



Office of Educational Supports (OES)

Materials District Must Submit to OES in the Grant Electronic Monitoring System (GEMS)

The district must electronically submit the following documentation in [GEMS](#) for the District and each participating School at least three weeks prior to their scheduled On Site Review (OSR). GEMS **does not** support Google Docs. **All submissions must be Microsoft Word, Excel, or PDF.**

SUBMISSION AT LEAST THREE WEEKS PRIOR TO THE OSR

District and School-Level Documentation:

1. The OSR [District Study Guide](#) (**must respond to all applicable sections**). The District Study Guide form is in GEMS for you to complete.
2. The names and positions of participants who generated the consensus District Study Guide.
3. A list of staff, and their position, who have been identified to attend the OSR District meeting.
4. The OSR [School Study Guide](#). The School Study Guide form is in GEMS for you to complete.
5. The names and positions of participants who generated the consensus School Study Guide.
6. A list of staff/parents, and their position, who have been identified to attend the OSR School meeting.
7. The District's/School's Professional Development Calendar(s).
8. A list of Federal- and State-funded (Section 31a and Section 41) personnel, by each Program including: FTEs (including co-funding), assignment, and building.
9. The [Parent and Family Engagement Plan](#).

Note: Templates for numbers 1, 4, and 9 are linked above and available on the [OES Regional OSR Materials](#) website. Improvement Plans will be accessed from the MICIP platform.