



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING


RICK SNYDER  
GOVERNOR

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STATE SUPERINTENDENT

September 18, 2014

**MEMORANDUM**

TO: Local and Intermediate District Superintendents  
Public School Academy Directors and Authorizers

FROM: Venessa A. Keesler, Ph.D.   
Deputy Superintendent, Education Services

SUBJECT: The Michigan Department of Education (MDE) Program Evaluation Tool

The Michigan Department of Education (MDE) has assigned the MDE's Program Evaluation Tool to all local educational agencies and schools in the ASSIST. The tool is to be used for evaluating district and school initiatives that will make the greatest impact on student achievement. All schools and districts are required to use this tool during the 2014-15 school year (PA 25 and ESEA).

During the fall and spring of 2014, teams composed of Intermediate School District (ISD) school improvement facilitators, and Office of Field Services (OFS) managers and consultants trained all local educational agencies on the MDE Program Evaluation Tool and shared several resources and training materials. Those materials can be located on the following web links:

1. [www.michigan.gov/ofc](http://www.michigan.gov/ofc) under "current topics."
2. <http://www.advanc-ed.org/sites/default/files/documents/state-resources/Completing%20the%20Program%20Evaluation.pdf>

If you have questions about the Program Evaluation Tool and training, contact Shereen Tabrizi, Ph.D., OFS Manager at [TabriziS@michigan.gov](mailto:TabriziS@michigan.gov) or 517-373-6066.

cc: Michigan Education Alliance

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