

# **CEPI Helpful Hint: Reporting Early Middle College Students**

*Last Updated: January 2019*

## **What is an EMC?**

An Early/Middle College is an extension of the Postsecondary Enrollment Options Act (PA 160 of 1996) and the Career and Technical Preparation Act (PA 258 of 2000), designed to offer students the opportunity to earn a high school diploma and either an associate's degree, the industry recognized technical certificate Michigan Early/Middle College Association, or 60 transferable college credits at the same time. EMC program status is renewed annually with the Michigan Department of Education.

## **What is an EMC Program?**

An Early/Middle College **program** is a high school program (within an existing comprehensive high school) designed to allow a student to earn a high school diploma and either an associate's degree, the industry recognized technical certificate Michigan Early/Middle College Association or 60 transferable college credits through an additional fifth year of study. In other words, E/MC programs serve a subset of the entire student body in a building, whereas E/MC high schools serve the entire student body of a building. A formal agreement (or Memorandum of Understanding) with each postsecondary partner is required.

## **What is an EMC High School?**

An Early/Middle College **high school** is a "wall-to-wall" stand-alone public high school, a school within a school, a Public School Academy or a Shared Educational Entity designed to allow a student to earn a high school diploma and either an associate's degree, the industry recognized technical certificate Michigan Early/Middle College Association or 60 transferable college credits through an additional fifth year of study. A formal agreement (or Memorandum of Understanding) with each postsecondary partner is required.

## **What Does ISD/RESA Coordinating EMC Mean?**

It means that all operations for EMC programs *within* the ISD or regional education service agency are managed by an administrator at the ISD/RESA, and often include a Career Technical Education EMC. Please keep in mind that an ISD/RESA can establish an EMC program for stand-alone schools. A Shared Educational Entity could be established as long as the ISD/RESA has the correct partnership agreements in place with a local district. It is important to note, ISD/RESA's cannot directly claim FTE for general education students.

## How to Report Students as EMC in the Michigan Student Data System:

When reporting EMC students, **it is important to always report Program Participation code "3500" (EMC Participant) in both General and Student Record Maintenance collections**; otherwise, a student's cohort year may be adversely affected. Students reported with Program Participation code "3500" will have their cohort year increased by one, allowing five years to graduate "on-time." If a student was reported with code "3500" in the previous collection but not reported with this code in the current collection, the student's cohort year will be reset to the original four-year expected completion date. An EMC is a five-year program and does not have a planned retention in a certain grade. Most programs, but not all, plan for the students to be reported for a second time in 12th grade (grade progression is 9-10-11-12-12).

EMC post-secondary courses taken by students must be submitted in the Student Course Component of the Teacher Student Data Link Collection. Unless the EMC participant is a migrant student, please wait until the end of the school year to report the student's courses in TSDL. Each course should be submitted with Course Type characteristic "07" (Dual Enrollment).

When the course is eligible for 64b incentive funds, report "yes" in the Eligible 64B Course characteristic. To receive 64b incentive funding, all districts must report the student's course in the TSDL Collection. Funding will not be given for the 64b courses that are only reported in the Career and Technical Education Information System.

When Course Type "07" is submitted in the TSDL Collection, the College Credit and Credits Granted characteristics must have the appropriate number of credits reported for each characteristic based on the Completion Status for the course.

All EMC students should be reported in the building in which the student is receiving their EMC services. If the EMC flag is not set in the Educational Entity Master and a school submits a student as an EMC participant, a student-level error is issued upon submission of the student record. If the district is a member of a SEE, the district must still report the student in the building where educational services are being provided. To properly identify a student as an EMC participant, report Program Participation Code 3500 (EMC Participant) in the Program Participation Component.

ProgramEligibilityParticipation	
Code	Description
3500	Early/Middle College Participant

The screenshot shows a software interface with several tabs: 'School Demographics', 'Personal Demographics', 'Enrollment', 'Membership', and 'GeneralEdFTE'. Under 'School Demographics', there are sub-tabs for 'Program Participation', 'Attendance', and 'SNE'. The 'Program Participation' sub-tab is active, displaying a list of program options with checkboxes:

- 7760-21st Century Community Learning Center Program (21st CCLC)
- 9220-Alternative Education
- 9230-Developmental/Retention Kindergarten
- 3500-Early/Middle College Participant

Below the list, there are sections for 'Errors:' and 'Warnings:'.

\*\* If an error is received during data submission:

1. Verify that the correct school/facility number was reported for the student.
  - If yes, verify that the building is flagged in EEM as an EMC.
  - If no, enter the correct school/facility number.
  
2. Verify that the entity is flagged as an EMC in the EEM.
  - If the flag is set to "true" but you still receive an error, contact your EEM Authorized User or CEPI customer support for additional assistance.
  - If the flag is set to "false" but you believe it should be "true," contact your EEM Authorized User or CEPI customer support for additional assistance. Your EEM Authorized User will work with the Michigan Department of Education to verify the correct status of entity and update the EEM as necessary.
  - If the entity has not been approved as an EMC, the ISD or school district cannot report the student as an EMC participant.
  
3. If the reporting district is a SEE member district, the status will be denoted in EEM on the SEE building code under the Members tab.
  - If there is no denotation on the individual districts EEM page, you must check the SEE building.
  - If your district does not appear on the membership tab, you will receive an error reporting in MSDS, please contact MDE to verify your eligibility as a SEE building
  
4. Verify that the student record has been submitted with Program Participation Code "3500."

### **How to Report in the EEM:**

CEPI is responsible for ensuring that all EMC entities are marked appropriately in the EEM, as well as collecting program participation data from the ISD and school district entities. CEPI receives a file each fall from the EMC office at MDE, and CEPI

then updates the EEM records to reflect EMC as "true", as well as the type of EMC the entity operates (Program or School), shown here:

This field can be viewed in the [EEM](#) by the ISD, school and the public.

1. Enter the school name or valid 5-digit school code in the "EEM-Search" box and click "Go."
2. Click the entity name hyperlink of the school you wish to review.
3. Scroll through the information until you locate the EMC field.

If your district is a participating SEE member district, you will not see any indication of participation in the EEM. You must visit the SEE building, under Members to view eligible districts to report under the SEE.

Entity Name	Entity Code	Entity Type	System Effective Date
DeWitt Public Schools	19010	LEA District	07/01/2016
Eaton Rapids Public Schools	23050	LEA District	07/01/2016
Grand Ledge Public Schools	23060	LEA District	11/13/2017
East Lansing School District	33010	LEA District	07/01/2016
Dansville Schools	33040	LEA District	07/01/2016
Haslett Public Schools	33060	LEA District	07/01/2016

### When Should Students Be Enrolled in EMC:

Students must be enrolled in the EMC no later than the fall of their third year of high school (grade 11 or junior year) and must be reported in MSDS with the Program Participation code "3500."

## How to Exit Students from EMC:

When an EMC participant graduates from an EMC school, the graduation code that is reported can affect their cohort status. Please report the following codes depending on the student's circumstance:

Code	Text	Description
40	Graduated from a Middle College with both a high school diploma and an associate degree or other advanced certificate	Student has completed the requirements to earn both a high school diploma and a postsecondary degree or certificate through an established early/middle college program. NOTE: Students reported with this code must be identified as early/middle college participants with the Program Eligibility Participation characteristic in the Program Participation Component.
41	Graduated from a Middle College with only a high school diploma	Student has completed the requirements for a high school diploma, but did not earn a postsecondary degree or certificate through an established early/middle college program. NOTE: Students reported with this code must be identified as early/middle college participants with a Program Eligibility Participation characteristic in the Program Participation Component.

- **If a student decides in their 4th year that they no longer want to finish the EMC program:**
  - Do not submit "3500" in the MSDS general or SRM collections
  - Report applicable exit status code 1-4
  - Cohort year will go back to original graduation year, the cohort status will be reflected by the exit status code submitted.
  
- **If a student decides in their 5th year that they no longer want to finish the EMC program:**
  - Continue to submit "3500" code in the MSDS general or SRM collections
  - Report applicable exit status code of 41 if they received a diploma but did not complete any EMC requirements
  - Student will be off-track graduated

For more information about EMC, please visit the [MDE Early Middle College High School Opportunities web page](#).

You can also contact:

1. CEPI Customer Support: 517-335-0505 x3
2. Michigan Department of Education: Beverly Brown, 517-335-4670 (General Questions/SEE Inquiries)