

	What?	When?	How?	Who?
SPRING 2014	MEGS+ Continuation Application			
	1. Attend a continuation application technical assistance workshop/webinar		<input type="checkbox"/> Register Project Director for Continuation Application workshop/webinar <input type="checkbox"/> Attend workshop/webinar	
	2. Schedule time to work on Continuation Application		<input type="checkbox"/> Contact MDE consultant if you have any questions or concerns <i>before</i> the deadline <input type="checkbox"/> Schedule a Conference Call with MDE to walk you through the application if questions remain <input type="checkbox"/> Enter your grant's Continuing Application before MAY 13	
	Student Outcome Data			
	1. Work with your schools to get student outcome data		<input type="checkbox"/> School outcomes template sent out to sites on May 15 <input type="checkbox"/> Sites must send template to schools and elicit responses <input type="checkbox"/> Work with the IT department at the school or district	
	2. Return school outcome template to MSU		<input type="checkbox"/> School outcome template due back to MSU on JUNE 30	
	EZReports			
	EVERY SCHOOL/SITE MUST HAVE THEIR ATTENDANCE ENTERED INTO EZREPORTS BY THE 10TH OF THE FOLLOWING MONTH.			
	1. Enter April Attendance		<input type="checkbox"/> Keep track of daily attendance <input type="checkbox"/> Enter into EZReports by May 10	
	2. Enter May Attendance		<input type="checkbox"/> Keep track of daily attendance <input type="checkbox"/> Enter into 2013-2014 EZReports by June 10	
3. Enter June Attendance		<input type="checkbox"/> Keep track of daily attendance <input type="checkbox"/> Enter into 2014-15 EZReports by JULY 10		
Other Important Dates				



2013-2014 Year Program Planning Guide

Use this document to guide you through a successful program year!

FALL 2013

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EZReports			
<i>EVERY SCHOOL/SITE MUST HAVE THEIR ATTENDANCE ENTERED INTO EZREPORTS BY THE 10TH OF THE FOLLOWING MONTH.</i>			
1. <i>EZReports Conference Call</i>		<input type="checkbox"/> Call Beth/Megan at MSU to schedule a team Conference Call <input type="checkbox"/> Have Site Coordinators call in with computers opened up to EZReports (for hands-on learning) <input type="checkbox"/> Have Beth/Megan guide the conversation about how to code and enter site attendance <input type="checkbox"/> Have a list of question ready for Beth/Megan	
2. <i>Enter September Attendance</i>		<input type="checkbox"/> Keep track of daily attendance <input type="checkbox"/> Enter into EZReports by OCTOBER 10	
3. <i>Enter October Attendance</i>		<input type="checkbox"/> Keep track of daily attendance <input type="checkbox"/> Enter into EZReports by NOVEMBER 10	
4. <i>Enter November Attendance</i>		<input type="checkbox"/> Keep track of daily attendance <input type="checkbox"/> Enter into EZReports by DECEMBER 10	
Self Assessment (YPQA)			
<i>EVERY SCHOOL/SITE MUST HAVE THEIR SELF ASSESSMENT ENTERED INTO SCORES REPORTER BY DECEMBER 13 AT 5PM.</i>			
1. <i>Attend Program Quality Assessment (PQA) training live or online</i>		<input type="checkbox"/> Register for PQA Basics live or online or PQA + <input type="checkbox"/> Attend the workshop/complete online training	
2. <i>Hold a Self Assessment Planning Meeting (must attend PQA training)</i>		<input type="checkbox"/> Project Director should hand out Self Assessment materials to Self Assessment team (Packets will arrive in October) <input type="checkbox"/> Team should decide what program each member should observe at each school/site	
3. <i>Self Assessment team Scoring Meeting (must have PQA observation notes)</i>		<input type="checkbox"/> Score the PQA for each site as a team OR meet up to discuss scores for each site. <input type="checkbox"/> Assign people to enter Self Assessment (YPQA) scores for each school/site before DECEMBER 13	
Annual Reporting Form (ARF)			
1. <i>On-line ARF due</i>		<input type="checkbox"/> Non-Linking file grantees ARF is due in November (Linking due in December) <input type="checkbox"/> Schedule time to complete ARF <input type="checkbox"/> Involve your local evaluator <input type="checkbox"/> Contact Michigan State University if you have questions <i>before</i> the November due date	

WINTER 2013

What?	When?	How?	Who?
Program Improvement Plan			
<i>EVERY SCHOOL/SITE MUST HAVE THEIR PROGRAM IMPROVEMENT PLAN ENTERED INTO SCORES REPORTER BY FEBRUARY 12 AT 5PM.</i>			
1. <i>Attend a Planning With Data training</i>		<input type="checkbox"/> Register for a Regional Planning With Data training <input type="checkbox"/> Print out your YPQA scores and bring them to the live training <input type="checkbox"/> Attend Planning With Data training <input type="checkbox"/> Schedule a follow up team meeting if necessary to finish the plans <input type="checkbox"/> Enter each plan into Scores Reporter before FEBRUARY 12 at 5pm	
Surveys due to MSU			
<i>MSU WILL BE CONTACTING GRANTEEES ABOUT SURVEYS IN JANUARY.</i>			
1. <i>Send Surveys out to Staff and Supervisors</i>			
2. <i>Return Staff and Supervisor survey</i>		<input type="checkbox"/> Staff and supervisor surveys are due by MARCH 15	
3. <i>Send Student, Parent, and teacher survey out</i>			
4. <i>Return Student, Parent, and teacher survey</i>		<input type="checkbox"/> All student, parent, and teacher surveys must be turned into MSU by JUNE 1	
EZReports			
<i>EVERY SCHOOL/SITE MUST HAVE THEIR ATTENDANCE ENTERED INTO EZREPORTS BY THE 10TH OF THE FOLLOWING MONTH.</i>			
1. <i>Enter December Attendance</i>		<input type="checkbox"/> Keep track of daily attendance <input type="checkbox"/> Enter into EZReports by JANUARY 10	
2. <i>Enter January Attendance</i>		<input type="checkbox"/> Keep track of daily attendance <input type="checkbox"/> Enter into EZReports by FEBRUARY 10	
3. <i>Enter February Attendance</i>		<input type="checkbox"/> Keep track of daily attendance <input type="checkbox"/> Enter into EZReports by MARCH 10	
4. <i>Year End Clean Up for EZReports - Federal Reporting</i>		<input type="checkbox"/> Work with Beth/Megan at MSU to complete the Year End Clean up by MARCH 16	
5. <i>Enter March Attendance</i>		<input type="checkbox"/> Keep track of daily attendance <input type="checkbox"/> Enter into EZReports by APRIL 10	