

## Introduction to the Two-Year Report Template on Sex Education

"At least once **every 2 years**, evaluate, measure, and report the attainment of program goals and objectives established under subdivision (a). The board of a school district shall make the resulting report available to parents in the school district." [MCL 380.1507\(5\)](#)

See [Summary of Legal Obligations and Best Practices](#) for more context.

At the request of Michigan school districts, this sample report on the attainment of program goals and objectives is provided to support compliance with [MCL 380.1507\(5\) of the Michigan School Code](#).

The following sample report was originally developed in 2007 by the Michigan Department of Education (MDE), and revised in 2023 in collaboration with the [Michigan School Health Coordinators' Association](#). The focus is on creating a format that can be easily edited by districts, clarifying the portions of the report that are required by law versus best practice, and streamlining content for easier report writing. The template can be used and tailored by intermediate and local school districts to meet this requirement. The report is based on a simulated Michigan school district, Great Lakes School District. School districts are free to use the section headings and format, adding content and relevant details for their local school community.

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[Make a copy of the sample two-year report template on sex education here.](#)

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### User Notes Regarding Using the Template to Create a Local Report:

- The Background Information box at the beginning of the template is language from the law and should not be altered.
- Text or headings **highlighted in yellow** represent a simulated school district example and should be modified with district specific content (e.g., district adopted curriculum).
- Headings **highlighted in purple** correspond with content that is required by law and should be included in district reports. Content under the headings should be modified to include local district goals, objectives, measurement, evaluation results, and method for making the report available to parents.
- Text that is not highlighted is aligned with best practice. Although it is not a legal requirement of the two-year report, it can provide helpful context for parents and should be revised to fit local district context and locally adopted materials and methods.
- Your [Regional School Health Coordinator](#) can provide technical assistance.
- Consider including links to existing resources such as a district scope and sequence, pacing guide, or list of approved curricula.
- Documentation kept by the district, such as sex education advisory board (SEAB) membership, SEAB meetings and structure, materials reviewed and recommended, recommendations brought to the school board, and final approval of materials and

methods can provide context while writing the two-year report while also informing parents and legal guardians.

Two-year reports will vary by school district, however, it may be useful to consider the following overarching reporting areas:

**Required:**

- Program goals and objectives
- Evaluation and measurement of goals and objectives
- Attainment of program goals and objectives
- Report and method of making the report available to parents

"The board of a school district shall make the resulting report available to parents in the school district." [MCL 380.1507\(5\)](#).

Each district determines how to best make the report available to parents. Districts may wish to consider avenues that are most likely to reach parents. Below are some examples.

- Present the report at a school board meeting.
- Post the report on the school district website.
- Share the report on district social media sites.
- Put a link to the report in school newsletters or other school communications.
- Make hard copies of the report available upon request.

It is the district's responsibility to complete and share the report with parents in the school district. The law does not require that the report be submitted to the intermediate school district or MDE. It is recommended that districts establish a clear process for record keeping and accessing historical records of the two-year report for sustainability purposes.

**Recommended:**

- Program Philosophy
- Approved Curricula
- Preparation for Program Evaluation
- Sex Ed Program Activities and Next Steps

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[Some districts elect to use pre and post test data as part of the evaluation and measurement process. Sample pre and post assessments can be viewed here.](#)

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*The inclusion of specific curricula in this sample template is not an endorsement of specific content or publishers. Similarly, the focus on Grades 5, 7, and 9, does not preclude districts from implementing and/or evaluating program impact at other grade levels. Local districts are encouraged to choose instructional programs and assessment tools and methods that meet the needs of their students and the local school community.*