

**District Name: Marvin L. Winans Academy**

**District Code: 82924**

**Part 2. To be completed if district or PSA has only one school building:**

1. The school AER Report and School Cover Letter are on the district website in a location easily accessible to parents	Y	MDE staff will locate AER report and Cover Letter on the district's website using the district's URL website address. The district submitted its URL address to MDE three weeks prior to the On Site Review or previously submitted address for review by contracted auditors. <b>MDE consultant or contracted auditor will rate this indicator.</b>
2. The school AER Cover Letter includes the following: date of letter, name of school, name of school contact person, URL to the school AER	Y	MDE will ensure that the date of the letter indicates it was issued 14 days prior to the start of school as well as review the name of the school contact person and the URL address that locates the AER report. <b>MDE consultant or contracted auditor will rate this indicator.</b>
3. The district described the AYP status of its school. If the school did not make AYP the district shows a reason(s) from the list of reasons in the school Cover Letter. The district summarized the steps taken to improve achievement and described how parents can become involved	Y	MDE will determine if district's description is appropriate by comparing content to Cover Letter scenarios F-I. <b>MDE consultant or contracted auditor will rate this indicator.</b>

Additional comments: The cover letter and annual report are found on the district home webpage. The district appropriately utilized the MDE-provided cover letter template for districts with only one building. The letter was not dated within the required timeframe (August 30, 2011) unless this academy started school later than most, but all mandated federal information was included. The on-site consultant will determine whether a printed copy of the report is available at the district as is required. Although this review does not cover the added State-required data, it should be noted that this was appropriately included except that the parent conference information was omitted. This should be cited next year in both actual numbers and percentages for a two-year period.

**Date Reviewed 3-16-12**

Approved/SAR