



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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STATE SUPERINTENDENT

April 15, 2016

**MEMORANDUM**

**TO:** MEGS+ Authorized Officials and Consolidated Application Main Contacts

**FROM:** Michael W. Radke, Ph.D.   
Director, Office of Field Services

**SUBJECT:** 2016 Regional Spring Planning Workshops

The Michigan Department of Education, Office of Field Services (OFS), has scheduled regional workshops to assist district staff in planning programs for all grants included in the 2016-17 Consolidated Application. The planning process for programs included in the Consolidated Application, program requirements for Targeted Assistance and Schoolwide programs, and the documentation of supplement, not supplant are some of the elements that will be discussed.

District staff members responsible for the above programs are encouraged to attend any workshop that is convenient. A copy of the schedule is attached. Please register by using the registration information listed for the specific workshop you plan to attend. **Handouts will be posted on the [OFS website](#) under Current Topics. Print and bring these materials to the workshop.** If you have any questions, please contact the OFS at 517-373-4004.

Attachment

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