

Self-Assessment (SA) Process Timeline

August 4, 2025

- Process begins

August 25, 2025

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

September 15, 2025

- 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 22, 2025

- 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, 2025

- SSIP PEAs submit Literacy Screener Fall data

October 27, 2025

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

December 8, 2025

- SSIP PEAs complete SSIP and Walkthrough Systems Survey

December 19, 2025

- 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 16, 2026

- 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 30, 2026

July 2025

- PEA submits requested documents for verification

February 27, 2026

- 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 27, 2026

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

May 18, 2026

- PSM specialist will conduct a follow-up visit during the week of May 11 or May 18 to verify any corrections and review subsequent files, if needed
- PEA submits updated Outcome focus Acrea Analysis and Action Plan

June 1, 2026

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

June 5, 2026

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

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 Selection List to determine which files have been reviewed
- Continued communication with PSM specialist

July 2025