



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

October 25, 2013

MEMORANDUM

TO: Local and Intermediate School District Superintendents and
Public School Academy Directors with Schools Identified as Focus

FROM: Linda Forward, Director *Linda Forward*
Office of Education Improvement and Innovation

SUBJECT: Focus Schools Quarterly Progress Reports to School Boards

Among the requirements of the *Elementary and Secondary Education Act* (ESEA) and the Michigan Department of Education's (MDE) approved ESEA Flexibility Waiver for districts with Focus schools is completion of a Quarterly Progress Report from the district to its school board and submission of a copy of the Quarterly Progress Reports to the MDE.

The requirement applies to districts with both Title I, and non-Title I identified Focus schools, identified in 2013. The ESEA Flexibility Waiver and the MDE do not prescribe a format for the Quarterly Progress Report; however, the Quarterly Progress Report must articulate and document the district's and school's activities, interventions, data, and progress in reduction of the achievement gap in the Focus school(s) of the district.

The district Quarterly Progress Reports to the school board will be submitted to the MDE using the Grant Electronic Monitoring System (GEMS). Districts should be prepared to begin submitting reports to the MDE in mid-December 2013. Additional Quarterly Progress Reports will be submitted by the district during 2014. Specific directions about submission of the documents in GEMS will be provided to districts and schools later in the fall.

Please contact Greg Olszta, Consultant, if you have any questions at olsztag@michigan.gov or 517.241.4715.

cc: Principal/PSA Administrator
ISD Superintendent

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324