

# District Guide

to the

## *Education YES!* School Self-Assessment Review/Approval Process

Using

### MI Plan

Version 2.1

March 2007

Prepared by:



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## Introduction

This document provides district superintendents (intermediate and local), and public school academy administrators acting as district administrators, with step-by-step instructions for the review and approval of school buildings' self-assessments for *Education YES!* via the MIPlan application.

*Education YES!* is managed by the Michigan Department of Education.

MIPlan is Michigan's Web-based school self-assessment and is available at [www.michigan.gov/miplan](http://www.michigan.gov/miplan).

More information about MIPlan can be found on the Michigan Department of Education's Web site at <http://www.michigan.gov/edyes>, and under the **Help** tab in MIPlan.

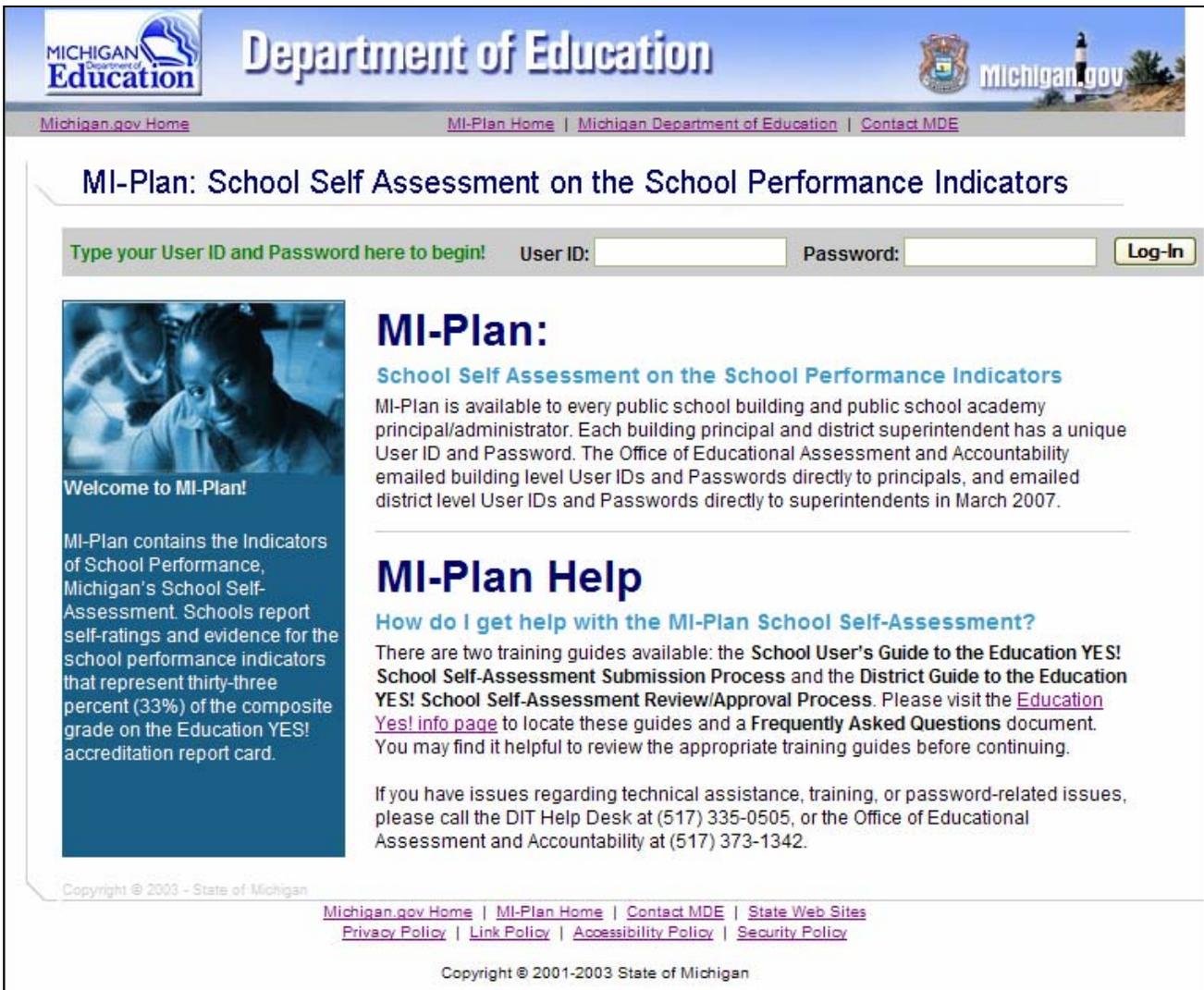
## Log In

To log in to MIPlan, point your Internet Explorer Web browser to the following location:  
<http://www.michigan.gov/miplan>.

You will arrive at the log-in screen, shown in the image below. Enter your **DISTRICT** User ID and Password and click the **Log-In** button.

Each building principal and district superintendent has a unique User ID and Password. The Office of Educational Assessment and Accountability emailed building level User IDs and Passwords directly to principals, and emailed district level User IDs and Passwords directly to the superintendents on March 5, 2007.

If you need assistance with your User ID or Password, please call the DIT Help Desk at (517)335-0505.



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### MI-Plan: School Self Assessment on the School Performance Indicators

Type your User ID and Password here to begin! User ID:  Password:  **Log-In**

**Welcome to MI-Plan!**

MI-Plan contains the Indicators of School Performance, Michigan's School Self-Assessment. Schools report self-ratings and evidence for the school performance indicators that represent thirty-three percent (33%) of the composite grade on the Education YES! accreditation report card.

### MI-Plan:

#### School Self Assessment on the School Performance Indicators

MI-Plan is available to every public school building and public school academy principal/administrator. Each building principal and district superintendent has a unique User ID and Password. The Office of Educational Assessment and Accountability emailed building level User IDs and Passwords directly to principals, and emailed district level User IDs and Passwords directly to superintendents in March 2007.

### MI-Plan Help

#### How do I get help with the MI-Plan School Self-Assessment?

There are two training guides available: the **School User's Guide to the Education YES! School Self-Assessment Submission Process** and the **District Guide to the Education YES! School Self-Assessment Review/Approval Process**. Please visit the [Education Yes! info page](#) to locate these guides and a **Frequently Asked Questions** document. You may find it helpful to review the appropriate training guides before continuing.

If you have issues regarding technical assistance, training, or password-related issues, please call the DIT Help Desk at (517) 335-0505, or the Office of Educational Assessment and Accountability at (517) 373-1342.

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## Select School to Review

After you have logged in to MIPlan as a district user, a list of your district's schools will appear. An example is below. Schools that have submitted their School Self-Assessment will have a [Review](#) button next to the status box.

The screenshot shows the Michigan Department of Education (MDE) website interface. At the top, there is a header with the MDE logo and the text 'Department of Education'. Below the header, there are navigation links: 'Michigan.gov Home', 'MI-Plan Home', 'Michigan Department of Education', and 'Contact MDE'. The main content area is titled 'Demo District' and includes a 'Help' button. A paragraph explains that district users can view school self-assessments by clicking the 'Review' button next to the status box of schools that have submitted their self-assessments. Below this text is a table with two columns: 'Current Login' and 'EdYes Reporting'. The table lists four schools: Demo Elementary School (Submitted), Demo Middle School (Not Started), Demo High School (In Progress), and Demo Alternative School (Pending). The 'Submitted' status for Demo Elementary School includes a 'Review' button. At the bottom of the page, there is a 'Logout' link, a copyright notice for 2003, and a footer with various policy links: 'Michigan.gov Home', 'MI-Plan Home', 'Contact MDE', 'State Web Sites', 'Privacy Policy', 'Link Policy', 'Accessibility Policy', and 'Security Policy'.

Current Login	EdYes Reporting
Demo School	
<b>Schools</b>	
Demo Elementary School	Submitted <a href="#">Review</a>
Demo Middle School	Not Started
Demo High School	In Progress
Demo Alternative School	Pending

## Self-Assessment Status Categories Used in MIPlan

Next to each school is the status of that school's *EducationYES!* self-assessment. This status may be reported as:

- Red - Not Started Recording the indicators of performance school self-assessment has not yet begun.

EdYes Status:  Not Started

- Yellow - In Progress Recording the indicators of performance school self-assessment has begun.

EdYes Status:  In Progress

- Blue - Submitted

The indicators of performance school self-assessment has been finished and submitted for district review. The [Review](#) button will appear to the right only after a school has submitted the school self-assessment, thus the "submitted" status is the only one with the [Review](#) button showing. Click on the [Review](#) button to begin the review/approval process.

EdYes Status:  Submitted [Review](#)

After a district has reviewed the school self-assessment and responded via the application, one of the following icons will appear:

- "Exclamation Point" Icon - Pending Changes

The indicators of performance school self-assessment was submitted to the district and the district did not approve it. The district returned it to the school to make some adjustments/changes. The district should indicate these recommended changes in the Comments box. This status indicates there are changes that the school should make and re-submit.

EdYes Status:  Pending

- Green - Approved

The indicators of performance school self-assessment was submitted to the district and approved. No further work is needed on the part of the school around submission of the self-assessment. However, this information is still available within MIPlan. *(Note: Districts do NOT need to "submit" the School Self-Assessments to the state. Once the processing period has closed and all schools have been "approved," the state will process the results.)*

EdYes Status:  Approved

## Review School Self-Assessment

When you click on the [Review](#) button, an interface for that school's self-assessment will appear. The interface begins with a display of the Indicator score the school earned on the Self-Assessment, followed by the comment text boxes (district and school) and continues with the list of Strands.

### Review Interface

The screenshot shows the EdYes Review interface. At the top left, there is a 'Help' button. The main header reads 'Demo District'. Below this, a 'Back' button is visible. The main title is 'EdYes Review: Demo School'. The status is 'EdYes Status: Submitted'. A table displays the assessment results:

Criteria Rated	Possible Points	Total Points	Score	Indicator Score	Indicator Grade
40	160	40	25	70	C

Below the table, there are two comment sections. The first is 'District Comments:' with a 'Reject' button and an 'Approve' button. The second is 'School Submission Comments:' with a 'Show History' button. Both comment sections are currently empty text boxes.

## Comments Throughout the Process

The "Comment" boxes facilitate a two-way communication between the school principal and the superintendent regarding the submission and possible changes requested by the district. The Comment boxes should be used after the district superintendent has reviewed the school's indicators (more information is in the "Completing Your Review" section about this process).

For your information: Just above the "School Submission Comments" box is the [Show History](#) button. When you click on this button, a pop-up window displays the submission history discussion between the district and school, providing the following information (image following) in chronological order:

- Date information was entered by district or school staff
- Who entered the information
- What action was taken
- What the change in action status was (From and To)
- Comment associated with the update

Example of district comments to school to make changes:

Date	Login	Action	From	To	Comment
3/25/2004	kguykema@gdsd	Reject	Submitted	Pending	Please tighten up the language in Curriculum Alignment to more closely reflect our district alignment process.  Also need more specific language about support for teaching and learning in School Facilities.

## List of Performance Indicators

As you scroll down the page, the list of Strands is displayed. At the bottom of the page is a [Full Survey View](#) button. Selecting this button brings up the entire self-assessment, displays the rating, the points earned, and lists the evidence submitted by the school for each Key Characteristic.

- 
**Strand I: Teaching for Learning**  
 The school holds high expectations for all students, identifies essential curricular content, makes certain it is sequenced appropriately and is taught effectively in the available instructional times. Assessments used are aligned to curricular content and are used to guide instructional decisions and monitor student learning.
- 
**Strand II: Leadership**  
 School leaders create a school environment where everyone contributes to a cumulative, purposeful and positive effect on student learning.
- 
**Strand III: Personnel and Professional Learning**  
 The school has highly qualified personnel who continually acquire and use skills, knowledge, attitudes and beliefs necessary to create a culture with high levels of learning for all.
- 
**Strand IV: School and Community Relations**  
 The school staff maintains purposeful, active, positive relationships with families of its students and with the community in which it operates to support student learning.
- 
**Strand V: Data and Information Management**  
 Schools/districts have a system for managing data and information in order to inform decisions to improve student achievement.

[Full Survey View](#)

## Beginning the Review

To begin the review process for a school, select a school that has the blue button signifying "Submitted" and click on the **Review** button to the right of the "Submitted" label. Click on the **Full Survey View** button at the bottom of the page. You will be presented with a summary of the school entries for each Key Characteristic. If you'd like to have a printed copy, select the **Print** button at the top to format the page; then go to the tool bar on your browser and select "Print". You may also click on the **View** button to see the school entries for that particular Key Characteristic (see example below).

The screenshot displays a web interface for a school self-assessment. At the top left, there is a 'Help' button. Below it, the page is titled 'Demo District' and 'Demo School'. A 'Contextual' tab is active. The main content area is titled 'Strand I: Teaching for Learning' and contains three key characteristics: 'Standard 1: Curriculum', 'Staff', and 'Students'. Each characteristic is marked as 'Exemplary - 4 Points' and includes a list of criteria with checkboxes, evidence, and a 'View' button.

**Help**

**Demo District**

[Back/Cancel](#) [Print](#)

**Demo School**

**Contextual**

**Strand I: Teaching for Learning**

**Standard 1: Curriculum**

Schools/districts have a cohesive plan for instruction and learning that serves as the basis for teachers' and students' active involvement in the construction and application of knowledge.

**Key Characteristics**

**Standards Alignment** [View](#)

**Exemplary - 4 Points**

- All local curriculum includes 100% of the Michigan Curriculum Framework Content Standards and Benchmarks, as well as Grade Level Content Expectations (GLCE) or course content expectations as appropriate.
- In addition to the curriculum for every core area being aligned to those standards, the Arts has also been completed.
- The school is in the process of aligning the curriculum for all additional areas taught including: Career and Employability Skills, Health Education, Physical Education, Technology and World Languages.

**Evidence**

- \* Curriculum documents

**Staff** [View](#)

**Exemplary - 4 Points**

- In order to provide cohesion of curriculum within and across grade levels and content areas, staff has a variety of opportunities to actively explore the curriculum and dialogue with colleagues.
- Alignment of the standards and benchmarks includes cross-referenced models so that teachers of all subject areas and grade levels can review the curriculum of the entire school.

**Evidence**

- \* Meeting agendas and minutes

**Students** [View](#)

**Exemplary - 4 Points**

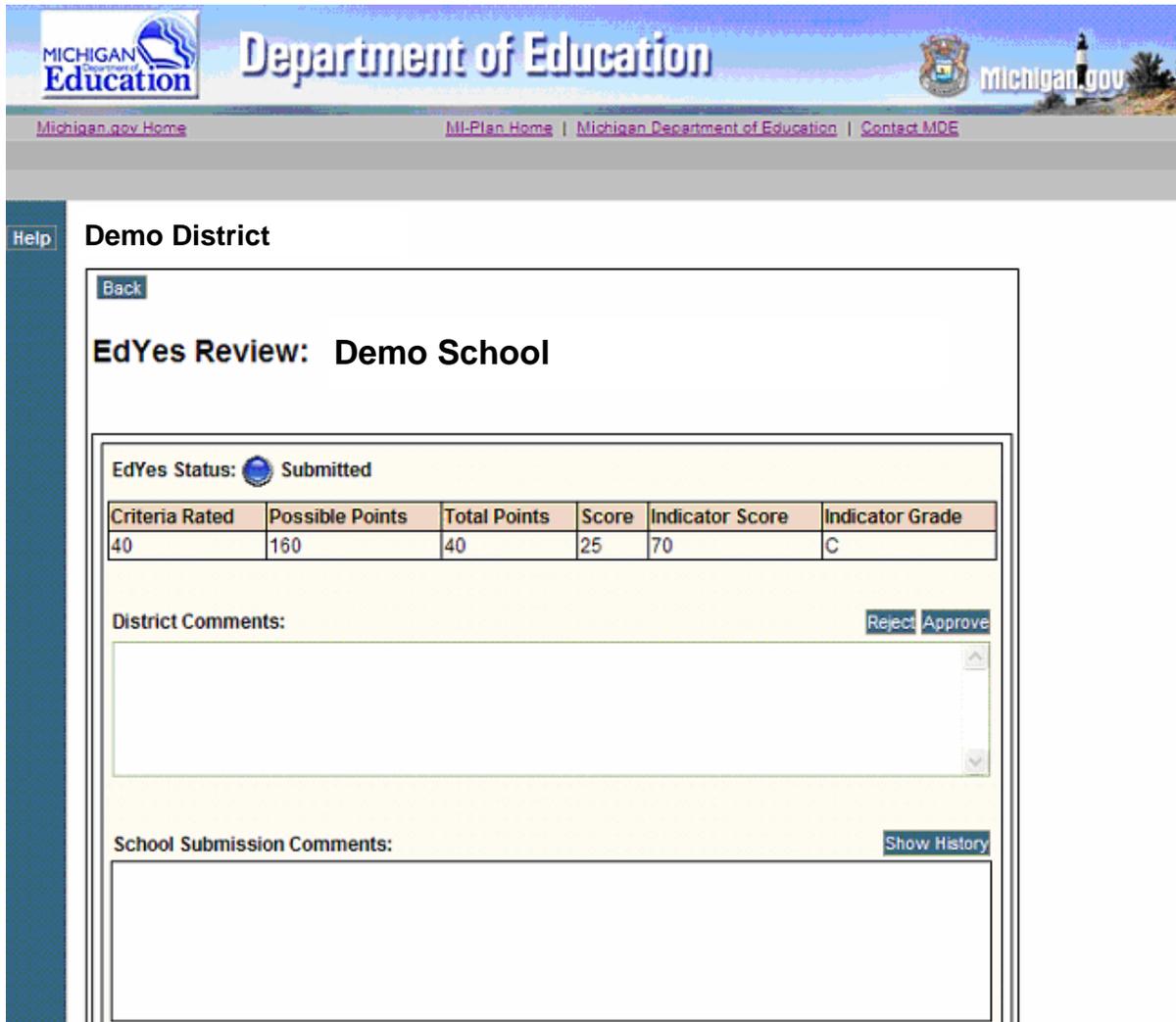
- Teachers provide meaningful examples of real life application of the goals and objectives of each unit of study.
- At the beginning of a unit of study, students are provided a clear understanding of how the goals and objectives will be assessed.
- Documents written in student-friendly language are translated into other primary spoken and written languages of the school whenever possible and are reviewed orally.

**Evidence**

- \* Course descriptions

## Completing the Review

After reviewing the 40 Key Characteristics, click on the [Back](#) button in the upper left corner of the indicator screen. You will return to the Review Interface page (Indicator score/comment boxes/list of Strands).



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**Help** | **Demo District**

[Back](#)

### EdYes Review: Demo School

EdYes Status:  Submitted

Criteria Rated	Possible Points	Total Points	Score	Indicator Score	Indicator Grade
40	160	40	25	70	C

District Comments: [Reject](#) [Approve](#)

School Submission Comments: [Show History](#)

You may enter comments in the "District Comments" box (refer to the "Comments Throughout the System" section of this guide for more information about comments boxes) and click the [Approve](#) button or the [Reject](#) button, as appropriate. When you click the [Approve](#) button or [Reject](#) button, a pop-up window asks for confirmation ("Do you wish to Reject" or "Do you wish to Approve"). Click [OK](#) or [Cancel](#) as appropriate.

The status will change to **APPROVED** or **PENDING**. If the status shows "Approved," you have completed that school's data review. You may continue with the next school on your list. If the status shows "Pending," changes have been recommended/requested by the district and the school will need to re-submit its data for another review for approval.

Once the status shows "Approved" for all the schools in your district, your review of the School Self-Assessment is completed and will then be processed by the state. There is nothing further that you need to do.

Thank you!