

# Self-Assessment (SA) Process Timeline

August 7, 2023

- Process begins

August 25, 2023

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

September 15, 2023

- PEA submits initial Student Sample List for review by PSM specialist

September 22, 2023

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

October 1, 2023

- SSIP PEAs submit Literacy Screener Fall data

December 1, 2023

- PEA submits completed initial file review forms and Child Find and In-by-3 worksheets to PSM specialist for validation
- Completed outcome focus area analysis and action plan submitted to specialist

December 8, 2023

- PSM specialist requests documentation needed for validation from PEA
- SSIP PEAs complete SSIP and Walkthrough Surveys

January 12, 2024

- PEA provides requested documentation to PSM specialist for validation

February 1, 2024

- SSIP PEAs submit Literacy Screener Winter data

February 9, 2024

- PSM specialist provides validation feedback to PEA by to include next steps in the Self-Assessment process, including individual student corrections needed and what subsequent documentation may be needed
- PSM specialist provides feedback on outcome focus area and action plan

March 29, 2024

- PEA submits evidence of corrections from initial review and completed subsequent documentation (if needed)
- If subsequent documentation is needed, a subsequent Student Sample List must be included with the completed Student Forms
- PEA submits updated outcome focus area analysis and action plan, including SSIP PEAs

April 5, 2024

- PSM specialist requests a sample of documentation for verification from PEA

April 12, 2024

- PEA submits requested documentation to the PSM specialist

April 26, 2024

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

May 10, 2024

- PEA receives successful completion letter **or** WNOF and completes a CAP (if applicable)

June 1, 2024

- SSIP PEAs submit Literacy Screener Spring data

**Tips for Successful Completion:**

- Provide Guide Steps for each team member reviewing files
- Ensure the team has access to HLS, original source documentation of home language
- Ensure the team has access to a current copy of the SPED 72 report
- Ensure the team has access to current progress reports for student files being reviewed
- Ensure the team has access to the Student Sample List to determine which files have been reviewed