

MI Plan 2007 Frequently Asked Questions

Access to MI Plan

I am a school building principal. How do I get access to MI Plan?

User IDs and passwords were sent to each principal through email on March 6, 2007.

If you cannot locate your User ID and password, please contact the DIT Education Help Desk at 517.335.0505 or Help-Desk@michigan.gov and provide your name, telephone number (with area code), e-mail address, district code, school building name and school building code.

I am a local district superintendent. How can I access MI Plan for my buildings' Education YES! self-assessments?

Regarding the review and approval process for the Education YES! school self-assessments. User IDs and passwords were sent to all intermediate and local superintendents in March 2007 from the Department of Education. The User IDs and passwords that were emailed allow a superintendent access only for the review and approval of each building's self-assessments.

I am an intermediate school district superintendent. How do I get access to all of my local district buildings' plans?

MI Plan is a tool intended specifically for use by school building principals and their school improvement teams. We suggest that you discuss access to any building's planning process with the local superintendent and the building principal.

I am an intermediate school district superintendent and did not receive any User IDs/passwords for my ISD-operated school buildings. How can I get User IDs/passwords for these buildings?

User IDs and passwords for ISD-operated buildings were emailed to ISD superintendents from MDE in March 2007. If you cannot locate this list, please contact the DIT Education Help Desk at Help-Desk@michigan.gov or 517.335.0505 and provide your name, telephone number (with area code), e-mail address and district code.

Education YES! School Self Assessment

I need to complete my Education YES! school self-assessment. Where do I do that?

The MI Plan application can be accessed at www.michigan.gov/miplan. After you have logged into the application, there are specific instructions. Click on the words "Click here to start". This will take you directly to the school self-assessment.

Is there a guide for completing my school self-assessment?

Yes, go to www.michigan.gov/edyes. You will see a subsection called "MI Plan." There is a user guide for school users (completing the assessment) and district users (the review/approval process). These documents are also included in the Help menu within the MI Plan application.

I am the principal or administrator of an un-graded facility that does not have a specific grade setting. How do I set my grades so that I can complete my self-assessment?

The new Indicators of School Performance do not require that the user set the grades housed at the school. If you are a principal or administrator of an un-graded facility (such as a special education facility), click on the words "Click here to start" in order to proceed to the self-assessment.

I am finished entering information/data for the first indicator of my self-assessment. How do I save this information?

After completing each indicator, please click on the "save rating" button at the top and bottom of the key characteristic page. After you have completed all 40 indicators, a final "Submit" button will appear. Once you click on the final "Submit" button, your self-assessment will become available to your district superintendent for review and approval.

Will Special Education Center programs be excused from submitting this report again this school year?

The Michigan Department of Education (MDE) asks all schools to attempt to complete the self assessment this time. We have added a "non-applicable" rating that can be used for characteristics that do not apply to your school. The thinking is:

- MDE believes that the School Improvement Framework applies to ALL schools;
- MDE needs feedback to identify characteristics that are not applicable to specific kinds of schools; and
- MDE may start using MI-Access as part of the accreditation system

Do schools that are members of the North Central Association have to complete the self-ratings and evidence?

The Department and NCA staff have been working to crosswalk the School Improvement Framework with the NCA CASI standards. Because the NCA CASI standards have not yet been finalized, this aspect of the Partnership will not be implemented until the 2007-08 school year. Therefore, all Michigan public schools, including those schools that are NCA members, will need to report in the Indicators in 2006-07.

Is a "general" consensus of the status of the building be derived, rather than what all areas are actually doing. Is this the interpretation?

The "consensus" is among the School Improvement Team. The team should have a consensus that the school is meeting all parts of the descriptor for each characteristic.

With MME and spring break, is there anyway that we have until the end of April to complete?

The dates were set so that the Department could start appeals of elementary and middle school Report Cards during the last week of April. The April 10 date cannot be extended.

How can I find the self-rating and evidence that my school submitted in the spring of 2006?

Schools' self-ratings and evidence from spring 2006 were published on the Michigan School Report Card, which is available at <https://oeaa.state.mi.us/ayp/>. One can navigate to a specific school by using the "search by" or "browse by" functions. Once you have located your school's Report Card, click on the link labeled "View Details" on the line labeled "Indicators of School Performance." The next page is a summary of the school's self-ratings and scores for the 11 indicators that the school reported on last year. You can click on "View Details" to drill down to the self-rating and evidence for each of the 11 indicators. The evidence can be copied and pasted into a document or another application.

Can two users be logged in, working on the data collection for the same school at the same time?

No. The MI-Plan system was not designed for concurrent use for the same school. Please do not try to have two users logged in, working on the same school at the same time. The system will do funny things if you try this. You may lose data.