



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

May 4, 2006

TO: Local and Intermediate School Superintendents
And Public School Academy Directors

FROM: Carol Wolenberg, Deputy Superintendent

SUBJECT: Reporting 8th Grade Technology Literacy

The purpose of this notice is to provide you with information regarding the procedure for reporting your districts' 8th grade students' level of technology literacy. This report must be completed in the Michigan Electronic Grants System (MEGS) no later than June 30, 2006.

Authorized Officials (Level 5) are required to go into MEGS and certify the district's progress. Authorized Officials will use the Certification functionality to report their district's eighth grade technology literacy rates by percentage. It is the responsibility of each LEA to retain any supporting documentation relating to the certification for a period of five years. Certifications must be made prior to June 30th of each calendar year.

Directions:

- Authorized Officials log into MEGS.
- On the Main Menu, there are 3 sections: *Initiate An Application, Additional Functions, and Maintain MEGS Accounts.* Under "**Additional Functions,**" click on the link "**Certification Menu.**" Within the "**Certification Menu,**" click on "**8th Grade Technology Literacy Reporting Requirement.**"
- Enter the percentage of students whom you deem to be technologically literate.
- Verify the statement on 8th Grade Technology Literacy by using the "**I Agree**" button.
- Print off a copy for the district record.

The MEGS submission outlined above will meet the requirement of this NCLB Goal. Your immediate attention to this matter is requested. Questions regarding this process may be directed to Grants Administration and Coordination at 517-373-1806.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324