



Enrollment Equity Toolkit

Introducing the Enrollment Equity Toolkit

Enrollment reform requires policy, process, and technology solutions. Given this complexity, implementing enrollment reforms is a multi-year process. Reforms necessitate deeply engaging stakeholders, navigating local politics, adapting staffing models, and communicating to schools and families about upcoming changes. That said, it is incredibly meaningful work that can transform the way a district approaches its core mission of serving families and is the connection between families and the district. An equitable enrollment system brings SGS to life, providing families a way to access the SGS strategies that a district implements.

This toolkit seeks to support districts and their partners by sharing a process and its related key steps for improving enrollment equity. The toolkit is organized into three broad categories and includes approaches and annotated deliverables from national and Texas peers who have pursued this work.



1.

Set the Foundation



2.

Conduct the Diagnostic



3.

Plan for the Path Forward

See below for more information on each of these steps and a map to find the toolkit contents that align with each one. Please click [here](#) to access the overall folder of tools.



1. Set the Foundation

- 1A
- 1B

The best enrollment reforms reflect the equity goals of the district, are responsive to the experiences of district stakeholders, and make connections to overall district strategies. While districts may have different entry points to this work, this initial set of tools will help district administrators set the foundation via values and visioning considerations, identification of key stakeholders, and the creation of a project plan.

	Form and Function	Purpose
<div style="background-color: #0070C0; color: white; border-radius: 50%; width: 25px; height: 25px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;">1A</div> <p><u>Stakeholder Mapping</u></p>	<p>List of stakeholders for project leads to consider engaging in a listening tour or to capture feedback as part of scoping the data analysis.</p>	<p>To encourage staff to think more broadly about internal and external perspectives to capture that could then link to the key questions for data analysis and the listening tour. The toolkit includes detailed guides and sample questions for the following engagement tools:</p> <ul style="list-style-type: none"> Political Stakeholder Mapping Family surveys Focus groups Individual interviews
<div style="background-color: #0070C0; color: white; border-radius: 50%; width: 25px; height: 25px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;">1B</div> <p><u>Equity Diagnostic Project Plan</u></p>	<p>Spreadsheet of key project steps, ranging from project launch, scope prioritization, data requests, draft reviews, and final presentations. Document of roles and responsibilities to execute the diagnostic.</p>	<p>Provide project leads with a starting point for a project timeline and sequence of key activities to support their internal planning and resourcing efforts. Understand resource needs to complete the project.</p>



2. Conduct the Diagnostic

2D

2E

2F

3G

3H

This toolkit strongly encourages districts to diagnose the level of equity in their current policies and processes prior to pursuing specific strategies for reform. Before implementing a new technology solution, for instance, this approach recommends quantitative analysis and qualitative information gathering to understand equity gaps and identify the areas to pursue improving upon. Beginning with data analysis and stakeholder input gives district administrators key insights for increasing buy-in from internal and external stakeholders.

Form and Function

Purpose

2D

Analytical Questions

Categorized list of enrollment equity analytical questions that have been conducted in peer districts. This will include illustrative backup spreadsheets of anonymized student-level and school-level data and associated sample visualizations for users to see the through-lines of each of the deliverables.

Provides a starting point for CIOs or enrollment leads about the topics that have already been analyzed, or could be analyzed, and provides district staff with sample analytical approaches to the visualizations, including annotations for understanding potential complexities

2E

Data Collection Tracker & Analysis Activity Sequence

Spreadsheet of key analytical questions, input data needed, source data systems, district contacts, and request status. Spreadsheet of key project steps, ranging from project launch, scope prioritization, data requests, draft reviews, and final presentations. Document of roles and responsibilities to execute the diagnostic.

Assist project leads in facilitating discussions with internal users about the analysis scope, data and system needs. Provide project leads with a starting point for a project timeline and sequence of key activities to support their internal planning and resourcing efforts. Ensure an understanding of resource needs to complete the project.

2F

Stakeholder Engagement Approaches and Guides

Guides that share multiple approaches to capturing feedback from key stakeholders (interviews, focus groups, surveys, etc.) on the current and desired state of enrollment equity. Identify a starter list of questions that a CIO or district enrollment lead can use in conversations with internal and external stakeholders about the current state of enrollment in the district as well as opportunities to increase equity of access. Include sample questions to consider in engaging a broader audience.

An enrollment equity diagnostic combines quantitative and qualitative elements. These tools will provide options for engaging different stakeholder groups and surfacing starter questions to consider with each to capture topics on the mind of stakeholders that the data analysis can validate and contextualize.

Form and Function

Purpose

3G

Data Visualizations

Comprehensive set of slides that show the approach to creating an equity diagnostic, links to district strategies, connections between key metrics, and options for visualizing individual metrics with sample insights. Common prompting questions and “look-fors” are included to support district reviews of the emerging insights.

Provide staff with examples of how to share out the findings of the equity diagnostic, including samples of how to convey complex information in a compelling, action-oriented manner.

3H

Stakeholder Input Synthesis Examples

Exemplar documents that contain the major themes of feedback captured during stakeholder engagement, including those from surveys, focus groups, and other approaches. Examples connect to the quantitative findings from the data analysis.

Provides examples of how to synthesize a wide range of feedback into a structured set of key themes that can be connected to the quantitative findings to support the shift to forward-looking strategies to increase equity.

3H

Reference Examples

Consolidated sample engagement reports from Baltimore, Newark, and Oakland

For additional detail, here are the full reports from Baltimore and Oakland.



3. Plan for the Path Forward

4I

4J

4K

Upon completing the diagnostic, the project team should engage district leadership on the gaps in enrollment equity and the recommendations for increasing equity of access for families. This section contains documents on the organizational design for the future and shares presentations for internal leadership conversations and board meetings. Further, it contains a sample of solutions that peer districts have pursued to increase enrollment equity in their local context. While there are many ways that a district may choose to move forward, this toolkit provides some examples for consideration.

Form and Function

Purpose

4I

Organizational Design

Slides that provide examples of how districts have staffed and aligned the enrollment function to best implement and operate enrollment equity reforms.

Provides districts with staffing options for evaluating existing resource levels and skillsets and to help identify areas for considering augmenting current skill sets

4J

Steering committee deck examples

Exemplar presentation combining the project purpose, approach, data findings, stakeholder feedback, and priority future actions to increase equity of access.

This presentation reflects the key summary of the diagnostic and how to transition to action. Use cases include internal district leadership, board members, school leaders, and key community stakeholders, though externally-facing versions may select only portions of the final document.

Form and Function

Purpose

4K

Menu of solutions utilized by districts and summary case studies

Set of summary slides and where available, research reports, board presentations, or news articles on strategy-specific district actions to increase enrollment equity. Link back to the data case or trigger that motivated their decision.

Provides “now what” examples to districts on how to connect potential actions to the emerging themes from their diagnostic. Guide stakeholders through the tools, the key questions being analyzed, the look fors in the insights, and strategies that have been implemented based on the insights. Included in the strategies will be change management or organizational considerations such as policy committees, equity ambassadors, etc.

4J

4K

Reference Files:

District Steering Committee Report on Engagement Insights and Recommendations

Oakland Board Presentation on Enrollment Diagnostic Results and Recommendations

Denver Case Study on Enrollment Solutions for Integration and Student Mobility

Three presentations delivered to Steering Committees, Board of Educations, or Community Workgroups on aspects of enrollment reform.

These include stakeholder engagement and data insights along with recommendations for improving equity of access.

These are included in the resource toolkit a stand-alone examples of presentations delivered to key stakeholders on insights from an equity diagnostic and recommendations to consider for improving equity of access.