

CEPI Helpful Hint: Reporting Early Middle College Students

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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 60 transferable college credits toward a four-year degree from a Michigan public or private university, an associate degree from a community college, a professional certification, the Michigan Early Middle College Association technical certificate, or the right to participate in a registered apprenticeship. 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 60 transferable college credits toward a four-year degree from a Michigan public or private university, an associate degree from a community college, a professional certification, the Michigan Early Middle College Association technical certificate, or the right to participate in a registered apprenticeship. In other words, EMC programs serve a subset of the entire student body in a building, whereas EMC 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 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. 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, ISDs/RESAs cannot directly claim FTE for general education students.

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

General Collection and Student Record Maintenance Collection

When reporting EMC students, **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" 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. Programs must plan for the students to be reported for a second time in 12th grade (grade progression is 9-10-11-12-12).

All EMC students should be reported in the building in which they are 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 field-level error is issued upon submission of the student record. If the district is a member of a SEE, the district must report the SEE building in the School Facility Number characteristic. 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 the 'Program Participation' section of the Michigan Student Data System. At the top, there are tabs for 'School Demographics', 'Personal Demographics', 'Enrollment', 'Membership', and 'GeneralEdFTE'. Below these, there are sub-tabs for 'Program Participation', 'Attendance', and 'SNE'. The 'Program Participation' sub-tab is active. On the left, there is a label '*Program Eligibility Participation:' with a blue circular icon. To the right, there is a list of program options with checkboxes: '7760-21st Century Community Learning Center Program (21st CCLC)', '9220-Alternative Education', '9230-Developmental/Retention Kindergarten', and '3500-Early/Middle College Participant'. The '3500-Early/Middle College Participant' option is checked and highlighted with a red circle. 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.

- If a student is attending an EMC that is part of a consortia program and the entity is set up as an S2E2, then report the student's PEPE building in the school/facility number and the EMC program in the S2E2 characteristic.
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 district's EEM page, you must check the SEE building.
 - If your district does not appear on the membership tab, you will receive field-level errors 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."

Teacher Student Data Link Collection

All courses taken by EMC students must be submitted in the Student Course Component of the General TSDL Collection. If the EMC participant is a migrant student, report those courses in the Migrant TSDL collection. Each dual enrollment course should be submitted with Course Type characteristic "07" (Dual Enrollment).

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.

How to Report in the EEM:

CEPI is responsible for ensuring that all EMC entities are marked appropriately in EEM, as well as collecting program participation data from the ISD and district entities. There are currently seven characteristics related to EMCs tracked in EEM:

- Early/Middle College
- Early/Middle College Type
- Early/Middle College Focus

- College Affiliations
- MEMCA Certification
- MEMCA Certification Last Year Certified
- Data Pilot

Entity authorized users cannot update these characteristics. These are updated by MDE and CEPI using information provided by districts in the annual EMC verification form. If any of this information appears to be incorrect, please email Lisa Siegel (Seigell@michigan.gov) in the MDE Office of Career and Technical Education.

Early/Middle College True	Early/Middle College Type Early middle college	
Early/Middle College Focus Health	College Affiliations Henry Ford College (05153)	
MEMCA Certification True	MEMCA Certification Last Year Certified 01/01/2011	Data Pilot True
Shared Educational Entity (SEE) Participation Shared Educational Entity		Shared Educational Entity (SEE) Subtype Student Reporting Only

This field can be viewed in [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 link 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/S2E2 member district, you will not see any indication of participation in the EEM. You must visit the SEE/S2E2 building, and look under Members to view eligible districts to report under the SEE.

Admin/Contacts Addresses Relationships Members			
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

Reporting EMC Contacts in EEM:

All EMCs are also required to list important contact information for their EMC coordinator and their postsecondary partner. These contacts were previously collected in the annual EMC verification process, but they should now be listed in EEM to ensure important communications are not missed.

For guidance on how to update these contacts, please refer to [How to Add, Remove or Edit a Contact in the EEM](#).

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 the MSDS Fall General Collection 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 associate's degree, 60 transferrable college credits, professional certification, MEMCA certificate, or the right to participate in a registered apprenticeship.
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 EMC program.

- **If a student decides in their 4th year that they want to graduate high school and not 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 reflect the exit status code submitted.
- **If a student decides during their 5th year that they want to graduate high school and not 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: cepi@michigan.gov
2. Michigan Department of Education: Lisa Seigel, 517-241-2072 (General Questions/SEE Inquiries)