**Root Cause Analysis Guide**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School District Indicator(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| **Define/describe the problem This usually includes specifying the nature, extent, the location, and the timing of non-compliance.** | **Ask "why" and identify the causes of the defined non-compliance. "Why" is taken to mean "What were the factors that directly resulted in the non-compliance?"** | **Identify solution(s) that, when effective, prevent recurrence with reasonable certainty with consensus agreement of the group, are within your control, meet your goals and objectives and do not cause or introduce other new, unforeseen problems.** | **Identify the person(s) responsible for implementing the changes.** | **Expected Timeline for changes to occur.** |
|  | **Potential Causal Areas:**   * Policies * District Procedures * Supervision * Personnel * Data * Teacher;/Provider practices * Training * Infrastructure |  |  |  |