

ACCESSING AND DOWNLOADING THE DISTRICT ANNUAL EDUCATION REPORT (COMBINED REPORT)

- Log in at [MI School Data website](#).
- Click on “K-12 Grade” tab in the top navigation menu.
- Click on “School Accountability” within the dropdown menu.
- Click on “Annual Education Report.”
- Click the “Annual Education Report” tab below the blue Annual Education Report heading. You will see the Location and Report Settings box.
- Using the ISD dropdown menu, choose your ISD.
- Using the District dropdown, choose your District.
- For the District report, keep “School” dropdown at “All Schools in District.”
- Click “Update Report.” This is your District report.
 - TO LINK REPORT:
Click “Share” button. Copy and paste link into District cover letter.
 - TO POST PDF REPORT:
Click “Download/Print.” Click on “As a PDF” and open District Annual Education Report (Combined Report). Save PDF with specific name of district. Link report into District cover letter.

ACCESSING AND DOWNLOADING THE SCHOOL ANNUAL EDUCATION REPORT (COMBINED REPORT)

- Log in at [MI School Data website](#).
- Click on “K-12 Grade” tab in the top navigation menu.
- Click on “School Accountability” within the dropdown menu.
- Click on “Annual Education Report.”
- Click the “Annual Education Report” tab below the blue Annual Education Report heading. You will see the Location and Report Settings box.
- Using the ISD dropdown menu, choose your ISD.
- Using the District dropdown, choose your District.
- Using the School dropdown menu, choose the appropriate School name.
- Click “Update Report.” This is your School report.
 - TO LINK REPORT:
Click “Share” button. Copy and paste link into appropriate School cover letter.
 - TO POST PDF REPORT:
Click “Download/Print.” Click on “As a PDF” and open School Annual Education Report (Combined Report). Save PDF with specific name of school. Link report into School cover letter.

Reminder: Linking ensures the most current data are reflected. A pdf copy may become outdated since it is current only as of the date the report was retrieved and saved.

The data are important to provide parents and the public with detailed information that is easy to find and compliant with AER requirements. It also helps school districts package all the required data elements needed for federal reporting in one location, saving valuable time resources.

ACCESSING THE DISTRICT AND SCHOOL ANNUAL EDUCATION REPORT COVER LETTERS

- Cover letters can be accessed by selecting the “Cover Letters” tab at the AER report main page.
- Districts and Schools must complete the cover letter and post it on the district/school website with the combined report.