

Office of School Improvement Field Services Unit

District Self Review Process Checklist

Self Review

- Have a district level administrative meeting to discuss the Self Review process, purpose, expectations, and how to complete the Study Guide. Stress that districts and buildings must complete all of the boxes, including the ones for comments, evidence, or explanation. (OSI consultant may attend this meeting.)
- Provide a Self Review process training for building chairpersons.
- Invite ISD person to attend the review meetings, where appropriate.
- Provide a Self Review Study Guide packet which contains a district and building level Study Guide, including rating guidelines, explanation of Study Guide, and glossary, to each staff member or participant involved in the review meeting.
- District level administrators complete District Study Guide.
- Set up a stakeholders meeting to discuss the Self Review process, purpose, expectations, and how to complete the Study Guide.
- Direct the staff and participants to individually rate their building program using the Self Review study guides.
- Rate each item as High (H), Moderate (M), Low (L), or Program Alert (PA), using the rating guidelines.
- Set a date for the completion of the Study Guide by staff member and participants.
- Set a date for building staff and participants to meet together to discuss and form consensus on the Self Review Study Guide. The discussion and interaction to reach consensus is important to the process.
- Prepare and record the rating on the consensus Study Guide for the district and the buildings included and complete the comment section explaining the rating given each item. Within the comment section, cite the documentation on record to support the rating. Be specific.

Requested Materials to be Submitted to Office of School Improvement

- A consensus Self Review District Study Guide.
- A consensus Self Review Building Study Guide document with a summary for each building reviewed.
- A copy of the school improvement plan, the district annual report and a building plan which details how any items rated low or program alert on the consensus document will be addressed.
- A district plan which details how any of the items rated low or program alert on the consensus documents will be addressed by district and building staff.
- Submit all documents and reports to the Office of School Improvement, Michigan Department of Education, by an agreed upon date.