



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

May 22, 2023

«District\_Superintendent\_Name»  
«DistrictName»  
«District\_Address»  
«City\_State\_Zip\_Code»

Dear «District\_Superintendent\_Last\_Name»:

Michigan Department of Education (MDE) understands the significant role that district and school continuous improvement play in structuring the implementation of strategies to meet student achievement goals. With this in mind, MDE developed the Michigan Integrated Continuous Improvement Process (MICIP). MICIP is a pathway for districts to improve student outcomes by assessing whole child needs to develop plans and coordinate funding. To minimize the planning and reporting burden on districts with schools identified for Comprehensive Support and Improvement (CSI), MDE has established a process by which districts can integrate Every Student Succeeds Act (ESSA) CSI plan requirements into the existing continuous improvement planning process within the MICIP platform.

### **CSI Plan Requirements**

ESSA requires that districts with schools identified for CSI develop and implement, in partnership with stakeholders (including principals and other school leaders, teachers, and parents), a school-level improvement plan to improve student outcomes. Each school-level plan should:

- Be based on a school-level needs assessment.
- Be informed by indicators in the School Index accountability system. For more information, please see page 6 of the [Michigan School Index System Guide](#).
- Include one or more evidence-based interventions. For more information, please see [Using Evidence to Strengthen Education Investments](#).
- Identify resource inequities to be addressed through the implementation of the CSI plan. For more information, please see the [Resource Allocation Review Process Guide](#).
- Be approved by the school, local education agency, and state education agency.

### **CSI Plan Development, Submission and Approval**

MDE greatly appreciates the intentional efforts being made by districts to support their schools identified for CSI in the continuous improvement process. Districts are asked to submit school level CSI Plan Reports to MDE using the following timeline and process:

#### **STATE BOARD OF EDUCATION**

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1. Use the remainder of the 2022-23 school year to continue assessing needs and adjusting the 2023-24 MICIP plan(s).
2. Incorporate CSI plan requirements into school level MICIP plan(s) for the 2023-24 school year.
3. For each school identified for CSI, be prepared to download the CSI Plan Report from MICIP and submit to MDE in GEMS-MARS by June 30, 2023.

For information on how to integrate ESSA requirements into the existing continuous improvement planning process within the MICIP platform, please see the MICIP for Districts and Schools Identified for Supports [video](#) and [PDF](#). For instructions on how to generate school level CSI Plan Reports in MICIP and submit the plan(s) in GEMS-MARS, please see [TA Guidance for CSI Plan and Partnership Report Submission](#).

MDE will review submitted plans prior to September 1<sup>st</sup> and subsequently approve plans based on fulfillment of the ESSA requirements outlined above. For districts with a partnership agreement, the CSI plans will be reviewed and approved by the Accountability, Research, and Evaluation Unit in the Office of Partnership Districts (OPD). Communication from MDE regarding plan approval, or modifications needed, will be sent to the district authorized users in GEMS-MARS. To update district authorized users in GEMS-MARS, please visit [MILogin - Login \(michigan.gov\)](#).

### **CSI Plan Monitoring**

ESSA requires that both the school district and state education agency monitor the school level plan(s) and assure that the school is making sufficient progress to exit CSI status. For a district with a partnership agreement, the CSI plans will be periodically reviewed and monitored by MDE during the Benchmark Review (18-month mark) and partnership agreement summary meeting/academic outcomes evaluation (36-month mark) attended by the district, intermediate school district, and Office of Partnership Districts.

### **Contact**

Questions regarding ESSA CSI plan requirements and development within MICIP may be sent to your OPD Partnership Agreement Liaison (PAL).

Sincerely,

William A. Pearson, Ed.D.  
Director, Office of Partnership Districts

cc: «ISD\_RESA\_Sup\_Name», ISD/RESA Superintendent  
«OPD\_PAL>>, OPD PAL