

How to Complete State Complaint SLCAPs For Districts



This how-to document is intended for districts and will explain how to view, complete, and submit State Complaint student level corrective action plans (SLCAPs) in CIMS.

ACCESS SLCAPs

1. Log in to [CIMS](https://www.cimsmichigan.org) (<https://www.cimsmichigan.org>).
2. There are two methods to find and access your district's SLCAPs:
 - a) State Complaint SLCAPs will be included on your Task List. Click on the link in the **Item** column to access the SLCAP.
 - b) Search under the **Data tab**. All State Complaint SLCAPs for your district will appear in the search results. Click on the link in the **Name** column to access the SLCAP.

COMPLETE SLCAPs

1. To view the SLCAP, click the **Student Level Corrective Action Plan** link on the Forms menu.
2. Once you have accessed the SLCAP, confirm and document that the required corrections have been made by selecting the appropriate date in the **Local Correction** row, in the **Completed** column.
3. Upload any supporting documentation to show correction of the student record. Click on the **Browse** button to upload the necessary documents.
4. Enter any comments in the **"Local SLCAP Comments"** box. Use this comment box to communicate with the ISD representative or MDE.
5. Click the **Save** button at the top of your screen.
6. After saving your work, return to the SLCAP Menu by clicking **Back** link at the top of the page or the blue document name.



If the student has left the district and the SLCAP cannot be corrected, please insert the date the student left the district in the **Local Correction** row in the **Completed** column and make a note in the Local SLCAP Comments box stating that the student is no longer enrolled in the district.

SUBMIT SLCAPS

7. After confirming correction, you must submit your SLCAP for review. Select **Click Here to Change the SLCAP Status** on the Forms menu.
8. Click **Apply Status**. (The SLCAP will be moving from "In Progress" to "Submitted to ISD Monitor.")
9. Each SLCAP must be completed and submitted **individually**. Please complete and submit all SLCAPs issued to your district.

WHAT HAPPENS NOW?

First, the ISD representative will review the SLCAP for correction and completion. After the ISD representative reviews and verifies that the SLCAP has been corrected, they will submit it to the MDE for verification and closeout. If the ISD representative determines that modifications are required, the representative will change the status to **Modifications Required**.

After the MDE has determined that the SLCAP has been corrected, they will verify and close the SLCAP. At this point in the review, the MDE can still determine that the district needs to complete more work to fully address the issues identified in the SLCAP and change the status to **Modifications Required**. This will return the SLCAP to the district for additional work.



When the district corrects the SLCAP upon recommendation from any reviewer, they will resubmit it to the ISD representative for verification of correction.

The district will continue to be involved in the correction process until MDE considers the issues fully addressed and verifies and closes the SLCAP.