



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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INTERIM STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** June 12, 2018

**TO:** Michigan Electronic Grants System *Plus* (MEGS+) Authorized Officials  
Consolidated Application Main Contacts

**FROM:** Dr. Paula Y. Daniels *PYD*  
Director, Office of Educational Supports

**SUBJECT:** 2018-19 Documents to Upload in Grant Electronic Monitoring System  
(GEMS)

The Office of Educational Supports (OES), formerly Office of Field Services (OFS), is pleased to announce a new process for uploading required documentation in the [GEMS portal](#). This link only requires a MEIS login. It does not require GEMS authorization.

Complete Local Educational Agency (LEA) contact information and upload appropriate documentation for the LEA.

Guidance, templates and samples of required documentation can be found on the OFS website, at the links below.

All LEAs are required to upload the following two documents:

[Language Assistance Plan](#)

[Foster Care Transportation Plan](#)

LEAs that are required to invite Private Schools to participate must upload sample letters, and if Private Schools receive services, then Documentation of Private School Consultation must be uploaded for each participating Private School:

[Sample Private School Invitation Letters \(In and Out of District\)](#)

[Documentation of Private School Consultation](#)

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<b>Document</b>	<b>Due Date</b>
Documentation of Private School Consultation	July 1, 2018 and January 15, 2019
Language Assistance Plan	July 1, 2018
Sample Private School Letters	July 1, 2018
Foster Care Transportation Plan	October 1, 2018

The portal will allow LEAs to save work in progress, but LEAs must ensure that once all required documents are uploaded, the submit button is pushed.

If you have any questions, please contact your OES Regional Education Consultant at 517-241-6970.