

Guidance for submitting annual LSIC Stakeholder Meeting Report



Overview

This document provides step-by-step instructions for preparing, completing, and submitting the Annual LSIC Stakeholder Meeting Report. Principals must use their k12 email account to complete the submission.

Step 1: Prepare

- Download and use the Annual LSIC Stakeholder Meeting Report Template available on the West Virginia Department of Education (WVDE) website to assist with the Annual LSIC Stakeholder Meeting.
- Document all concerns, suggestions, and points raised during the Stakeholder Meeting.
- Ensure that the Stakeholder Meeting Report meets statutory and policy requirements.
- Publish the Stakeholder Meeting Report on both the school and county websites.

Step 2: Access

Access the LSIC Annual Stakeholder Meeting Report Submission Form using the following link:
[2026-2027 Annual LSIC Stakeholder Meeting Report Submission](#)

Step 3: Complete

- Complete items 1-6 with accurate information.
- Item #7: Select all areas discussed during the Annual LSIC Stakeholder Meeting.

7. Areas Discussed *

Select all areas discussed during the Annual LSIC Stakeholder Meeting.

- ☐ Parent and community involvement
- ☐ Learning environment
- ☐ Student engagement
- ☐ Attendance
- ☐ Student behavior
- ☐ Supports for at-risk students
- ☐ Curricular offerings
- ☐ School resources
- ☐ Capacity for school improvement
- ☐ Other

- Items #8: Enter the concerns raised by stakeholders during the meeting into the provided box.
Note: If you used the Stakeholder Meeting Report Template, you may copy and paste directly into this section.

8. Concerns Raised by Stakeholders *

Describe the concerns raised by stakeholders during the meeting. If no concerns were raised, enter "No concerns were raised."

Enter your answer

- Item #9: Enter the suggestions offered by stakeholders during the meeting into the provided box.
Note: If you used the Stakeholder Meeting Report Template, you may copy and paste directly into this section.

9. Suggestions Offered by Stakeholders *

Describe the suggestions or recommendations offered by stakeholders. If no suggestions were offered, enter "No suggestions were offered."

Enter your answer

- Item #10: Enter the points raised by stakeholders during the meeting into the provided box.
Note: If you used the Stakeholder Meeting Report Template, you may copy and paste directly into this section.

10. Points Raised During Discussion *

Summarize any points, perspectives, or information shared during the meeting. If no points were raised, enter "No points were raised."

Enter your answer

- Item #11: Click 'Yes' to certify that this report accurately reflects the concerns, suggestions, and points raised by stakeholders during the meeting.

11. On behalf of the school's LSIC, I certify that this report accurately reflects the concerns, suggestions, and points raised by stakeholders during the Annual LSIC Stakeholder Meeting conducted in accordance with WVBE Policy 2322. *

☐ Yes

Step 4: Submit

- Review all entries for accuracy.
- Click 'Submit' to complete the process. See example at right.

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Submit