

September 17, 2012

MEMORANDUM

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

FROM: Venessa Keesler, Ph.D., Manager, Evaluation Research & Accountability
Office of Psychometrics, Accountability, Research, & Evaluation (OPARE)
Shereen Tabrizi, Ph.D., Manager, Special Populations Unit
Office of Field Services (OFS)

SUBJECT: Benefits to Designating a District Title III Administrator

A new role, Title III Administrator, was added to the Educational Entity Master (EEM) during the 2011-12 school year. Title III of the Elementary and Secondary Education Act (ESEA) governs state grants for English Language Acquisition Programs and many districts have a designated individual who is responsible for these programs locally. By designating this individual in EEM, he/she will receive important Title III notifications (outlined below). To add/update the Title III Administrator, the district's authorized EEM user must log into the EEM and visit the "Admin/Contacts" tab.

Annual Measurable Achievement Objectives (AMAOs) Notification

One immediate benefit to designating a Title III Administrator is that this individual will receive notification of the district's AMAO results at the same time as the district superintendent. District notification of AMAO results from the 2011-12 school year are scheduled to be sent next week, so if you have not already done so, please add your Title III Administrator to EEM as soon as possible.

Office of Field Services Updates

In addition to AMAO notification, the Title III Administrator will receive important program information and policy updates from the Office of Field Services throughout the year.

Questions?

EEM authorized users who experience difficulty adding a Title III Administrator should send an email to CEPI@michigan.gov or call 517-335-0505, option 3. Please be sure to include name, district name and code, phone number, email, and the specific nature of the issue.

For questions related to AMAO targets or consequences, Title III funding, or developing or revising your district's Title III plan, please contact OFS at 517-373-6061.

For questions about how AMAOs are calculated, please contact the Evaluation Research & Accountability Unit at (877) 560-8378, option 6 or email MDE-Accountability@michigan.gov.