

## Annual Education Report Check List

**DISTRICT NAME:** \_\_\_\_\_ **PERSON COMPLETING FORM:** \_\_\_\_\_

Check the items below to determine if the contents of your annual report (building and district) contain the required components as specified in the Revised School Code, 1996. Space has been provided to insert the page number of each topic, this will be beneficial when developing a table of contents for future Reports.

1. Completed on or before September 1 of each year. Yes\_\_\_ No\_\_\_ Page\_\_\_
  
2. Public meeting held at the building and district level on or before October 15 of each year. Yes\_\_\_ No\_\_\_ Page\_\_\_
  
3. Did you report on the progress of the building and district in meeting the current accreditation requirements?  
The accreditation status of each school? Yes\_\_\_ No\_\_\_ Page\_\_\_  
Yes\_\_\_ No\_\_\_ Page\_\_\_
  
4. Did you report on the status of the 3-5 year school improvement plan for each building? District? Yes\_\_\_ No\_\_\_ Page\_\_\_
  
5. Copy of the District's Core Curriculum available? Where? Yes\_\_\_ No\_\_\_ Page\_\_\_
  - a. Description of how it is implemented? Yes\_\_\_ No\_\_\_ Page\_\_\_
  
  - b. Explain the process of student enrollment in courses/subjects necessary for students to achieve core curriculum expectations? Yes\_\_\_ No\_\_\_ Page\_\_\_
  
  - c. Did you vary from the Model Core? Did you explain the variance(s)? Yes\_\_\_ No\_\_\_ Page\_\_\_
  
6. Did you report on the aggregate achievement of your students on state or national tests? Yes\_\_\_ No\_\_\_ Page\_\_\_
  
7. Did you disaggregate achievement data by key populations/groups? Yes\_\_\_ No\_\_\_ Page\_\_\_
  
8. Have gender equity issues been identified? Yes\_\_\_ No\_\_\_ Page\_\_\_
  
9. Did you report on the retention statistics of the district? (This needs to reflect the specific information featured in the state report provided to your central office.) Yes\_\_\_ No\_\_\_ Page\_\_\_
  
10. Did you report the number of parents/guardians who participated in parent teacher conferences during the year? Yes\_\_\_ No\_\_\_  
Page\_\_\_
  
11. Have you included the Post Secondary Options data (five specific items related to student enrollment in post secondary classes or institutions) as required under 388.1621b of the school code? Yes\_\_\_ No\_\_\_ Page\_\_\_
  
12. Did you compare all information in items 3 through 11 with similar data from previous years? Yes\_\_\_ No\_\_\_ Page\_\_\_

This document is intended to provide an organized assessment of LEA Annual Reports. It should be used in conjunction with section 380.1204a in the 1996 School Code and subsequent directives from the Michigan Department of Education.