Section 31a

On Site Review
District Study Guide

Date of District Review:

District Name:

District Code:

District Contact:

MDE Consultant:

Schools to be Reviewed:

GENERAL INFORMATION

1. The On Site Review (OSR) is a compliance review.

2. Documents that require an external review must be received by the Michigan Department of Education (MDE) in sufficient time prior to the OSR to conduct the review or will automatically result in a Change Required (CR).

    - The district/school may not provide additional external review documentation during the OSR and request another review (ex., revised School Improvement Plan or Annual Education Report).

    - Consultants rate "implementation" of applicable components at the close of the OSR.

3. Technical Assistance (TA) may occur prior to a scheduled onsite review meeting – not during the OSR. TA provided after the report-out on the day of the OSR should be limited.

Districts must use TA documents available in group TA meetings for some support

Section 31a
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Rating Guidelines

CR (CHANGE REQUIRED) = required indicator

Y (YES) = meets requirement

District Interview for Federal and State Supplementary Programs	
Intended Participants – Superintendent, Federal Programs Coordinator and/or staff responsible for individual Federal/State programs, staff members who implement district-level programs.	
Guiding Questions/Statements: • Describe your Section 31a programs • Describe how the district fulfills its oversight responsibilities for this program	**District Evidence that Could be Reviewed:** Eligibility worksheets Staff logs of Section 31a activities Job descriptions of Section 31a staff Implemented procedure for program oversight Evidence of program planning, implementation, and review

Indicators	Y, CR	Evidence & Explanation District Must Complete This Column for All Indicators
1. At the district level, a written process is in place to provide oversight for Section 31a programs and services. [Sec. 31a (1, 15)]		
2. Section 31a program services are allowable in accordance with program legislation. [Sec. 31a (5, 6, 7, 8, 11, 17)]		
3. The district has a written process in place to ensure that the Section 31a programs and initiatives are aligned to the LEA/school/district continuous improvement plan. [Sec. 31a (11)]		
4. The district has a written process in place to ensure that the Section 31a identification criteria are used to determine student needs in the design of programs and services. [Sec. 31a (14)]		
5. Section 31a program services for students are aligned with identification criteria. [Sec. 31a (14, 15)]		
6. The district has a written process for filling Section 31a positions. [Sec. 31a (15)]		
7. The district has a written process in place that defines student entrance procedures. [Sec. 31a (5, 6, 7, 8, 14, 17)]		

8. The district has a written process in place that defines how and when services are provided. [Sec. 31a (5, 6, 7, 8, 11)]		
9. The district has a written process in place that identifies the data used to measure proficiency. [Sec. 31a (1, 15)]		
10. The district has a written process in place to ensure that stakeholders are updated on uses of Section 31a funds to ensure services are allowable and in accordance with Section 31a legislation. [Sec. 31a (5, 6, 11)]		
11. The district has a written process in place that ensures program accountability. [Sec. 31a (9)]		
12. The district has a written procedure for program evaluation using the MDE Program Identification Tool. [Sec. 31a (5, 6, 11)]		
13. Section 31a program services are focused on improving student academic achievement. [Sec. 31a (15)]		
14. The district has a written process in place that defines student exit procedures. [Sec. 31a (5, 6, 7, 8, 14, 17)]		
15. The use of the flexibility provision meets all Michigan Department of Education criteria. [Sec. 31a (11)]		
16. The class size reduction program meets all Michigan Department of Education criteria, if applicable. [Sec. 31a (11)]		
17. The district has a written process for initiating and monitoring a multi-tiered system of supports (MTSS) for at least K-3 grades. [Sec. 31a (3)]		