

2016-2017 Sending Scores Back Policy for Shared Educational Entities (SEEs) & Specialized Shared Educational Entities (S2E2s)

Policy Documentation

In the 2010-2011 school year, the Michigan Department of Education (MDE) implemented a policy of “*sending scores back*”, which allowed schools that serve students from multiple districts (not through schools of choice) to apply for the ability to send student accountability back to resident districts. It also allowed for districts to handle student enrollment in school buildings outside of the traditional district-school hierarchy in the Educational Entity Master (EEM). This document serves to outline the process for “sending scores back” for the 2016-2017 school year.

Eligibility to Participate in the “Sending Scores Back” Policy

To participate in this policy, the entity must first apply using the Sending Scores Back Application to establish itself as a “shared educational entity” (SEE) or a “specialized shared educational entity” (S2E2) (described below) for student reporting and accountability purposes. Both SEEs and S2E2s are characteristics that indicate educational services are being provided to students from multiple districts under an educational services consortium or cooperative agreement. To apply to participate in the “Sending Scores Back” policy, you must:

- Serve students from two or more districts (not solely through schools of choice).
- Obtain agreement from all participating (member) districts in the form of a signed agreement (copy must be included with SEE/S2E2 application).
- Complete the application for the Sending Scores Back Program **no later than 5:00 PM Monday, August 29, 2016**. A link to the electronic application is available at www.mi.gov/sees.

How to Participate in the Sending Scores Back Policy

Please note: *Even if you participated in this policy in the 2015-2016 school year or prior, you **must reapply** each year to participate.* Please read this entire document carefully and be sure to follow all four steps outlined below.

A flowchart (attached to the application) has been developed to help you make the decision outlined in Steps 1.

Step 1) Determine if your entity type is appropriate as a Shared Educational Entity (SEE) or a Specialized Shared Educational Entity (S2E2) for Student Reporting and Accountability.

If you wish to participate in the Sending Scores Back Program, you must determine what type of shared educational entity represents your educational setup. There are two types of shared educational entities for student reporting and accountability: 1) those that are currently a school serving students in a single location (SEEs), and 2) those entities that are based in multiple buildings, but still meet the requirements of the sending scores back policy (S2E2s). Only one S2E2 code is allowed per Intermediate School District or consortium. Please see “*Understanding How Shared Educational Entities and Specialized Shared Educational Entities are Displayed in the EEM*” (later in this document) for more information and detail, if necessary. The SEE/S2E2 will not itself receive accountability designations; however, all SEEs/S2E2s will still receive publicly-reported graduation and dropout rates. Those rates will simply not be used to produce accountability designations for the SEE/S2E2.

Special Note for Early/Middle Colleges:

If you are an Early/Middle College (EMC) serving multiple districts, you will be listed as a SEE by default but for “Student Reporting Only.” This does not mean automatic participation in the Sending Scores Back Program. EMCs that are SEEs for student reporting only will not have student scores “sent back” to resident districts unless the EMC SEE applies to and is approved for the Sending Scores Back Program. For

Early/Middle Colleges that serve multiple districts and do not specifically apply to have their scores sent back, the operating district and EMC building will retain accountability for students and are established as a shared entity for the purpose of reporting students under the State School Aid Act only.

Step 2) Submit your application.

All applications must be completed and submitted to DAS **no later than 5:00PM August 29, 2016**. Late and/or incomplete applications will not be accepted. *We strongly encourage earlier submissions.*

Step 3) Entity designated as a SEE/S2E2 in the EEM.

Once the MDE has approved your application, CEPI will set the desired entity's "shared educational entity flag" to reflect the SEE/S2E2 type identified in the application, and the MDE will then notify the SEE/S2E2 once this process is complete. If a code does not exist, CEPI will work with the MDE and the SEE/S2E2 to generate and assign a code and notify the SEE/S2E2.

Reporting Students as Shared Educational Entity Students

Once your application to "send scores back" has been approved, and an entity code that corresponds to your SEE/S2E2 type has been issued or renewed, your member districts will be able to use the SEE/S2E2 entity code to report students in the Michigan Student Data System (MSDS). CEPI provides complete reporting documentation in the MSDS manual for the 2016-2017 school year (http://www.michigan.gov/cepi/0,4546,7-113-986_50502---,00.html#MANUALS). Below is a general of the reporting procedure in the MSDS.

- Students will be reported in the Michigan Student Data System (MSDS) with the School Facility Number for the building where they **are receiving their educational services, which** will include the appropriate operating district code.
 - If this building is a Shared Educational Entity (SEE), then no further action is necessary; the School Facility Number should be the SEE entity code.
 - If the student is being educated through a **Specialized Shared Educational Entity (S2E2)**, in addition to entering the School Facility Number of the building where the student is actually receiving their educational services, the S2E2's entity code will need to be reported in the "S2E2Code" characteristic in the MSDS.

Examples

Example A:

Sally Smith is a student in the Awesome Alternative Education School, building code 12345. Awesome Alternative Education School serves students from five districts, and all five districts agree to establish Awesome Alternative Education as a SEE for student reporting and accountability. The SEE building code remains 12345.

Example B:

Disney District offers special education services to all districts within the Magic Kingdom ISD. Tommy Thompson is a resident of Epcot District, but requires special services and attends school in a classroom in Cheerful Elementary (building code 55555) within the Disney District. The districts sending students to the Disney District Special Education Program decide to participate in the sending scores back program. Therefore, they work with the Magic Kingdom ISD to establish the Disney District Special Education Program as a Specialized Shared Educational Entity, and are assigned a code of 98765 for this S2E2. Disney District continues to report Tommy Thompson in Cheerful Elementary, however they also report Tommy with the new S2E2 code that indicates scores will be sent back Epcot District.

Please refer to the table below to see how these two examples work in terms of score reporting, funding reporting, and accountability attribution.

	Last Name	First Name	School Facility Number	Operating District Code	Resident District Code	S2E2 Code
Example A	Smith	Sally	12345	00001	00003	This MSDS field will remain empty (the building code is designated as a SEE)
Example B	Thompson	Tommy	55555	00224	00333	98765
Where the Data are Reported:			Assessment results are reported here at the School Facility Number (Building Code)	State School Aid reporting assigned here at Operating District Code	Accountability is returned here (Resident District) for accountability scorecards	Student accountability "belongs" to this entity; but for SEE/S2E2s, no building-level accountability will be published**

Note: All SEEs will still receive publicly-reported graduation and dropout rates at the district and building levels for all PEPE students.

Attribution of Assessment Results and Accountability

Assessment Results Reporting: For all assessment reporting, score reports will be provided to the building where the student physically attends school and where the student is tested (as reported in the MSDS School Facility Number). Students do NOT and should NOT test anywhere other than the building in which they are physically located, nor do student answer documents for these students need any special handling or shipping. This policy solves the issue of getting assessment score reports to students in their instructional context by preserving the relationship between the physical location of students and their assessment reports, regardless of their accountability attributions. It is not appropriate to reassign test documents, use special header sheets, or collect tests from a number of schools.

Accountability Attribution: For accountability purposes, scores will be attributed to the resident district (on the district level Michigan Accountability Scorecards). *This does not apply for students attending under Schools of Choice or students served by SEE/S2E2s sent by a Public School Academy – Schools of Choice and PSA students will be attributed to the operating district, not the resident district.* Scores will also be attributed to the school/facility, but no impact will be made on building-level accountability scorecard designations. All SEEs will still receive publicly-reported graduation and dropout rates, but these rates will not be used to generate accountability designations for the SEE. S2E2s will not receive public or accountable graduation rates as S2E2s are not entity types that can enroll and have PEPE students, however, buildings with graduation rates and S2E2 classrooms (that graduate students) will have the S2E2 building graduates/non-graduates contribute to their public graduation

rates. S2E2 building graduates/non-graduates will contribute only to their resident district for the graduation rates used for scorecard and ranking purposes.

Ensuring Good Data Quality and Reporting Accuracy

Once approved to participate in the sending scores back policy, it is the responsibility of the SEE/S2E2 to determine and enact proper reporting policies to ensure that the SEE/S2E2 codes are used appropriately and that all students are accurately reported.

In the case of an approved Specialized Shared Educational Entity (S2E2s) where students will be located in the same physical building, and who may or may not belong to the S2E2, it is critically important that the S2E2 administrators work with all contributing districts to make sure that only students who belong to the S2E2 are reported using the Non-Instructional Ancillary Facility code for the S2E2. Misuse of the code for students who are not in the S2E2 will result in the revocation of S2E2 approval for the current year and render the school/program ineligible to reapply in future years.

The MDE has a series of monitoring steps to ensure students being reported at the S2E2 codes are members of those approved programs. These monitoring steps include, but are not limited to: desk audits of applications, review of data indicators, and unannounced site visits. All participating S2E2s should maintain relevant documentation on each student reported at that S2E2 code and will be expected to provide it to DAS upon request.

In addition to ensuring MSDS records are reported correctly, it is also important to understand that for SEEs and S2E2s, the district and school operating the SEE building or S2E2 classroom program is responsible for managing all elements of the Accountable Students and Test Verification functions in the Secure Site, including the Verification of Enrollment, Verification of Answer Documents, and Verification of Not Tested on behalf of the resident districts that participate and send students to the SEE/S2E2. The district and school operating the SEE building or S2E2 classroom program are the only entity users in the Secure Site that will be able to view SEE/S2E2 students and report issues regarding those students. In the past, some resident districts have found that negligence by the schools operating the SEE or S2E2 classroom program in reporting/resolving student issues has caused problems for their accountability results once the students' accountability is sent back as part of this program.

Timelines

- Now:** Begin conversations with all member districts. A cooperative agreement signed by ALL member districts is required to form a SEE/S2E2 and participate in sending scores back. Failure to obtain approval from all member districts means either the entity cannot be established as a SEE/S2E2 or the non-member district cannot send students to this entity.
- 8/29/2016:** Submit final applications with all signed cooperative agreements and all requested documentation by this date. **NO LATE APPLICATIONS WILL BE ACCEPTED.**
- 9/2016:** Receive final notification from DAS regarding the status of your application for the 2016-2017 school year.

If you have any questions regarding SEEs/S2E2s, please contact Matt Gleason at MDE-Accountability@michigan.gov or 517-373-6731.

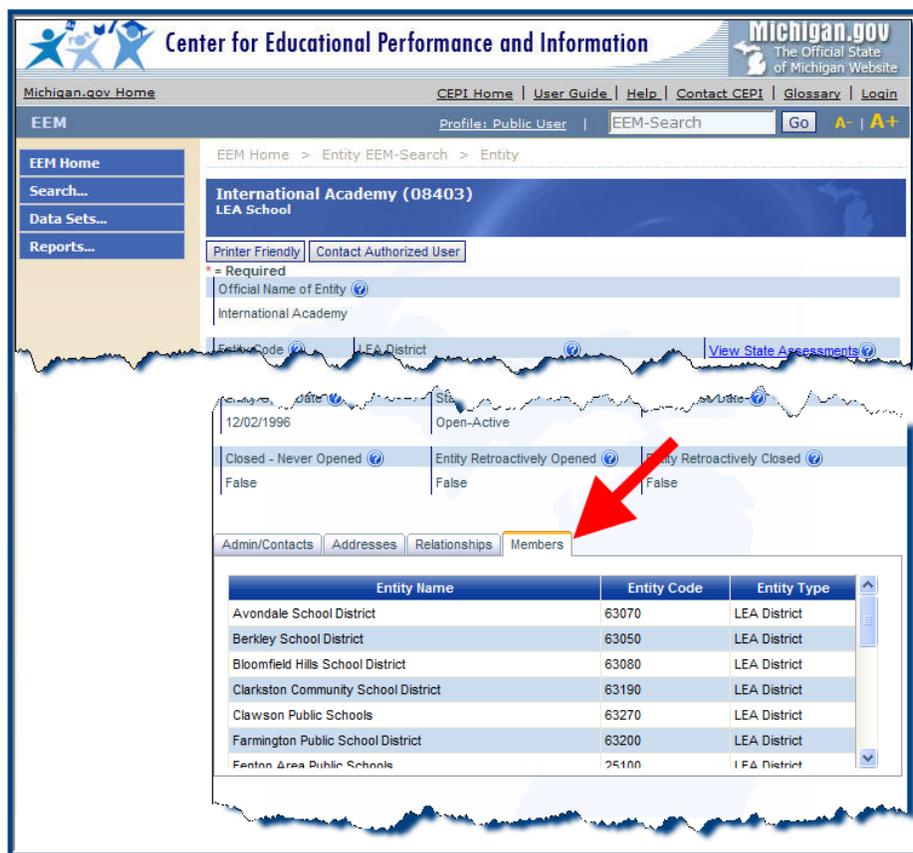
If you have questions on CEPI applications, please send an email message to CEPI@michigan.gov or call 517-335-0505. Please provide your name, district code, district name (if applicable), the CEPI application name, your telephone number (including area code and extension), your email address, and your specific question(s).

A SEE/S2E2 Frequently Asked Questions (FAQ) document with more information is available on the SEE webpage at www.michigan.gov/sees.

UNDERSTANDING HOW SHARED EDUCATIONAL ENTITIES AND SPECIALIZED SHARED EDUCATIONAL ENTITIES ARE DISPLAYED IN THE EEM

Districts continue to develop ways to deliver educational services more efficiently through educational services consortia and cooperative agreements. Shared Educational Entities (SEEs) and Specialized Shared Educational Entities (S2E2) were created to allow accountability to be assigned to the appropriate entity when students are being educated through an educational services consortia outside of the traditional district/building hierarchy.

Once the Michigan Department of Education (MDE) has approved a SEE or S2E2, member districts are listed on the “Members” index tab located at the bottom of the entity details screen in the Educational Entity Master (EEM) application. Only member districts may participate in the services provided by these entities and the “sending scores back” accountability policy.



The screenshot displays the EEM application interface for the Center for Educational Performance and Information. The main content area shows details for the 'International Academy (08403) LEA School'. Below the entity details, there are tabs for 'Admin/Contacts', 'Addresses', 'Relationships', and 'Members'. A red arrow points to the 'Members' tab, which is currently selected. The 'Members' tab displays a table of member districts.

Entity Name	Entity Code	Entity Type
Avondale School District	63070	LEA District
Berkley School District	63050	LEA District
Bloomfield Hills School District	63080	LEA District
Clarkston Community School District	63190	LEA District
Clawson Public Schools	63270	LEA District
Farmington Public School District	63200	LEA District
Fenton Area Public Schools	75100	LEA District

Shared Educational Entity (SEE): These entities may be established when multiple school districts have formed a business relationship to provide educational services within a specific school. All SEEs are classified as schools within the EEM. Some entities that may choose to become a SEE are center schools (special education), early middle colleges, international baccalaureate, advanced placement, alternative education, or other specialized schools.

Specialized Shared Educational Entity (S2E2): These entities may be established when two or more school districts have formed a business relationship to provide educational services to a group of

students. S2E2s are not schools or facilities, but rather represent a relationship between two or more educational entities. Students participating in a S2E2 may be in regular or specialized classrooms located in multiple locations across one or more of the member districts. These entities are considered Non-Instructional Ancillary Facilities (NIAF) in EEM. NIAFs are not required to complete school-level reporting. When reporting student data to the Michigan Student Data System (MSDS), the code reported as the School Facility Number is the building where the student is receiving services. In addition to this code, the record will also contain the code for the S2E2 in a new characteristic which identifies the student as being educated through this type of entity. The member district designation also allows the Operating District to report a School Facility Number for an entity not within the district's hierarchy.

Only one S2E2 code is allowed per Intermediate School District (ISD) or consortium of districts.

SEE/S2E2 Characteristics: There are two characteristics related to a SEE or S2E2 that will be displayed in EEM. The first is participation (whether the entity is an approved SEE/S2E2 for the current school year), and the second is subtype. The subtype for all S2E2s and nearly all SEEs will be "Student Reporting and Accountability". This designation indicates that the SEE/S2E2 is opting for student scores to be sent back to the resident district for accountability purposes. "Student Reporting and Accountability" is the only subtype allowed for S2E2s and is the default value for SEEs.

To determine if an entity has been approved as a SEE or Specialized SEE, look for the "Shared Educational Entity (SEE) Participation" characteristic on the entity details screen in EEM (#1 below). The entity sub-type is displayed in the "Shared Educational Entity (SEE) Subtype" section (#2 below).

