



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

MEMORANDUM

DATE: August 4, 2016

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Venessa A. Keesler, Ph.D. *V. Keesler*
Deputy Superintendent
Division of Educator, Student, and School Supports

SUBJECT: 2015-2016 Graduation Rate Appeals Window

The Center for Educational Performance and Information (CEPI) opened the 2015-2016 Graduation Rate Appeals Window (appeals window) on July 20, 2016 in the Michigan Student Data System (MSDS). A communication was sent by CEPI to all schools and districts at that time; however, the MDE would like 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 2015-2016 school year, once finalized (September 14, 2016), 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 2015-2016 school year. During the appeals window, you can report end-of-summer graduates, submit cohort year 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 14, 2016.

It is imperative that you review your graduation rate data during the appeals window; these data will impact 2016-2017 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 the [CEPI MSDS Graduation and Dropout Information web page](#). This webpage includes numerous user support materials, including a user 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 or call 517-335-0505 x3. Please provide your name, telephone number (including area code and extension), and school/district name along with your message.

Cc: Michigan Education Alliance