

August 2011  
**Frequently Asked Questions**  
about the  
**Great Start Readiness Program and the Michigan Student Data System**

**1. What are GSRP requirements related to the Michigan Student Data System (MSDS)?**

*Programs are required to develop a local evaluation component. Reporting enrolled children into the state education database has been a program requirement since 2007.*

**2. Can I report ALL of the children in my braided-funding preschool classroom, such as children funded through Head Start, tuition and district-supported (local share)?**

*Young children enrolled in all early childhood programs can acquire unique identifiers and be entered into MSDS. Grantees must take care that only GSRP-funded children are reported as participating in GSRP. Children participating in the preschool classroom through other funding streams may be entered as "03-Head Start", "04-Title I", "17-Tuition" or "99-Other", etc.*

**3. How can MSDS data help my program?**

*Local longitudinal efforts are enhanced by participation in the MSDS. Local longitudinal data collection facilitates communication between preschool and early elementary grades. Data collected provides information regarding the progress of children enrolled in GSRP through subsequent grades, referral to special services such as Special Education and Title I, school attendance, school performance, retention, and parent involvement. Reflection on longitudinal data provides preschool program staff with insight into the conditions of successful transition from preschool to subsequent grades and should be coupled with other program data to further program quality.*

**4. What is the timeline for reporting?**

*There are three early childhood collection cycles for the 2011-2012 school year. GSRP is required to be reported in each collection period. The entire 2011-2012 MSDS Timeline can be viewed at [http://www.mi.gov/documents/cepi/2011-12\\_MSDS\\_collection\\_dates\\_358760\\_7.pdf](http://www.mi.gov/documents/cepi/2011-12_MSDS_collection_dates_358760_7.pdf)*

*Reporting Period: Beginning of program through Oct. 31, 2011  
Collection Open: Sep. 21, 2011 - Nov. 23, 2011  
Certification Date: Nov. 23, 2011*

*Reporting Period: Nov. 1, 2011 through Feb. 8, 2012  
Collection Open: Nov. 30, 2011 - Feb. 22, 2012  
Certification Date: Feb. 22, 2012*

*Reporting Period: Feb. 9 through Aug. 22, 2012  
Collection Open: March 1, 2012 - Aug. 29, 2012  
Certification Date: Aug. 29, 2012*

**5. Who can help me with MSDS?**

*For questions, send an e-mail to [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call (517) 335-0505 and follow the prompts. Please provide your name, telephone number (including area code and extension), district code, and district name (if applicable) along with your message. For complete information on the Early Childhood Collection for the MSDS, visit [http://www.michigan.gov/cepi/0,1607,7-113-986\\_50502\\_52382---,00.html](http://www.michigan.gov/cepi/0,1607,7-113-986_50502_52382---,00.html).*

**6. Who/what is a Fiscal Entity Code?**

*The Fiscal Entity Code refers to the code of the entity receiving funding directly from the state, the administrating Intermediate School District (ISD).*

**6. Is a School or Facility code required?**

*Yes, if the GSRP is serving children in a public school building. If services are not provided in a school facility, then a school/facility code is not required to be reported.*

**7. Who should submit the data?**

*It is recommended that the entity providing GSRP should submit MSDS data. In cases of consortia or other contractual agreements, there may be a written contract/agreement indicating the entity responsible for reporting this data to the state. In this case, it may be necessary to obtain a signed security agreement to allow someone from one entity to submit data on behalf of another entity.*

**8. When is the best time to report an exit date?**

*Every GSRP-enrolled child must have an end date reported by the end of the program year. It is important to report exit dates in a timely manner so that it does not appear as though a child is continuing in a program. It is common that when families relocate they exit one GSRP, and then enroll their child in a different GSRP; this sometimes leads to inaccurate, duplicate entries for a child in the MSDS which are time-consuming to resolve.*

*Not reporting an end date also skews "active" child counts and MDE has no way of knowing if a student attended 1 day, 1 month or all program year. Please note that grantees receive full funding for a child who has completed at least one preschool session or daily routine.*

*For each of the submission cycles, data may be reported for any child who received services at any time during the reporting period for one of the early childhood programs listed in the collection. Each reporting period must be certified on or before its certification date. Subsequent to the certification date, a collection may be decertified to add, delete or update records. The collection would then need to be re-certified on or before the certification deadline date.*

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