



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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PUBLIC INSTRUCTION

TO: Superintendent/Director

FROM: Sally Vaughn, Ph.D.

DATE: January 17, 2008

SUBJ: 2008 School Report Card (including School Performance Indicators)

Access Code: _____

Window: January 17, 2007 – March 17, 2008

The purpose of this memo is to inform you about the procedures schools will use this year to report on the School Performance Indicators as part of the state school accreditation system, *Education YES!* Last month you received a letter from Mike Flanagan, State Superintendent, and Mike Bugenski, Director for the North Central Association Commission on Accreditation and School Improvement (NCA CASI) announcing a new partnership between the Michigan Department of Education (MDE), NCA CASI, and AdvancED (the parent organization of NCA CASI).

As one of the first steps in that partnership, a new website has been developed through AdvancED for schools, as well as local and intermediate school districts. Through the site, all schools will be able to report on their *Education YES!* School Performance Indicators, complete the Comprehensive Needs Assessment (CNA) if applicable, and complete reports such as the NCA CASI Standards Assessment Report (SAR) and the NCA CASI Self Assessment. The website is designed to reduce duplication of paperwork and reports.

There are four scenarios for schools.

1. NCA CASI member schools that are completing the Standards Assessment Report (SAR) have already received instructions about how to utilize the AdvancED website, how to register and log in, and how to complete the SAR. This group represents about 20 percent of Michigan's NCA CASI schools. Completion of the SAR will fulfill the building's *Education YES!* reporting requirements.

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2. NCA CASI member schools that are not completing the SAR this year are required to complete the new Self-Assessment developed by AdvancED. This represents approximately 80 percent of the NCA CASI schools in Michigan. If a district is participating in the District Accreditation program through NCA CASI, the buildings will also be required to complete this Self Assessment. Completion of this report will align with the SAR and with work done in the District Accreditation program. Completion of this report will fulfill the building's *Education YES!* reporting requirements.
3. Other schools (not members of NCA CASI) have the opportunity to update their *Education YES!* Performance Indicator self-assessment and rating on the new website. The 40 Performance Indicators remain the same as last year and will inform the work schools do in the Comprehensive Needs Assessment, if applicable.
4. Schools (not members of NCA CASI) that volunteered to be part of the pilot project for the Comprehensive Needs Assessment (CNA) will complete that document on the new website fulfilling the requirement to do a comprehensive needs assessment and the *Education YES!* report.

All four scenarios will fulfill the *Education YES!* reporting requirements and, in the case of NCA CASI schools, reduce the need for two reports to be filed. All reports will be made available to MDE for inclusion in the calculations for the *Education YES!* accreditation report card.

Web Access

The website (www.advanc-ed.org/mde) was launched on January 14, 2008 and provides access to the four reports described above. Each of your schools will receive a separate communication by email with directions about how to register on the website, how to log in, and how to complete their report. Your access code will provide you access to your schools' information and is included in this memo.

Access Codes

The schools in your district will be notified regarding which report they are to complete this year. You can track their progress and assist in the submission of these reports through the online school improvement management system. To access this system, please follow these steps.

1. Go to www.advanc-ed.org/mde
2. Select **My School Improvement**
3. At the login screen select **Not registered yet?** (or enter login if previously registered)
4. Complete personal profile **Access Code:** _____

Deadline Date

The deadline for completing the 2007-08 *Education YES!* School Performance Indicators, for all four scenarios, is:

5:00 p.m. Eastern Standard Time on Monday, March 17, 2008.

Please note that there will be no extensions of this deadline.

Superintendent Sign-Off

Superintendents must approve the submission of the *Education YES!* and CNA reports from their schools. Schools finishing the data entry and clicking the "Submit" button will be sending the data to the superintendent. You will be able to review the data and click the "Transmit" button to forward the information to MDE. If you want to change the data before sending it to MDE, you can return it to the school, along with any comments. The reports must be transmitted to MDE by the March 17 deadline.

Please note that for NCA CASI schools, you will not automatically have the ability to review the data electronically prior to submission. If you want to review the report for these schools prior to submission, you can ask schools to send it to you before they transmit it to NCA.

Training and Resources

Several training resources are available on the new website under the "Training" tab on the left navigation menu at www.advanc-ed.org/mde. Users may select "Registration on AdvancED Website for MDE Institutions" for instructions on how to establish a new login with AdvancED and create a personal profile in order to begin the process of submitting the appropriate school report. There are also links containing sample screen shots and directions specifically geared toward submitting the CNA or *EdYES!* Report. Additional resources include training videos and contact information.

2007-2008 Pilot

Last year, MDE piloted the new Performance Indicators based on the School Improvement Framework. This year, the pilot will include the use of the new website for filing the *Education YES!* Report and the use of the School Performance Indicators portion of the system in determining accreditation.

The purpose of the pilot is to explore use of the Indicators in a way that improves the reliability of the Indicator self-ratings, making the Indicator reports more valid and useful for school improvement and beginning to link the indicator results to the school improvement plan. Another phase in the development of the AdvancED web site and the Comprehensive Needs

Assessment is the addition of an online School Improvement planning tool, that will start with the Indicator data.

Therefore, for 2007-08, the Indicators will not be scored, but a school will get full "credit" on the Indicators (which count for 1/3 of EducationYES! grades) only if it completes the Indicators report. If a school does not complete the report, its state accreditation will be determined by achievement data alone, with no adjustment for the Indicators. MDE will continue to publish the Indicators report as part of the School Report Card. Note that all of the reporting scenarios will be treated in the same manner for the purposes of credit and scoring.

The Department looks forward to working with you and your district's staff on the School Performance Indicators. If you experience any difficulties with the login process, there is a link on the web site titled "Contact MDE." If you have questions about the content of the reports, please contact the Office of Educational Assessment and Accountability at (517) 373-1342.