



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

BRIAN J. WHISTON  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** August 13, 2015

**TO:** Local and Intermediate School District Superintendents, Public School Academy Directors, and Public High School Principals

**FROM:** Venessa Keesler, Ph. D.   
Deputy Superintendent, Accountability Services

**SUBJECT:** 2014-2015 Graduation Rate Appeals Window

The Center for Educational Performance and Information (CEPI) opened the 2014-2015 Graduation Rate Appeals Window (appeals window) on July 20, 2015, in the Michigan Student Data System (MSDS). A communication was sent by CEPI to all schools and districts at that time; however, I wanted to follow up on that communication to stress the importance of ensuring graduation rate data are carefully reviewed and any necessary corrections are made at this time. Graduation rates are an important part of accountability calculations, and graduation rate data from the 2014-2015 school year, once finalized (September 16, 2015), cannot be changed.

If you have not already done so, you should now take advantage of the opportunity to review and potentially appeal your graduation rate data for the 2014-2015 school year. During the appeals window, you can report end-of-summer graduates, submit cohort year changes, submit Primary Education Providing Entity (PEPE) changes, update exit status, and request unique identification code (UIC) linking.

**GRADUATION RATES CAN ONLY BE APPEALED DURING THE GRADUATION RATE APPEALS WINDOW IN THE MSDS THROUGH SEPTEMBER 16, 2015.**

It is imperative that you review your graduation rate data during the appeals window; these data will impact 2015-2016 accountability results. While we are fully committed to ensuring accurate data in graduation rate reporting, we must also meet certain reporting deadlines which do not allow us to change data after the graduation rate appeals window has closed. Please take time to review these data now to ensure your school and district graduation rates are accurate.

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For the most up-to-date information on the appeals window, please visit: [http://www.michigan.gov/cepi/0,1607,7-113-986\\_50502\\_56418---,00.html](http://www.michigan.gov/cepi/0,1607,7-113-986_50502_56418---,00.html). This webpage includes numerous user support materials, including a timeline, user's guide, frequently asked questions, and a summary of district action needed. If you have any questions, please send an email message to CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call 517-335-0505 extension 3.

cc: Michigan Education Alliance