

INSTRUCTIONS

Step 3

Triennial Assessment Reporting Template



This editable template helps your team easily and consistently share your School Food Authority's (SFA's) wellness policy assessment results. Input your SFA's specific information, then download and save the customized document to your computer.

Follow these instructions:

→ Select a reporting template (template 1 on page 2 or template 2 on page 3) listed in Document tabs

→ Modify the document using the template specific instructions below:

◆ **Template 1**

- Add the School/District/RCCI name in the header and replace the LOGO placeholder with your school/district/RCCI's logo.
- Replace the photo placeholder with a photo of wellness activities that your School/District/RCCI participated in (optional) or delete. Additional photos may be included on a second page but are not required.
- Replace existing instructional text/placeholders under each header with the applicable information and the triennial assessment results summary.

◆ **Template 2**

- Add School/District/RCCI name, address, and phone number in the header and replace the LOGO placeholder with your school/district/RCCI's logo.
- Replace existing instructional text/placeholders with the applicable information and the triennial assessment results summary.

→ Click File > Download > PDF

→ Print or save the customized document



SHARE-OUT TEMPLATE 1



Wayne Community Schools

Triennial assessment results 2026

Meet our team

- Teresa Tiedtke
- Deb Daum
- Nicole Rager
- Terry Bear
- Julie Osnes

Policy compliance results

 Copy of Step 1 Model Wellness Policy Comparison Results Template (F...

Wellness policy goals

1. Nutrition education/promotion
2. Physical activity
3. Other goals for student well-being

 Copy of Step 2 Progress Toward LWP Goals/Compliance with LWP Template (Final)

Key achievements

1. FFA 5K
2. Elementary/ELC Fun Run
3. ELeментарy/ELC Wellness Fair
4. Caffeine drinks were eliminated district wide.
5. Cell phone usage was banned district wide.
6. Students taking CPR class.

Next Steps

Outline any next steps here (e.g., steps to meet unmet goal(s) or policy elements that are not currently met, updates to wellness policy, updates to wellness goals, etc.). Updating our wellness policy is the goal for the next assessment.

