



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

SHEILA A. ALLES
INTERIM STATE SUPERINTENDENT

MEMORANDUM

DATE: January 31, 2019
TO: Local and Intermediate School District Superintendents
Public School Academy Directors
FROM: Venessa A. Keesler, Ph.D., Deputy Superintendent *V. Keesler*
Division of Educator, Student, and School Supports
SUBJECT: Michigan Department of Education (MDE) School/District Reporting Requirements

This communication is to inform you of the reporting requirements for schools and districts. You are required to submit the following online reports (during the designated timeframes) which are accessible through the AdvancEd [ASSIST website](#):

SCHOOL REPORTS

- School Improvement Plan (SIP) Due September 1, 2019
 - Please note school reports are assigned based on school status. For Title I planning purposes, districts may choose to have School Improvement Plans submitted as early as April 1, 2019. Schools moving from Title I Targeted Assisted to Title I Schoolwide must submit by June 1, 2019.
- Program Evaluation ToolDue June 30, 2019

DISTRICT REPORTS

- District Improvement Plan (DIP)Due June 30, 2019
- Single Building District Improvement Plan (SBDIP).....Due June 30, 2019
- Program Evaluation ToolDue June 30, 2019

Further information on reporting requirements is available on the School Improvement Support [website](#). For detailed instructions on submitting reports, please see the Resources section of the [AdvancEd/MDE website](#). Please note that on this website are tabs for Schools, Districts, Quick Guides, and additional training.

STATE BOARD OF EDUCATION

CASANDRA E. ULBRICH – PRESIDENT • PAMELA PUGH – VICE PRESIDENT
MICHELLE FECTEAU – SECRETARY • TOM MCMILLIN – TREASURER
TIFFANY D. TILLEY – NASBE DELEGATE • JUDITH PRITCHETT
LUPE RAMOS-MONTIGNY • NIKKI SNYDER

In addition, assistance is available from your local ISD/RESA, the appropriate MDE office, or the AdvancEd Michigan Office. Contact information is provided at the bottom of the [AdvancEd/MDE website](#).

[Subscribe](#) to the School Improvement Reporting email list and get information about the ASSIST platform and reporting due date reminders delivered directly to your inbox.

As many of you know, the MDE is working with stakeholders to move toward the Michigan Integrated Continuous Improvement Process (MICIP) which combines a whole-child district needs assessment with high-quality continuous improvement planning and support for a more integrated approach to securing grant funding. However, in order to ensure a smooth transition, there will be no changes to the current school and district improvement processes for this coming school year, as reflected by the dates and requirements above. The MDE will be rolling out more information regarding MICIP in the coming months.

These requirements support Top 10 in 10, Goal 2, implementation of high-quality instruction. Implement, with strong district and building leadership, high-quality instruction in every classroom through a highly coherent, child-centered instructional model where students meet their self-determined academic and personal goals to their highest potential.

Questions regarding this communication may be directed to Bill Witt, Supervisor, School Improvement Support Unit at wittb1@michigan.gov.

cc: Michigan Education Alliance