponding assessment or data tool in the Measurements section. *If academic areas are selected that don't have a corresponding measurement, the plan may be sent back for edits.*

Priorities <ul style="list-style-type: none"> <input type="checkbox"/> College and Career Readiness <i>(secondary schools only)</i> <input type="checkbox"/> English/Language Arts <input type="checkbox"/> Graduation Rate Increase <i>(secondary schools only)</i> <input type="checkbox"/> Mathematics <input type="checkbox"/> Science 	Other Academic Areas in Core Standards <ul style="list-style-type: none"> <input type="checkbox"/> CTE (Career and Technical Education) <input type="checkbox"/> Educational Technology/Library/Media <input type="checkbox"/> Financial Literacy <input type="checkbox"/> Fine Arts <input type="checkbox"/> Health <input type="checkbox"/> Physical Education <input type="checkbox"/> Social Studies <input type="checkbox"/> Technology <input type="checkbox"/> World Languages
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A council may select goals in other areas if they are able to show data that indicates that priorities are being addressed or their local LEA board has identified another area as a priority.

Note: Each goal should ideally focus on a single academic area or multiple academic areas measured by the same tool. Do not select an academic area unless there is a specific measurement included to measure progress. Describe any cross-curricular implementations within the action step section.

Defining the Measurement

- The **Measurement Section** details how school councils will track progress toward each goal. This data helps assess initial student performance, set achievement benchmarks, and evaluate the plan's effectiveness.

Measurements close

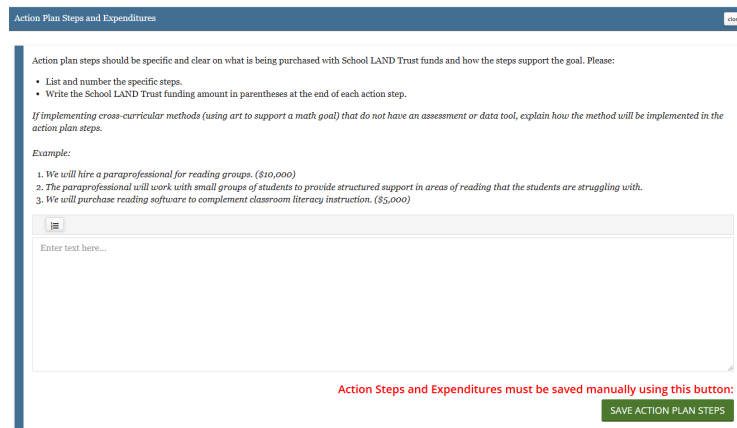
Describe the data and/or other relevant indicators supporting the decision of the council to identify this academic area as a "most critical academic need."

What measurements will be used to indicate success? Limit the data sources to meaningful tools so that progress may be gauged. Please remember, for each academic area selected above, there must be a corresponding measurement.

Note: Select measurements carefully for effective progress tracking without overwhelming the council. Be selective with your tools. They must measure student progress in the academic area identified. Attach any related student academic data documentation to the SLT Plan.

Writing Action Steps

- The **Action Plan Steps** section details how councils will use SLT funds to achieve the academic goals. This section should list specific, evidence-based steps outlining fund use that aligns with the plan's focus on academic instruction in specific subject areas.



IMPORTANT: Avoid unclear language in this section of the plan. Specificity will minimize the need for revisions during the LEA and USBE review process. See below for an example of an example of a well-constructed action step section for a plan. For more in-depth training on this section, you can refer to following video: [\[Link to “Plan Writing for Administrators”video\]](#)

Goal: The percent of 1st - 3rd grade students achieving at least typical growth on the Acadience reading assessment from the beginning of the year to the end of the year will increase to 70%.

Academic Area: Reading

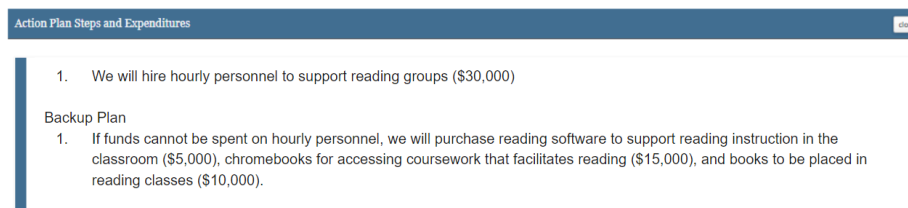
Measurement: Acadience Data

Action Steps

1. We will fund .9 of a full time licensed employee (FTE) to provide daily reading instruction. (\$67,000)
2. We will fund 2 paraprofessionals to work with small groups of students to provide reading intervention instruction based on the students' individual needs. (\$27,753)

NOTE: SLT fund use may need to change during the school year. To increase plan flexibility and avoid carryover issues, councils can include a backup plan within the Action Steps section (see image below). Any backup plan must align with the existing academic area and goal.

Back Up Plan Example



The screenshot shows a form titled "Action Plan Steps and Expenditures". It contains a list of action steps. The first step is: "1. We will hire hourly personnel to support reading groups (\$30,000)". Below this, there is a section labeled "Backup Plan" which contains the following text: "1. If funds cannot be spent on hourly personnel, we will purchase reading software to support reading instruction in the classroom (\$5,000), chromebooks for accessing coursework that facilitates reading (\$15,000), and books to be placed in reading classes (\$10,000)."

Listing Expenditures

8. The **Expenditure section** lists what SLT funds will be used for during the upcoming school year in order to achieve the goal. Click on the "ADD A NEW PLANNED EXPENDITURE" button to begin adding new expenditure items.



The screenshot shows a button labeled "ADD A NEW PLANNED EXPENDITURE" in a blue box. A red arrow points to this button. To the right of the button is a tab labeled "Action Plan Steps and Expenditures".

1. Select the appropriate spending category for the expense in the "Expenditure Category" and "Planned Expenditures" dropdown menus.
2. In the Expenditure Description, reference the corresponding Action Step number. This section should reference information already described in the action steps. No new information should be introduced.

3. Type in the estimated cost for the category in the designated "Cost" space. The amount in this section must match what is written in parentheses in the Action Step section.
4. Select "ADD GOAL EXPENDITURE" to save the entry.
5. Repeat these steps for each expenditure category for the goal

ADD A NEW PLANNED EXPENDITURE

- Use the drop down menu to select a category
- Identify the Action Plan Step or Steps associated with the category.
- Enter the total amount needed for this category in this goal.
- Click on **ADD GOAL EXPENDITURE**.
- Add additional expenditure categories as needed.

Expenditure Categories:
Planned expenditures:

Expenditure Description
Please reference the action step number associated with this expenditure. Do not add any new information in this section that is not already in the action steps above.

Cost:

ADD GOAL EXPENDITURE

Entering the Funding Estimates

9. The **Funding Estimates** section helps project current-year spending to inform next year's funding plan. Enter only the "Estimated Funds to be Spent in [current school year]" amount, working with your business administrator for an accurate figure.

Funding Estimates – Please Update			
Estimates	Totals		
Carry-over from 2023-2024		\$17,997.72	
Distribution for 2024-2025		\$117,187.93	
	Total Available Funds for 2024-2025	\$135,185.65	
Estimated Funds to be Spent in 2024-2025	\$ 130000		<input type="button" value="Update"/>
Estimated Carry-over from 2024-2025		\$5,185.65	
Estimated Distribution for 2025-2026		\$0.00	
	Total Available Funds for 2025-2026	\$5,185.65	
Summary of Estimated Expenditures for 2025-2026		\$0.00	
Estimated Carry-over to 2026-2027		\$5,185.65	

The Estimated Distribution is subject to change if student enrollment counts change.

Explaining Excessive Carryover

10. Excessive Carryover of SLT funds prohibits present day students from accessing SLT funding. SLT fund carryover should not exceed 10% of the annual distribution (Utah

Administrative Rule R277-477). While the plan allows you to explain carryover exceeding 10% in the Estimated Carry Over Section, you'll need to submit an amendment during the school year to reduce it. Schools with excessive carryover amounts will be placed under corrective action.

Estimated Carry-over

[Click the Update button on the Funding Estimates table to refresh Estimated Carry-over data shown here.](#)

Please explain why the Estimated Carryover to 2026 - 2027 of \$5185.65 is more than the 10 % of the Estimated Distribution for 2025 - 2026 of \$0.

Communicating the Plan Publicly

11. In the **Publicity Section** section, indicate how you will share your SLT plan with the public by selecting the appropriate checkbox(es).

Publicity

[Click here to order free stickers for identifying School LAND Trust purchases such as books or computers.](#)

The following items are the proposed methods of how the Plan would be publicized to the community:

- ☐ Letters to policymakers and/or administrators of trust lands and trust funds
- ☐ Other: Please explain
- ☐ School assembly
- ☐ School marquee
- ☐ School newsletter or website
- ☐ Social Media
- ☐ Stickers that identify purchases made with School LAND Trust funds

Recording the Council Vote

12. The **Council Plan Approval section** records the results of the school council's vote on the SLT plan, including the number of approved, not approved, absent votes, and the meeting date. A quorum (majority) is required for a valid vote.

Council Plan Approval

Please indicate the voting results to approve this school plan.

Number Approved:	<input type="text" value="4"/>
Number Not Approved:	<input type="text" value="0"/>
Number Absent:	<input type="text" value="0"/>
Date:	<input type="text" value="02-10-2025"/> <div>✕</div> <div>📅</div>

Adding an Attachment

- Upload supporting documents (academic data, council signatures, etc.) using the "ADD AN ATTACHMENT" button. Ensure no personally identifiable information is included and that the file is in a supported format.

Please attach relevant documents here. *If attaching data to support the Measurement section, please ensure it does not include any student data.*

ADD AN ATTACHMENT

Communicating with Reviewers

- The Comments section is for internal communication with plan reviewers only and is not visible to the public. Do not include plan information here. Comments cannot be edited or removed after clicking "SAVE."

Please submit comments below.

Comments are only seen by those involved in submitting or reviewing plans and cannot be edited or removed.

Feedback from personnel who submit or review the plan is viewed here.

There is a 1000 character limit on the comments. SAVE button shows when entry is made. Character Count: 70

SAVE

15. Before submitting, carefully review the plan for spelling, grammar, and student data privacy. Submitted plans will be reviewed by the LEA's governing Board, an LEA appointed reviewer, and the USBE (see graphic) and then published to the [Public Reports](#) page.

