



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

July 25, 2013

MEMORANDUM

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

FROM: Joseph A. Martineau, Ph.D. *JAM*
Deputy Superintendent, Division of Accountability Services

SUBJECT: 2012-2013 Graduation Rate Appeals Window

The Center for Educational Performance and Information (CEPI) opened the 2012-2013 Graduation Rate Appeals Window (appeals window) this week on July 22, 2013 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 2012-2013 school year, once finalized (September 18, 2013), 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 2012-2013 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 18, 2013.

It is imperative that you review your graduation rate data during the appeals window; these data will impact 2013-2014 accountability results released in August 2014. 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 appeals window has closed. Please take time to review these data now to ensure your school and district graduation rates are accurate.

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. 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 or call (517) 335-0505 and follow the prompts. Please provide your name, telephone number (including area code and extension), and school/district name along with your message.

cc: Michigan Education Alliance

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