

# Bellevue Special Needs PTA – Special Education Study Prioritization Guide

## 1. Determine criteria and rating scale.

There are two components involved in rating the projects on the recommendations list: criteria for assessing importance, and a rating scale.

The first step is to determine the factors you will use to assess the importance of each project. Choose factors that will clearly differentiate important from unimportant projects – these are your criteria. Example criteria might include whether or not the recommendation is required to meet legal mandates, the value it brings to the student, etc.

Then, for each of your criteria, establish a rating scale to use in assessing how well a particular recommendation satisfies that criteria. To ensure consistent use of the rating scale, provide some details to define how the criteria should be applied.

### *Criteria Description Rating Scale (1-9)*

#### Value to Students

How much value will the outcome of this project bring to students?

1 = little value

5 = some value

9 = high value/essential to students

#### Compliance

Is the recommendation required to meet legal, compliance, or regulatory mandates?

1 = not required/mandated

9 = required or mandated

#### Strategic Initiative Alignment

To what extent is the recommendation aligned with overall strategies?

1 = does not align

5 = aligns with some strategies

9 = aligns with all strategies

#### Barriers to Implementation

How much value will the outcome of this project bring to students?

1 = multiple barriers

5 = some barriers

9 = no barriers

## 2. Establish criteria weight.

Place your criteria in descending order of importance and assign a weight. Note that when a project is scored, the numeric rating the project is given for particular criteria is multiplied by the criteria's weight to create a priority score.

Weight examples:

· Value to Student: Weight = 5

· Compliance: Weight = 4

· Strategic Alignment: Weight = 4

· Barriers = 3

## 3. Create a matrix.

*See Sample*