

AI pilot report: template

Replace the bracketed parts and delete anything you didn't measure.

Lead with four numbers: teacher and student adoption, depth of use per active student, change on a common assessment, and flagged messages and how they were handled. Put the recommendation first, because most board members read the top of page one and then skip to the numbers.

1. THE RECOMMENDATION

- One sentence: what we recommend the board do (adopt, extend the pilot, or stop), for which grades and subjects.
- The question the pilot set out to answer, in the words we used when it started: [question].
- Cost of the recommendation per year and over the full term, and the funding source for each year: [amount, source, years].

2. WHAT WE TESTED

- Tool(s) tested, dates, schools, grades and subjects: [details].
- Who took part: [number] teachers and [number] students were enrolled. Anyone added after the start is reported separately.
- Training given: [number] sessions; [number] of [number] teachers attended at least one; [number] finished AI literacy training.

3. ADOPTION

- Teachers: [number] of [number] trained teachers ([%]) used it with students at least once; [number] used it in most weeks.
- Students: [number] of [number] enrolled students ([%]) were active. Reasons for any gap: [e.g. never onboarded, school without a champion].

4. DEPTH OF USE

- Average minutes or sessions per active student per week: [number]. In the final two weeks: [number].
- Share of use in school hours vs. outside them: [% / %].
- What students used it for most (from reading a sample of conversations): [e.g. practice before a test, feedback on drafts].

5. LEARNING EVIDENCE

- Common pre/post assessment for the same unit: average change [number] points; [%] of students improved.
- How it was measured, and its limits: [e.g. same assessment in every class? comparison group? teacher-made tests?].
- Teacher judgment: what teachers saw in student thinking, with two or three anonymized examples.

6. SAFETY AND TRUST

- Messages flagged for review: [number]. How each type was handled and how fast: [summary].
- Parent questions, complaints and opt-outs: [number and themes].
- Teacher survey: [%] would keep using it; top concern: [concern].

7. WHAT WENT WRONG, AND WHAT WE'D CHANGE

- For each problem: the challenge, the risk if we scale, and the fix (from us or the vendor), with a date.

8. NEXT STEPS

- If approved: rollout dates, training plan, who owns it at each school, and when we report back: [dates].
- What would make us stop: [e.g. fewer than half of teachers using it by midyear].

From "How to Present an AI Purchase to Your School Board" by Jemel Fanfan, Flint.
flintk12.com/blog/how-to-present-ai-purchase-to-school-board