



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING


GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

## **MEMORANDUM**

**DATE:** January 23, 2020

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** Dr. Scott M. Koenigs knecht, Deputy Superintendent  
P-20 System and Student Transitions 

**SUBJECT:** Early Middle College Policy Changes and Updates

There are five Early Middle College (EMC) policy changes and updates. Please share this with EMCs operating within your school district(s).

### **Policy on EMC Grade Progression Reporting**

EMC students have a fifth year to fulfill diploma and degree/certificate requirements. The fifth year requires one grade level to be reported for two consecutive school years. Beginning with the 2020-2021 school year, Grade 12 is the only grade level expected to be reported twice in consecutive school years. This means that sequence of grade levels reported for an EMC student, over the course of their high school and fifth year, is expected to be 9, 10, 11, 12, 12. This requirement is also included in the most recent EMC FAQ document.

### **Updated EMC FAQs**

The EMC FAQ document has been updated and can be found at the following link. This version supersedes all previous versions.

[https://www.michigan.gov/mde/0,4615,7-140-81351\\_51178---,00.html](https://www.michigan.gov/mde/0,4615,7-140-81351_51178---,00.html)

### **2019-20 Pupil Accounting Manual**

EMC sections of the Pupil Accounting Manual (PAM) have been updated. Please review the PAM for EMC on-track graduation requirements, and documents needed for a successful pupil accounting audit. The PAM can be found here:

<https://www.michigan.gov/mde/0,4615,7-140-6605-22360--,00.html>

### **Coding Appeals Process**

An EMC Coding Appeals Process has been developed. Districts may appeal to late code students who were not properly coded by the fall certification of 2019.

#### **STATE BOARD OF EDUCATION**

CASANDRA E. ULBRICH – PRESIDENT • PAMELA PUGH – VICE PRESIDENT  
MICHELLE FECTEAU – SECRETARY • TOM MCMILLIN – TREASURER  
TIFFANY D. TILLEY – NASBE DELEGATE • JUDITH PRITCHETT  
LUPE RAMOS-MONTIGNY • NIKKI SNYDER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • 833-633-5788

Limitations and specific requirements apply. You can find the appeal process and forms on the MDE website: [https://www.michigan.gov/mde/0,4615,7-140-81351\\_51178---,00.html](https://www.michigan.gov/mde/0,4615,7-140-81351_51178---,00.html). **Important Note:** This appeal process does not affect **Section 61b funding eligibility** for Career and Technical Education EMC students that were incorrectly coded during the appealed year – regardless of the appeal outcome.

### **Updated EMC Application Assurances**

For school districts applying to open a new EMC in 2020, **the application is due February 3, 2020**, and the assurances section of the application has been revised. The updated application may be found at the at the following link: [https://www.michigan.gov/mde/0,4615,7-140-81351\\_51178---,00.html](https://www.michigan.gov/mde/0,4615,7-140-81351_51178---,00.html). The application must include signatures on the updated assurances and signature page.

EMCs meet Michigan’s Top 10 in 10 Strategic Goals 1 and 4. Goal 1: Provide every child access to an aligned, high-quality P-20 system from early childhood to postsecondary attainment – through a multi-stakeholder collaboration with business and industry, labor, and higher education–to maximize lifetime learning and success. Goal 4: Reduce the impact of high-risk factors, including poverty, and provide equitable resources to meet the needs of all students to ensure that they have access to quality educational opportunities.

If there are questions about any topics listed, please contact Lisa Seigel at 517-241-2072 or [seigell@michigan.gov](mailto:seigell@michigan.gov).

cc:Michigan Education Alliance