



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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June 10, 2010

**MEMORANDUM**

TO: Local and Intermediate School District Superintendents  
Public School Academy Administrators  
Michigan Electronic Grants System Contacts

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

RE: The Annual Education Report: An Update

On April 22, 2010, the Michigan Department of Education (MDE) announced that it would roll out the Annual Education Report (AER) to meet federal and state requirements to ease the burden of this work from your schools and districts. MDE will have all necessary data to produce 2009-2010 AER by August 1, so that you can report this information, as required, 15 days before school starts. The following provides more detail on AER and introduces a temporary website for your staff to learn the AER content and navigation strategies.

Districts, public school academies and intermediate school districts/regional education service agencies (ISD/RESAs), that operate schools, are required to place both district and school AERs on their websites with a cover letter and make these available for their parents and community to review. Doing so fulfills a public notification requirement.

The district and school AERs contain most of the required information to fulfill the public notification requirements. However, some required information is only available at the local district or school. This information will need to be developed locally. We are providing cover letter templates identifying the local information you must develop.

On June 14, 2010, the Annual Education Report (AER) will be available within the Dynamic Inquiry Tool at [www.data4ss.org](http://www.data4ss.org) and will contain data from the 2008-2009 school year to allow staff to become familiar with the layout and functionality of the new report. It is important to recognize that this data **is not** the 2009-2010 data needed for the required AER notification. Your staff will need

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the 2009-2010 data being released in August to complete the AER for the upcoming school year. This site is not open to the public. Staff can go to [www.data4ss.org](http://www.data4ss.org) and log in to the Dynamic Inquiry Tool to access the data from last year (2008-2009). If they do not have a user name and password for this site, please contact your ISD/RESA (for a list of ISD contacts, visit [www.data4ss.org](http://www.data4ss.org) and click on the "contact us" tab). If you have issues, questions or feedback to improve the report, click on the "report issue" button at the left on the site.

Your staff can also download and begin working on district and school cover letters for AER reports within the Dynamic Inquiry Tool at [www.data4ss.org](http://www.data4ss.org), in preparation for the release of 2009-2010 data. Please note that these cover letters must include information not contained in state systems (or the AER) that is required to meet the federal or state annual report requirements. For example, if you have a school in adequate yearly progress (AYP) difficulty, you must report why the school did not make AYP and steps you are taking to address the problem. See the attachment which summarizes what is included in the AERs and what must be included in the cover letters.

The 2009-2010 data for the AER will be available on or before August 1, 2010. You will be able to access the new AERs through the Data for Student Success Dynamic Inquiry Tool. Once you have access to this information you will be able to complete preparations to release the AER cover letters and reports. The public will also be able to access AERs at [www.michigan.gov/aer](http://www.michigan.gov/aer).

If you have questions regarding the AER, please contact David Judd at [juddd@michigan.gov](mailto:juddd@michigan.gov) or Mike Radke at [radkem@michigan.gov](mailto:radkem@michigan.gov).

Attachment

cc: Kathy Hayes, MASB  
William Mayes, MASA  
David Martell, MSBO  
Dan Quisenberry, MAPSA  
Billie Wimmer, MCCA

## **Annual Education Report Attachment**

### **What is the Annual Education Report?**

The Annual Education Report (AER) is a report designed to meet the federal requirements of the Elementary and Secondary Education Act (also known as NCLB) for an annual report. The report provides detailed data on state administered student assessment results, Adequate Yearly Progress (AYP) results, teacher qualification information, and the state results for the National Assessment of Educational Progress (NAEP). There is an AER for the state, each district and each school populated with the appropriate information.

The AER also meets the state requirement (PA 25) for reporting results of statewide assessments in an annual education report.

### **What information is included in the Annual Education Report (AER)?**

In April, the Michigan Department of Education announced the rollout of a new Annual Education Report (AER). This web based application will assist districts, schools and public school academies (PSAs) with meeting federal and state annual reporting requirements. Below is a summary of the information included in AER:

Student Assessment Data: Michigan Educational Assessment Program (MEAP), Michigan Merit Exam (MME), and Michigan's Alternative Assessment Program (MI-Access)

1. Presents achievement data for English language arts and mathematics for grades 3 to 8 (MEAP), for grade 11 (MME) and science for grades 5 and 8 compared to targets for all students as well as subgroups of students
2. Provides achievement data for English language arts, mathematics and science for students with significant disabilities (MI-Access) compared to targets for all students with disabilities as well as subgroups of students
3. Helps readers understand achievement progress within schools and compare these to district and state achievement

Adequate Yearly Progress (AYP): Provides information from assessments, graduation and attendance rates and AYP status in relation to four criteria:

1. Test 95% of students in total and in each required subgroup
2. Attain achievement goals in English language arts and mathematics or reduce the percentage of students in the non-proficient category of achievement significantly ("safe harbor") annually
3. Attain achievement goals for each subgroup that has at least 30 students in the group
4. Meet or exceed the other academic indicators set by the state: graduation rate for high schools and attendance rate for elementary and middle schools

### Teacher Quality Data

1. Identifies teacher qualifications at district and school levels
2. Reports percentage of core academic classes taught by teachers not considered highly qualified to teach such classes

### NAEP Data (National Assessment of Educational Progress)

1. Provides state results of the national assessment in mathematics and reading every other year in grades 4 and 8
2. NOTE: NAEP results cannot be compared with MEAP results for grades 4 and 8 because there are no national standards.

### **Why do we need an Annual Education Report Cover Letter?**

The AER produced for your district and school(s) provides all the information required by the Elementary and Secondary Education Act (ESEA) that the state has collected in its systems. AER also includes the achievement data on state administered assessments required by state law (PA 25). However, some information required by ESEA or PA 25 is not currently collected in a state system and is therefore not included in AER. The Michigan Department of Education (MDE) has developed cover letters to assist you in meeting these remaining reporting requirements.

The template cover letters found on the [www.data4ss.org](http://www.data4ss.org) site contain the remaining information that must be presented to your parents and community as required by federal law. If your district decides to use the cover letter to meet the state PA 25 requirements, additional information will need to be included as specified in the school cover letter.

District cover letter: This letter is appropriate only for local educational agencies (LEAs) that have more than one school. If your LEA only has one school, you do not need to use the district AER or the district cover letter. Use this template to develop your district (LEA) cover letter.

School cover letter: Each school must prepare a cover letter to its own AER using this template.

The author(s) should carefully select from the options in the template cover letter taking these questions into consideration:

1. Did the school(s) make AYP in 2009-2010?
2. Is the school(s) identified for AYP improvement, corrective action or restructuring?
3. Has the school made AYP for two consecutive years?
4. Has the district made AYP in 2009-2010 and is it in AYP improvement, corrective action or restructuring?

## **What content is not included in AER that should be addressed in cover letters?**

Federal requirements: Districts must include the following required information in AER cover letters to meet federal requirements. Cover letter templates provide for this information and are located on the [www.data4ss.org](http://www.data4ss.org) web page.

1. If the district (LEA) did not make AYP in 2009-2010, the LEA cover letter should address the following:
  - a. Describe the reason(s) the LEA did not make AYP
  - b. Describe what the LEA is doing to address the issue(s)
2. If a school did not make AYP in 2009-2010, or if the school made AYP but remains in improvement, corrective action or restructuring status, the school cover letter should address the following:
  - a. Describe the reason(s) the school did not make AYP
  - b. Describe what the school is doing to address the issue(s)

State Requirements: Districts and schools must also report on the following state required information. Each school cover letter must report a two year history of the following items in order to meet the state requirements.

1. The process for assigning pupils to the school
2. The status of the 3-5 year school improvement plan
3. A brief description of each specialized school
4. How to access a copy of the core curriculum, a description of its implementation and an explanation of the variances from the state's model
5. The aggregate student achievement results for any local competency tests or nationally normed achievement tests
6. The number and percent of students represented by parents at parent-teacher conferences
7. For high schools only:
  - a. The number and percent of postsecondary enrollments (dual enrollment)
  - b. The number of college equivalent courses offered (AP/IB)
  - c. The number and percentage of students enrolled in college equivalent courses (AP/IB)
  - d. The number and percentage of students receiving a score leading to college credit