



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

BRIAN J. WHISTON  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** September 29, 2016

**TO:** Local and Intermediate School District Superintendents and Public School Academy Directors with Schools Identified as Focus in 2014

**FROM:** Linda Forward, Director *Linda Forward*  
Office of Education Improvement and Innovation

**SUBJECT:** 2016-2017 Focus School Progress Monitoring Reports to School Boards

The *Elementary and Secondary Education Act* (ESEA) and the Michigan Department of Education’s (MDE) approved ESEA Flexibility Waiver for districts with Focus schools in the 2016-2017 school year continue to require completion of a Progress Monitoring Report from the district to be provided to its school board. Districts must also submit a copy of the Focus School Progress Monitoring Report to the MDE.

The requirement applies to districts with both Title I and non-Title I Focus schools identified in 2014. The MDE has revised the format for the Progress Monitoring Report for the 2016-2017 school year. The Focus School Progress Monitoring Report template is enclosed as a Word document for district use. The Progress Monitoring Reports are now required to be completed three times per year (tri-annually) and must articulate and document both the district’s and school’s strategies and interventions, data, and progress toward reduction of the achievement gap in the Focus school(s) of the district. Information about the district and school level data conversations and use of building and district set-asides, if any, must also be described.

Triannual Report	Time Period Covered	Uploaded to MDE
1 <sup>st</sup> Progress Monitoring Report	September through November	December 23, 2016
2 <sup>nd</sup> Progress Monitoring Report	December through March	April 28, 2017
3 <sup>rd</sup> Progress Monitoring Report	April through June	August 25, 2017

The district Progress Monitoring Report to the school board will be uploaded and submitted to the MDE using the Michigan Electronic Grants System Plus (MEGS+). Districts should be prepared to begin submitting reports to the MDE about December 1, 2016. Additional Progress Monitoring Reports will be submitted by the

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district according to the schedule above. The Progress Monitoring Report is a **district** prepared report submitted by the district in the MEGS+ application. The Progress Monitoring Report must include required information about identified Focus schools in the district, and must be modified and expanded to include all Focus schools as necessary. Districts with both Focus and Priority schools will submit two separate Progress Monitoring Reports, one for Focus and another for Priority schools. Specific directions about upload and submission of the Progress Monitoring Reports in the MEGS+ application will be sent to districts and schools later this fall.

If you have any questions, Please contact Greg Olszta, Consultant, at [olsztag@michigan.gov](mailto:olsztag@michigan.gov) or 517.241.4715.

Enclosure

cc: Principal/PSA Administrator  
ISD Superintendent

***Insert District Name***

## Focus School(s) Progress Monitoring Report to Board of Education 2016-2017 School Year

1st Progress Monitoring Board Report (September – November)  
Due in MEGS+ December 23, 2016

1st Report Shared with Board - Date: \_\_\_\_\_

2nd Progress Monitoring Board Report (December – March)  
Due in MEGS+ April 28, 2017

2nd Report Shared with Board - Date: \_\_\_\_\_

3rd Progress Monitoring Board Report (April – June)  
Due in MEGS+ August 25, 2017

3rd Report Shared with Board - Date: \_\_\_\_\_

Building Name <i>Insert additional rows as needed</i>	BCode	Year First Identified as Focus	Title I?
			<input type="checkbox"/> Yes
			<input type="checkbox"/>
			<input type="checkbox"/>

- **Additional data and documents may be appended to this report. Please upload a single composite document to MEGS+, which includes this report and the additional appendices, including data reports, as a single PDF scan.**
- **The Users' Guide to Submitting Progress Monitoring Reports is located in MEGS+ under the View/Edit screen of the application.**

**Teaching and Learning Priorities (replaces the Focus School Diagnostic in ASSIST)**

**FOR EACH FOCUS SCHOOL:**

<b>School Name</b> <i>Insert Additional rows as needed</i>	<b>List the data sources used to identify achievement gaps between the bottom 30% of students and the top 30% of students.</b>	<b>Explain the systemic and instructional changes that are planned/implemented as a result of the analysis of this data.</b>

**All districts—District-Level:** Conduct progress monitoring conversations about the system changes required to support Focus schools in closing the achievement gaps that were identified in building-level data analysis conversations. *If no progress monitoring conversations occurred, please indicate the reason(s).*

<b>Dates of district-level progress monitoring meetings during this timeframe</b>	<b>Positions/staff participating</b>	<b>What did you learn at the central office level? What district-level changes may be necessary? What district-level changes should continue?</b>

**All buildings - School Level:** Conduct progress monitoring conversations with stakeholders to examine data and determine changes in teaching/learning and leadership practices capable of closing student achievement gaps. Provide dates of conversations, positions of staff participating, and summarize what was learned by the conversations held to date. *If no Progress Monitoring Conversations occurred, please indicate reason(s).*

<b>School Name</b> <i>Insert additional rows as needed</i>	<b>Dates of school progress monitoring conversations during this timeframe</b>	<b>Positions/staff participating</b>	<b>What did you learn? What changes are you going to make as a result? What will you continue doing?</b>

**ALL SCHOOLS**

Identify activities from the implementation of the School Improvement Plan or the Teaching and Learning Priorities that the Focus School(s) implemented during this timeframe and the impact.

<p><b>Building Name</b> <i>Insert other rows if needed</i></p>	<p><b>Summary of activities implemented from your School Improvement Plan (SIP) or Teaching and Learning Priorities directly related to closing the gap for your bottom 30% of students</b> <i>What components are in beginning or full implementation phases? What was learned from monitoring the plan? What went well? Were there any barriers identified? What are your next steps?</i></p>	<p><b><i>Include data in each Progress Monitoring Board Report. Student achievement data reports may be attached to this report.</i></b></p> <p><b>Describe the building level student achievement data that was impacted by the implementation of these activities. Was there a decrease in the gap between the top 30% and the bottom 30% of students, or, an increase in the achievement of the bottom 30% of students? Achievement data may come from interim assessments using sources such as NWEA, district created common assessments, or classroom formative assessments. If needed, add data reports to this pdf. The Users' Guide to Submitting Priority and Focus Progress Monitoring Board Reports is located in MEGS+ under the view/edit screen of the application.</b></p>

<p><b>Building Name</b> <i>Insert other rows if needed</i></p>	<p><b>Briefly describe how the implementation data that has been collected verifies that the adults are doing what is described in the activities?</b> <i>Sample implementation data might be walkthrough documentation, demonstration lessons, minutes of grade level/content team meetings, PLC meetings, school support team meetings, etc.</i></p>

**Update on the Implementation of a Multi-Tiered System of Support (MTSS)**

<b>Building Name</b> <i>Insert additional rows if needed</i>	<b>What was learned during this timeframe from the implementation of a Multi-Tiered System of Support (MTSS) regarding academic, behavioral and social needs of students?</b>	<b>What practices have changed as a result of implementing MTSS during this time frame?</b>

**TITLE I DISTRICTS AND BUILDINGS (complete only if Title I MI Excel schools)**

Summary of MI Excel supports provided by the ISD/ESA that are helping the district and school close the achievement gap.

<b>Name of District Improvement Facilitator (DIF) at the district level</b> <i>(from the ISD/ESA)</i>	<b>How has the DIF helped district staff examine and adjust district systems, procedures or policies to support schools in closing the achievement gap?</b>

Title I Set Asides	Specific MI Excel Component	What was learned from this?	What practices have changed as a result of this implementation?
<b>District Level</b>	<b>District-Level Title I Set-Asides</b> <i>Describe what the district is doing with its set-asides if applicable:</i>		<i>At the district level:</i>

<b>Building Name</b> <i>Insert additional rows as needed</i>	<b>Building-Level Title I Set-Asides</b> <i>(If applicable)</i>		
	<i>Describe what this school is doing with its set-asides:</i>		<i>At the school level:</i>
	<i>Describe what this school is doing with its set-asides:</i>		<i>At the school level:</i>

- **Additional data and documents may be appended to this report. Please upload a single composite document to MEGS+, which includes this report and the additional appendices, including data reports, as a single PDF scan.**
- **The Users' Guide to Submitting Progress Monitoring Reports is located in MEGS+ under the view/edit screen of the application.**

<p>Report Completed by: _____</p> <p>Email Address: _____</p> <p>Phone Number: _____</p>
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