



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

MEMORANDUM

DATE: August 25, 2015

TO: Local and Intermediate School District Superintendents and Public School Academy Directors with Schools Identified as Priority in 2014, 2013, or 2012

FROM: Linda Forward, Director *Linda Forward*
Office of Education Improvement & Innovation

SUBJECT: 2015-2016 Priority School Quarterly Progress Reports to School Boards

Among the requirements of the *Elementary and Secondary Education Act* (ESEA) and the Michigan Department of Education’s (MDE) approved ESEA Flexibility Waiver for districts with Priority schools in the 2015-2016 school year, is completion of a Quarterly Progress Report from the district and provided to its school board, as well as submission of a copy of the Quarterly Progress Report to the MDE.

The requirement applies to districts with both Title I and non-Title I Priority schools identified in 2014, 2013, or 2012. The MDE has revised the format for the Quarterly Progress Report for the 2015-2016 school year. The Quarterly Progress Report template is enclosed as a Word document for district use. The Quarterly Progress Report must articulate and document both the district’s and school’s strategies and interventions, data, and progress toward reduction of the achievement gap in the Priority school(s) of the district. Information about the district and school level data dialogues and use of building and district set-asides, if any, must also be described.

Quarterly Report	Time Period Covered	Uploaded to MDE
1 st Quarter	September through November	January 15 2016
2 nd Quarter	December through February	March 16, 2016
3 rd Quarter	March through May	June 30, 2016
4 th Quarter	June through August	September 30, 2016

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The district Quarterly Progress Report to the school board will be uploaded and submitted to the MDE using the Michigan Electronic Grants System Plus (MEGS+). Districts should be prepared to begin submitting reports to the MDE about December 1, 2015. Additional Quarterly Progress Reports will be submitted by the district according to the schedule above. The Quarterly Progress Report is a **district** prepared report submitted by the district into the MEGS+. The Quarterly Progress Report must include required information about all Priority schools identified in 2014, 2013, or 2012 in the district, and must be modified and expanded as necessary. Districts with both Focus and Priority schools will submit two separate Quarterly Progress Reports, one for Focus and another for Priority schools. Specific directions about upload and submission of the Progress Reports in the MEGS+ will be sent to districts and schools later this fall.

If you have any questions, please contact Greg Olszta, Consultant, at olsztag@michigan.gov or 517.241.4715.

Enclosure

cc: Natasha Baker, State School Reform Officer, DTMB
Principal/PSA Administrator
ISD Superintendent