

2020-21 Read by Grade Three FAQs

- 1. When will retention letters be mailed?**
 - a. CEPI will begin mailing retention letters on a weekly basis starting May 26 (this will include third-grade students tested up through May 17). Parents/guardians will have 30 days from receiving the letter to request a good cause exemption for their child with their child's school district.

- 2. What service will CEPI utilize to send letters to parents/guardians of students flagged for retention?**
 - a. As required by law, CEPI will be utilizing USPS Certified Mail to send letters.

- 3. How long will it take for students to receive their letters?**
 - a. Beginning May 26, and weekly thereafter, CEPI will send letters via USPS Certified Mail. USPS carriers will make three attempts to deliver letter a within 15 days. Letters must be signed for by someone at the address. If no one at the address signs for the letter, or the address is undeliverable, the letter will be returned to CEPI and CEPI will forward it to the district superintendent's office. Since this is a lengthy timeframe, we recommend that district personnel check the Dynamic Score Reporting Site accessed through the [Office of Educational Assessment and Accountability's Secure Site](#) to identify students who did not meet the minimum ELA scores and begin communicating to the parent or guardian to discuss the Read by Grade 3 intent and available options.

- 4. What student records will CEPI utilize to pull mailing addresses?**
 - a. Districts must ensure, to the extent possible, that student addresses in MSDS are accurate and current prior to testing. For each mailing batch, CEPI will use student addresses updated in MSDS as of the date corresponding to the "Date of Final Testing Results Included" in the schedule below. This record can come from either the Spring General Collection and/or SRM records reported after Spring Supplemental Count Date. If a record cannot be found in a Spring General Collection or subsequent SRM record, the Fall General Collection record will be used.

- 5. What if a Third-grade student does not take M-STEP? Will they still get a letter?**
 - a. If a third-grade student does not take the M-STEP, they will not be flagged for retention. This is the only assessment that "triggers" the retention component of the Read by Grade Three law. There are no approved alternate assessments for M-STEP (such as NWEA) under the Read by Grade Three law.

- 6. If a student was reported as homeless and no address was submitted, how will that student's parent or guardian be contacted?**
 - a. For homeless students with addresses not submitted in MSDS, CEPI will send letters to the district homeless liaison for distribution. In cases where districts are aware that a student does not have an address, proactive outreach by the district will help ensure timely communication to the student's parent/guardian. To understand which students will receive letters, please utilize the Dynamic Score Reporting Site accessed through the [Office of Educational Assessment and Accountability's Secure Site](#).

- 7. What will happen to a letter if it is undeliverable?**
 - a. CEPI will mail letters via Certified Mail. If a letter is unable to be delivered by the USPS, it will be returned to CEPI. Returned letters will be routed to the district superintendent or lead administrator over the summer. Since returned mail may take several weeks to

route back to CEPI and then forward to districts, it is recommended that the district regularly check the Dynamic Score Reporting Site accessed through the [Office of Educational Assessment and Accountability's Secure Site](#) to understand which of their students will receive a letter and proactively communicate to their parents/guardians about the retention legislation and available options.

8. What is the mailing schedule?

Data File Received from OEAA	Date of Final Testing Results Included	Mailing Window Start
5/18/21	5/17/21	5/26/21
5/24/21	5/21/21	5/28/21
6/1/21	5/31/21	6/9/21
6/9/21	6/4/21	6/16/21
6/29/21	6/4/21	7/7/21

9. If our district has students subject to retention, do we need to report whether the students were retained or promoted?

- a. Yes. This information must be submitted in the MSDS Third Grade Retention Collection.

10. What students are required to be reported in the Third Grade Retention Collection?

- a. Only students who are subject to retention per the Read by Grade Three law ([State School Aid Act, Sec. 1280f](#)) are required to be reported.

11. What information must be reported in the Third Grade Retention Collection?

- a. Via the Third Grade Retention Decision Component, you must report whether the student was retained or promoted to 4th grade. If the student was promoted, you will be required to select the promotion reason or good cause exemption that the student was promoted under.

12. What is the reporting window for the Third Grade Retention Collection?

- a. The reporting window runs from June 1, 2021 to Sept. 1, 2021

13. If I have a third-grade student who is subject to retention and they transfer to a new district, who is required to report the Third Grade Retention Collection for that student?

- a. If a student transfers to a new district, if the district that administered the M-STEP did not make a decision prior to the student's withdrawal, reporting in the Third Grade Retention Collection is optional.
- b. If this information is not reported in the Third Grade Retention Collection during the summer, then the receiving district will be required to report it in the Fall General or SRM Collection.

14. Where can I find more information on the Read by Third Grade law?

- a. For more information regarding the policy of this law, please visit the [MDE Early Literacy](#) web page.
- b. For more information on reporting this data to CEPI, please visit the [Third Grade Retention Collection](#) web page on the CEPI website.
- c. To ensure you receive official RBG3 communications, please sign up for the [Read by Grade Three GovDelivery topic](#).

15. Who can I contact for further questions?

- a. If the question is related to Read by Grade 3 policy, testing procedures, etc. the Early Literacy Team can be contacted for related information. Their team mailbox is MDE-EarlyLiteracy@michigan.gov.
- b. For questions on how to report data in the MSDS Third Grade Retention Collection, please email cepi@michigan.gov.