

# 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

