



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING


GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

## **MEMORANDUM**

**DATE:** January 23, 2020

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** Venessa A. Keesler, Ph.D., Deputy Superintendent   
Division of Educator, Student, and School Supports

**SUBJECT:** Michigan Department of Education School/District Reporting Requirements

This communication is to inform districts and schools of the reporting requirements for the 2020-2021 school year. Although Michigan Department of Education (MDE) is in the process of building the Michigan Integrated Continuous Improvement Process (MICIP), districts and schools are still required to submit the following reports during the designated timeframes through the [Cognia ASSIST website](#):

### **SCHOOL REPORTS**

- School Improvement Plan (SIP) - Due September 1, 2020
  - Please note: School reports are assigned based on school status. For Title I planning purposes, districts may choose to have SIPs submitted as early as April 1, 2020. Schools moving from Title I Targeted Assistance to Title I Schoolwide must submit by June 1, 2020.

### **DISTRICT REPORTS**

- District Improvement Plan (DIP) - Due June 30, 2020
- Single Building District Improvement Plan (SBDIP) - Due June 30, 2020

### **PROGRAM EVALUATION**

- Evaluating programs is critical and a requirement of state and federal programs. However, as part of the transition to MICIP, for 2019-20 MDE is giving districts and schools options for how they demonstrate that evaluation. **They may use either the PET in ASSIST or another process of their choosing as evidence of implementing program evaluation. The**

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**evidence must be available upon request from MDE staff but does not need to be officially submitted.**

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 [Cognia/MDE website](#). This website has separate tabs for schools, districts, quick guides, and additional training.

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

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

Questions regarding this communication may be directed to Bill Witt, Supervisor, School Improvement Support Unit at [wittb1@michigan.gov](mailto:wittb1@michigan.gov).

cc: Michigan Education Alliance