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DEPARTMENT OF EDUCATION
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TO: Local Education Agency Superintendents
Intermediate School District Superintendents
Public School Academy Directors

FROM: Jeremy M. Hughes, Ph.D. *JMH*
Deputy Superintendent/Chief Academic Officer

Margaret M. Ropp, Ph.D. *mmr*
Director, Center for Educational Performance and Information

DATE: October 31, 2005

**SUBJ: Michigan School Readiness Program (MSRP)
Reporting Requirements**

The Center for Educational Performance and Information, Michigan Department of Management and Budget, has contacted the Office of Early Childhood Education and Family Services, Michigan Department of Education, regarding incomplete data received from districts/public school academies on early childhood programs in the Single Record Student Database (SRSD). One of the many requirements of accepting state aid grant funds for early childhood programs is the reporting of enrolled children in the SRSD.

The SRSD includes discrete information about individual children such as age, gender, race, and program participation. All children who receive classroom or home-based state aid MSRP services are to be entered in the SRSD.

State aid MSRP grantees must provide data to the local education agency (LEA) for each SRSD reporting cycle. Information regarding staff and facilities is also required. MSRP state aid grantees are exempt from the fall SRSD submission and should prepare to report for the mid- and end-of-year submissions. The dates for the initial MSRP submission period are February 8, 2006 through March 14, 2006.

It is important that the local administrative office responsible for entering data be contacted in order to confirm that children enrolled in the MSRP are being reported in the SRSD. Grantees will receive more information regarding the February submission in January 2006.

If you have questions, please contact the Office of Early Childhood Education and Family Services at (517) 373-8483.

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