



Guidance for Submitting the LSIC Annual Stakeholder Meeting Report

Overview

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

Step 1: Prepare

- Download and use the Stakeholder Meeting Report Template available on the West Virginia Department of Education (WVDE) website.
- Document all concerns, suggestions, and key 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:
[LSIC Annual Stakeholder Meeting Report Submission](#)

Step 3: Complete

- Select your designated county.
- Complete items 1-6 with accurate information.
- Item #7: Select “Yes” to certify that the submission contains all required information. See example below.

A screenshot of a web form showing item 7. The text reads: "7. Our school's LSIC certifies that the content below contains the concerns, suggestions, and points raised during our required Stakeholder Meeting. *". Below this text are two radio button options: "Yes" and "No". The "Yes" option is selected, indicated by a filled circle next to the text.


7. Our school's LSIC certifies that the content below contains the concerns, suggestions, and points raised during our required Stakeholder Meeting. *

☒ Yes

☐ No

- Item #8: Paste the detailed documentation from the LSIC meeting into the provided box.
- Include all concerns, suggestions, and key points discussed. See example below.

Note: If you used the Stakeholder Meeting Report Template, you can copy and paste directly into this section.

8. Stakeholder Meeting Report Submission * 

Our school's academic performance and standing as determined by measures adopted by the WVBE drives our work as the LSIC. Per Policy 2322, these may include, but are not limited to parent and community involvement, the learning environment, student engagement, attendance, behaviors, supports for at-risk students, curricular offerings, resources, and the capacity for school improvement.

Type the detailed information from your meeting minutes that fulfills this requirement in the box below. Include all concerns, suggestions, and points raised during the meeting. This will be your school's submission.

Enter your answer

Step 4: Submit

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

☐ Send me an email receipt of my responses

Submit