



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 documents in **GEMS** for the District and each participating School according to the specified timeline. The link is [gems-mars](#). GEMS does not support Google Docs. **All documents must be Microsoft Word, Excel, or PDF.**

SUBMISSION AT LEAST THREE WEEKS PRIOR TO THE REVIEW

District and School-Level Documentation:

1. The On Site Review 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 On Site Review District meeting.
4. The On Site Review 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 On Site Review 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 Title School Parent and Family Engagement plan.

Note: The Continuous Improvement Plan will be accessed from the MICIP platform. There are templates available on the OFS website for numbers 1, 4 and 9. www.michigan.gov/ofc under "Current Topics" and "Regional On Site Review Materials".