



Preparing for the MiTAP Visit

Activities of the School and/or School Contact Person

Action Item 1: Inform Staff of Process and Dates

The school superintendent should notify staff of the Michigan Technical Assistance Project process, dates/times, and school contact person prior to the arrival of the Technical Assistance Provider (TAP). The school contact will finalize the schedule and agenda for the day's visit with the TAP.

Action Item 2: Prepare materials for the Technical Assistance Provider

Schools are encouraged to use existing documentation whenever possible. The intent is to minimize paperwork and duplicate reporting for schools while at the same time providing the TAP with information they need to provide the school with powerful and productive feedback.

1. **Master Schedule(s):** Provide the TAP with the school's master schedule (teacher placement/assignment), with staff names clearly identifiable.
2. **Teacher & Para REP Data:** Have access to Registry of Educational Personnel data submitted for teachers and paraprofessionals available if requested. This data should match the Master Schedule provided or be from the most recent submission. To obtain a copy go to the district's internal personnel database or to the "Personnel Submitted Report" within the REP Application.
Have access to teacher personnel files for certification information, transcripts and Highly Qualified Teacher Report forms.
3. **LEA Report & Assurances:** Have access to a copy of the school's "Michigan Local Education Agency (LEA) Highly Qualified Teacher Report & Assurances" document as required to be submitted to the MDE by June 30, 2007. New schools or schools having never completed this form will be notified by the TAP and required to complete it.
4. **Highly Qualified Teacher Issues:** Prepare any specific concerns or questions that the school wishes to have assistance with.
5. **Initial District Contact:** Prior to the visit the TAP will discuss the visit and email the district representative information to help the district prepare for the visit.

Action Item 3: Act on the Findings

Receiving the follow up email from the TAP after the visit is not the end of the process. In many ways, it is the beginning. Schools should use this information to identify strengths they want to build upon, challenges they need to address, and immediate next steps they need to take.

Those schools unable to resolve non-Highly Qualified or certification staffing issues will be required to develop a plan of action. A template is available at www.michigan.gov/mde-hq. This Action Plan will be submitted to the Michigan Department of Education's Office of Professional Preparation Services, along with the TAP's finding.

Follow-up visits may be conducted by the TAP. These visits would be coordinated with the school contact person and the TAP, dependent upon the Action Plan developed. You may be contacted by the Office of Professional Preparation Services (OPPS) to investigate findings. Please follow the direction OPPS provides for proper response to these investigations.

Action Item 4: Complete and Send Evaluations

The MiTAP Technical Assistance Provider (TAP) will provide the district with a link for the online evaluation. District representative completion of this evaluation is an important part of the process to assure the TAPs are meeting the district needs.

Contact Information

For more information about the Michigan Technical Assistance Project, please contact the following individuals:

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