



Self-Assessment (SA) Process Outline | 2026-2027

Date	Action
August 3, 2026	Self-Assessment process begins
August 24, 2026	SSIP only PEAs submit completed Educational Landscape and Success Gaps Rubric and Action Plan to EMAC application.
September 14, 2026	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 15, 2026	SSIP only PEAs submit HLP Self-Assessment
September 21, 2026	PSM specialist provides feedback on the Student Selection List
October 1, 2026	SSIP only PEAs submit Literacy Screener Fall data
October 26, 2026	During this week, the PSM specialist will conduct a check-in meeting (virtually or in person) to discuss the status of activities
December 1, 2026	SSIP only PEAs complete SSIP and Walkthrough Systems Survey
December 18, 2026	- PEA submits completed initial file review forms, Child Find, and In-by-3 worksheets (if applicable) to the PSM specialist for verification - Completed outcome focus area analysis and action plan submitted to specialist
January 4, 2027	PSM specialist requests documents from PEA for verification
January 15, 2027	PEA submits requested documents for verification
February 26, 2027	- PSM specialist completes the verification process and provides feedback to the PEA on compliance class and whether a follow-up visit will be required in May - PSM specialist provides feedback on outcome focus area and action plan
March 12, 2027	PSM specialist will conduct check-in meeting with the PEA during the week of March 1st or March 8th to discuss trends from student forms, statewide data trends, policies and procedures, and applicable worksheets and forms submitted by the PEA



Date	Action
April 27, 2027	• SSIP only PEAs submit completed HLP Self-Assessment and Success Gaps Rubric and Action Plan to EMAC.
May 21, 2027	• PSM specialist will conduct follow-up visit during the week of May 10th or May 17th to verify any corrections and review subsequent files, if needed • PEA submits updated Outcome Focus Area Analysis and Action Plan
June 1, 2027	• SSIP only PEAs submit Literacy Screener Spring data
June 4, 2027	• 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 the team has access to each student's Home Language Survey (HLS), the 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, applicable PWNs for the last 12 months, and required signature pages 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 and AAIP specialists