



The District Improvement Planning (DIP) Process

The Executive Director of School Improvement develops a DIP at a Glance (DIP AAG) to share with stakeholder groups at the beginning of the academic year. The DIP AAG is shared with stakeholder groups in September.

Stakeholder input is gathered on a rotating basis by Executive Team members through their attendance at various stakeholder group meetings (Parent/Community Advisory Council (PCAC); Instructional Council; principal meetings; content area steering committees) to provide updates, discuss district data, and to gather input regarding areas of need in the district.

Stakeholder input is also gathered via stakeholder surveys. The Community Member/Parent Stakeholder Survey is to be administered during the District Showcase and the District Stakeholder Survey for staff is administered the week after the showcase. Results are provided to the State and Federal Grants Manager who reviews them and sends them on to the Executive Director of School Improvement. The Executive Director of School Improvement shares these results with the Executive Team. In addition, professional learning session surveys are emailed out every late start Wednesday and results are provided to the Executive Director of School Improvement weekly who then takes these results to Executive Team for review.

The Executive Director of School Improvement receives district as well as department budgets from the State and Federal Grants Manager which, in addition to any other notes from Executive Team, are incorporated into the DIP. The DIP is also reviewed to ensure it aligns with the district's strategic plan. The Executive Director of School Improvement inputs all data into ASSIST.

Once the DIP is complete, a copy is sent to the Manager of State and Federal Grants for review. Upon approval of the DIP it is submitted to the MDE for review with the Consolidated Application.

The Executive Director of School Improvement may be asked by the Michigan Department of Education Field Services Consultant to clarify or revise the DIP. When the DIP has been approved by the MDE (implied by approval of the Consolidated App), the Executive Director of School Improvement will save a copy in the DIP subfolder of the ASSIST – AdvancED folder on the L Drive.

The Executive Director of School Improvement will then upload final DIP to the District and Department websites.