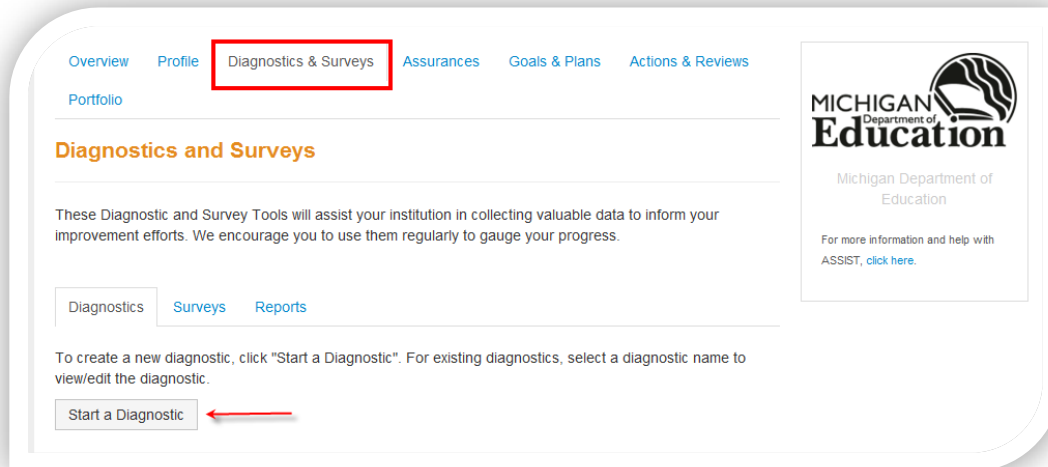


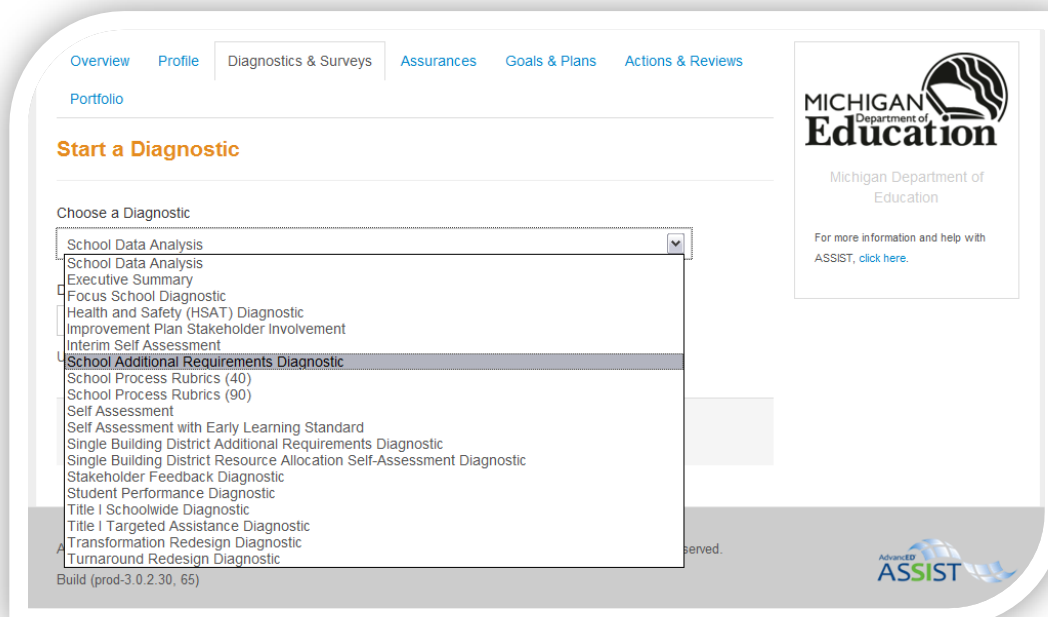
## Instructions for Attaching Professional Development Calendars/Plans in ASSIST

Title I Schoolwide and Targeted Assistance schools are required to submit their professional development plan/calendar as part of their School Improvement Plan. In order to meet this requirement in ASSIST, schools will need to upload the file in the School Additional Requirements Diagnostic, found on the Diagnostics & Surveys tab.



The screenshot shows the 'Diagnostics & Surveys' tab selected in the top navigation bar. Below the navigation bar, there is a 'Portfolio' section with the heading 'Diagnostics and Surveys'. A paragraph of text explains that these tools help collect data for improvement efforts. Below this text are three sub-tabs: 'Diagnostics', 'Surveys', and 'Reports'. Under the 'Diagnostics' sub-tab, there is a button labeled 'Start a Diagnostic' with a red arrow pointing to it. To the right of the main content area is a Michigan Department of Education logo and a link for more information.

Choose the School Additional Requirements Diagnostic from the dropdown menu and provide a description (e.g. School Name – Additional Requirements 2012-2013).



The screenshot shows the 'Start a Diagnostic' page. A dropdown menu is open, displaying a list of diagnostic options. The 'School Additional Requirements Diagnostic' option is highlighted. The list includes: School Data Analysis, Executive Summary, Focus School Diagnostic, Health and Safety (HSAT) Diagnostic, Improvement Plan Stakeholder Involvement, Interim Self Assessment, School Additional Requirements Diagnostic, School Process Rubrics (40), School Process Rubrics (90), Self Assessment, Self Assessment with Early Learning Standard, Single Building District Additional Requirements Diagnostic, Single Building District Resource Allocation Self-Assessment Diagnostic, Stakeholder Feedback Diagnostic, Student Performance Diagnostic, Title I Schoolwide Diagnostic, Title I Targeted Assistance Diagnostic, Transformation Redesign Diagnostic, and Turnaround Redesign Diagnostic. At the bottom of the dropdown, it says 'Build (prod-3.0.2.30, 65)'. To the right of the dropdown is the Michigan Department of Education logo and a link for more information.

Click on the blue section to begin.

Overview Profile Diagnostics & Surveys Assurances Goals & Plans Actions & Reviews

Portfolio

### School Additional Requirements Diagnostic

**MDE TEST**

This diagnostic contains certification requirements for Michigan schools. This diagnostic must be completed by all schools.

[School Additional Requirements Diagnostic](#) ←

0 of 9 items are completed

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Education

For more information and help with  
ASSIST, [click here](#).

Provide the appropriate response to each item. The last item is where the School Improvement Calendar/Plan can be uploaded.

		(EDPs) on file.
Respond	✓	Our school reviews and annually updates the EDPs to ensure academic course work alignment.
Respond	✓	The institution complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of this institution that no person on the basis of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status or disability shall be subjected to discrimination in any program, service or activity for which the institution is responsible, or for which it receives financial assistance from the U.S. Department of Education. References: Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, The Age Discrimination Act of 1975, The Americans with Disabilities Act of 1990, Elliott-Larsen prohibits discrimination against religion.
Respond	✓	The institution has designated an employee to coordinate efforts to comply with and carry out non-discrimination responsibilities. If yes, list the name, position, address and telephone number of the employee in the comment field.
Respond	✓	The institution has a School-Parent Involvement Plan (that addresses Section 1118 activities) that is aligned to the District's Board Policy. If yes, please attach the School-Parent Involvement Plan below.
Respond	✓	The institution has a School-Parent Compact. If yes, please attach the School-Parent Compact below.
Respond	✓	The School has additional information necessary to support your improvement plan (optional).

Select "Yes" and provide any comments. It is suggested that the school name and year be included in the attachment name. Please note that only one document can be attached.

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### Respond

[« Back to School Additional Requirements Diagnostic](#)

The School has additional information necessary to support your improvement plan (optional).

Yes  
 No

Comments

600 characters left

**Upload Document**

Attachment Name

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Department of  
**Education**

Michigan Department of  
Education

For more information and help with  
ASSIST, [click here.](#)

Click "Save and Continue" to save and attach your document. Once all responses are provided, the diagnostic can be completed and then added to the School Improvement Plan.

If you need further assistance, please contact the Office of Education Improvement & Innovation's School Improvement Support Unit at (517) 373-4213.