Self-Assessment (SA) Process Timeline

August 5, 2024

- Process begins

August 26, 2024

- SSIP PEAs submit completed Success Gaps Rubric and Action Plan to PSM Specialist

September 16, 2024

- PEA submits initial Student Selection List for review by PSM specialist (be sure to utilize the SA Student Selection List with built-in formulas)

September 23, 2024

- PSM specialist provides feedback on the Student Selection List

- For SSIP PEAs only, the PSM specialist provides feedback on the Success Gaps Rubric and Action Plan

October 1, 2024

- SSIP PEAs submit Literacy Screener Fall data

October 27, 2024

- During this week, the PSM specialist will conduct a check-in meeting (virtually or in person) to discuss the status of activities

December 6, 2024

- SSIP PEAs complete SSIP and Walkthrough Systems Survey

December 20, 2024

- PEA submits completed initial file review forms and Child Find and In by 3 worksheets to the PSM specialist for verification

- Completed outcome focus area analysis and action plan submitted to specialist

January 17, 2025

- PSM specialist will meet with the PEA (virtually or in-person) to discuss trends from student forms, statewide trends, and the student file selection that the PEA will submit

January 31, 2025

- PEA submits requested documents for verification

February 28, 2025

- PSM specialist completes the verification process and provides feedback to the PEA on compliance calls and whether a follow-up visit will be required in May
- PSM specialist provides feedback on outcome focus area and action plan

April 28, 2025

- SSIP PEAs submit completed Success Gaps Rubric and Action Plan to PSM Specialist

May 19, 2025

- PSM specialist will conduct a follow-up visit during the week of May 12 or May 19 to verify any corrections and to review subsequent files, if needed
- PEA submits updated Outcome focus Area Analysis and Action Plan

June 1, 2025

- SSIP PEAs submit Literacy Screener Spring data
- SSIP PEAs receive feedback from PSM Specialist on their Analysis and Action Plan

June 6, 2025

- PEA receives a successful completion letter **or** Written Notification Of Findings (WNOF) and completes a Corrective Action Plan (CAP) (if applicable)

Tips for Successful Completion:

- Provide Guide Steps for each team member reviewing files
- Ensure that the team has access to Home Language Survey (HLS), original source documentation of home language
- Ensure that the team has access to a current copy of the SPED 72 report
- Ensure that the team has access to current progress reports for student files being reviewed
- Ensure that the team has access to the Student Selection List to determine which files have been reviewed
- Continued communication with PSM specialist