



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

May 31, 2012

MEMORANDUM

TO: Local and Intermediate District Superintendents
Public School Academy Directors and Authorizers
Consolidated Application Main Contacts

FROM: Sally Vaughn, Ph.D. *Sally*
Deputy Superintendent/Chief Academic Officer

SUBJECT: The 2012 Annual Education Report

For the past two years the Michigan Department of Education (MDE) developed Annual Education Reports (AERs) for every district and school pre-populated with appropriate local data. Districts and schools that used this process to distribute AERs were in substantial compliance with federal requirements and those which used the cover letter templates as intended also met the state requirements. The feedback from districts and schools indicated that there was a substantial overall savings of staff time to produce and distribute the required AERs.

MDE is planning to make no major changes to the AER process this year.

The attached timeline is essentially unchanged from last year still requiring districts and schools to distribute AERs 15 days prior to the first day of the 2012-2013 school year consistent with federal law. There are two components of the AER:

- 1) the AER detail reports, which will be pre-populated by MDE with required data and available for districts and schools to present;
- 2) the AER cover letters which districts and schools must prepare based on the templates provided by MDE.

MDE will update the data on student assessments, teacher qualifications, and adequate yearly progress and pre-populate AER reports with the most recent data for schools and districts.

- 1) **The letter templates are available currently at the following website: www.michigan.gov/mischooldata and go to "Cover Letters."** You must log in to this website to retrieve information. If you do not have a log-in name and password to this website, contact your ISD/RESA.

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For a list of contacts, go to:

https://www.mischooldata.org/Downloads/isdresa_key_contacts_201112.pdf

- 2) **The AER detailed reports for each district and school will be posted to the same website by August 6, 2012, for you to preview and make final adjustments to your cover letter.**

The United States Department of Education indicated that our AER reports contain all required content and that the process is compliant as long as the local template cover letters are used as intended. MDE has monitored nearly 200 LEAs in the implementation of these requirements and will continue this monitoring in the coming year. The following are the most common reasons for only partially compliant AERs:

- The AERs were not posted 15 days before the beginning of school.
- The AERs were not posted on the district or school website in a place easily found by parents and members of the community.
- The AER cover letters were not developed, did not contain all required elements or were not posted together with the AER reports.
- LEA staff made changes to the AER reports that made them non-compliant.

Please review the attached timeline to assist you in planning for the AER responsibilities.

You may contact Mike Radke at radkem@michigan.gov or Paul Bielawski at bielawskip@michigan.gov if you have questions.

cc: Michigan Education Alliance

Attachment

2012 Timeline for Distributing Annual Education Reports

Available now

MDE distributes Elementary and Middle school assessment data to the public

Available now

MDE distributes revisions to AER template cover letters to districts and schools; districts and schools start editing cover letters

July 30, 2012

Data elements for 2011 are transferred to populate preliminary AER reports; MDE performs quality control analyses;

August 6, 2012

Districts and schools preview AER reports and make final revisions of AER cover letters based on templates.

August 20, 2012

MDE notifies districts, schools and the public that final AER reports are available at www.michigan.gov/mischooldata.

August 20, 2012

Districts and schools post final AER reports and cover letters to websites; copies are printed and available for parents and community members without internet access; parents and community members are notified of AER availability through newsletters or other announcements.