

## Quick Guide for Improvement Plan Assurance

Schools now have the option to complete the Abbreviated Goals and Plan Template in ASSIST for the 2016/17 school year, and by doing so, meeting compliance with the requirements of the Revised School Code Section 380.1277 (AKA "Public Act 25"). Additional information can be found on the MDE School Improvement website under the "Tools for Continuous School Improvement" section ([Abbreviated School Improvement Template](#)).

1. Once logged into ASSIST, click on the **Assurances** tab.
2. Click on the **Start Assurance** button.
3. Use the **Choose a Template** dropdown menu to select "Improvement Plan Assurance."  
NOTE: It's recommended that you include the school year in the description (e.g. "School Name Improvement Plan Assurance 2017-18").
4. Click on **Respond**. Answer the question by selecting the radial button indicating which plan you will complete. If you are choosing the Goals and Plans in ASSIST, please further indicate that by entering "See Goals and Plans in ASSIST" in the comment box.
5. If you are choosing the Abbreviated Goals and Plans template, please download and complete the [template](#), and then upload it to the ASSIST platform using the "Attachments" option shown. Please confirm that choice by entering "Abbreviated Goals and Plans template has been uploaded" in the comments box.
6. Once you have made your selection, entered the appropriate comment in the box, and (if necessary) attached your document, click the "Next" button. This will return you to the main menu, where you can click on "Complete."