



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

MEMORANDUM

DATE: January 4, 2018
TO: Local and Intermediate School District Superintendents
Public School Academy Directors
FROM: Sheila A. Alles *Sheila A. Alles*
Chief Deputy Superintendent
SUBJECT: Michigan Department of Education (MDE) School/District Reporting Requirements

This communication is to inform you of the reporting requirements for schools and districts. You are required to submit the following online reports (during the designated timeframes) which are accessible through the AdvancED [ASSIST website](#):

SCHOOL REPORTS

- School Improvement Plan (SIP) Due September 1, 2018
 - Please note school reports are assigned based on school status. For Title I planning purposes, districts may choose to have School Improvement Plans submitted as early as April 1, 2018. Schools moving from Title I Targeted Assisted to Title I Schoolwide must submit by June 1, 2018.
- Program Evaluation Tool Due June 30, 2018

DISTRICT REPORTS

- District Improvement Plan (DIP)..... Due June 30, 2018
 - Single Building District Improvement Plan (SBDIP)
- Program Evaluation Tool Due June 30, 2018

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 [AdvancED/MDE website](#). Please note that on this website are tabs for Schools, Districts, Quick Guides, and additional training.

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

[Subscribe](#) to the School Improvement Reporting email list and get information about the ASSIST platform and 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.

cc: Michigan Education Alliance