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DEPARTMENT OF EDUCATION  
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SUPERINTENDENT OF  
PUBLIC INSTRUCTION

June 20, 2011

**MEMORANDUM**

**To:** Local and Intermediate Superintendents, Public School Academy Administrators, and School Principals

**From:**  Joseph Martineau, Ph.D., Executive Director  
Bureau of Assessment & Accountability

**Subject:** 2011 Preliminary School Report Cards Now Available

Preliminary school report cards for schools and districts are now available. Authorized users can access these preliminary report cards at the website <https://oeaa.state.mi.us/ayp/login.asp>. A communication was sent last week encouraging users to check the status of their Michigan Education Information System (MEIS) account as soon as possible, since an active MEIS account is needed to access preliminary report card data. Additional information on user authorization to access preliminary report cards is provided below.

The deadline to file an appeal of the 2011 elementary, middle school, high school and district report cards will be 11:59 p.m. on **Tuesday, July 5, 2011**. **Please note this deadline is firm and no appeals will be accepted after that time.** Appeal information submitted prior to the deadline will be reflected in the final Michigan School Report Cards when they are released to the public in the coming months *if* the information submitted with the appeal resulted in a change of status. Detailed information on the appeal procedures is provided below.

**User Authorization**

Authorized users must login at <https://oeaa.state.mi.us/ayp/login.asp> to see the draft 2010-11 School Report Cards. Schools may still identify authorized users to view the Report Card and to submit appeals. There is no limit on the number of individuals that a district authorizes. Users need to establish a Michigan Education Information System (MEIS) account at <http://michigan.gov/meis>, if they do not already have an account. The school district should mail or fax the User Security Agreement to MDE. The security agreement is available at <https://oeaa.state.mi.us/ayp/Docs/SecurityAgreement.pdf>.

**Appeal Procedures**

Schools and districts had opportunities throughout the school year to correct or appeal certain data related to student assessments and accountability. Appeals concerning issues and data that had earlier, separate appeals windows will not be accepted.

Earlier appeals/update windows were held for the following:

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- Student demographics including enrollment, economic disadvantaged status, limited English proficient status, student with disability status, racial/ethnic status, and Primary Education Providing Entity (PEPE) status (Tested Roster)
- Missing tests/non-standard accommodations/prohibited behavior (Tested Roster)
- Student participation (Students Not Tested)
- Graduation rates (GAD Window)

A school district has the opportunity to appeal any data that do not have separate appeals windows (see above) that affect the AYP status of its schools if it has evidence that the data may be inaccurate. MDE will process appeals submitted within the appropriate appeal window. The purpose of the appeal window is to address substantive issues regarding the draft School Report Cards. The school district must cite specific data that is challenged in the appeal.

When an authorized user enters the School Report Card web site, the user can ask the Department to make corrections to the data on which the Report Card is based. The user initiates an appeal by clicking "Request Appeal" on any page of the Report Card web site. Once an appeal is submitted, the user will receive an email confirming the appeal. Users can also use the "Issue Tracker" where the user can:

- Attach supporting documents (Excel and Word files) as needed;
- View the original communication to confirm that the message was delivered and that the appeal is active;
- View additional communication from the Department about the pending appeal;
- Add information or clarify data regarding the appeal; and
- Verify that the Department has made the appropriate correction and that the appeal can be "closed."

This system will also allow MDE to track all appeals to ensure all appeals are resolved. It is critically important that users verify their email address is correct when an appeal is filed. Users should also look for a confirmation email after an appeal is initiated.

To update the email address associated with your MEIS account, visit this link:

<https://cepi.state.mi.us/MEIS/login.aspx>

All communication and action on each appeal will be accompanied by an email communication from MDE to the email address indicated on the original appeal. A link to the issue tracker is provided on the Report Card web site after the authorized user logs into the system. Links to the issue tracker page are at the top and bottom of the screen. Users are asked to use the issue tracker to add additional information about the issue, rather than creating a new issue.

### **Absolute Deadline for Appeals**

MDE staff will not accept Report Card appeals after the designated appeals window. We encourage you to review the data for your school as soon as possible.

### **Guide to Report Cards**

Additional information on the 2011 Michigan School Report Cards can be found in the Guide to Reading the 2011 Michigan School Report Cards:

<https://oeaa.state.mi.us/ayp/guide.asp>

If you have questions or need additional information on these issues, please contact the Evaluation Research and Accountability Unit by phone at 877-560-8378, and choose option 6, or send an email to [MDE-accountability@michigan.gov](mailto:MDE-accountability@michigan.gov).