

Educational Entity Master (EEM) Definitions - Revision: November 2011

The Michigan Department of Education provided the definitions and business rules detailed below for use in the Educational Entity Master (EEM), managed by the Center for Educational Performance and Information (CEPI).

Entity:	Written Definition:	Business Rules:
Top-Tier Entities (seven listed below)	The legal entity that receives funds through the Michigan Department of Education.	The legal grantee or sub-grantee of grant funds received through the Michigan Department of Education (MDE) or the Department of Labor and Economic Growth (DLEG).
State Agency	This refers to state departments in Michigan.	The Departments of Education, Community Mental Health, and Corrections directly operate entities that provide educational services. Care should be taken to appropriately distinguish which of these entities are considered schools and which are considered unique educational entities.
Intermediate School District (ISD)	Intermediate School District as established under Part 7 of the Revised School Code.	There are currently 57 ISDs in Michigan Common characteristics: <ul style="list-style-type: none"> • Elected school board • Receives state school aid • Required to submit an annual financial audit Includes multiple constituent local education agency (LEA) and public school agency (PSA) districts
Local Education Agency (LEA)	A school district as defined under MCL 380.6 and as organized under MCL 380.11a (general powers school district) or under part 6 (district of the first class) of the Revised School Code.	There are currently 549 local education agencies in Michigan. Common characteristics: <ul style="list-style-type: none"> • Required to elect a local school board • Receives state school aid based, for the most part, upon pupil membership • Required to submit an annual financial and pupil audit to MDE • Required to pay teachers • School board responsible for educating pupils, assigning staff, good stewardship of funds, establishing curriculum • Oversees second layer entities labeled schools
Public School Academy (PSA)	A public school academy established under part 6a of the Revised School Code; also includes an urban high school academy established under part 6c; and a strict discipline academy established under sections 1311b to 1311l. MCL 380.5(7).	Common characteristics: <ul style="list-style-type: none"> • Authorized by a university, public school, community college or ISD • School board (determined by chartering agency) • Generates state school aid based for the most part, on pupil membership • Required to submit an annual financial and pupil membership audit. • School board responsible for educating pupils, assigning staff, good stewardship of funds, establishing curriculum • Oversees second layer entities labeled schools
Non-Public School	A private, denominational, or parochial school (MCL 380.5 [4])	
Higher Education Institution	College or university	
Other	Private and not for profit (i.e., 501C3)	

Entities:	Definition	Business Rules
1) School	<p>A public school is an administrative unit (not necessarily a physical building) that provides instruction to students. It is operated by a primarily publicly funded educational entity (MDE, ISD, LEA, PSA) and has ALL of the following characteristics:</p> <ul style="list-style-type: none"> • An administrator (principal) who reports directly to the entity’s chief executive officer (i.e., superintendent) • Teachers responsible for educating a specific set of students • Students • Receives a state issued Michigan School Report Card. (The Michigan Department of Education annually makes a determination of Adequate Yearly Progress [AYP] for all public elementary, middle, and high schools in Michigan. MDE evaluates schools and school districts for AYP in the areas of academic achievement, participation in state assessment, graduation rate for high schools, and student attendance for elementary and middle schools.) <p>School for all other entities (State Agency, Non-public, Higher Education, Other) would be defined as: an administrative unit (not necessarily a physical building) that provides instruction to pupils and has the following characteristics:</p> <ul style="list-style-type: none"> • Administrator • Teachers • Students 	<p>A public school employs an administrator (normally a principal) who has authorized responsibility for the following by the ISD, LEA, or PSA school board/superintendent:</p> <ul style="list-style-type: none"> • Local curriculum framework is organized around the adopted state standards • Supervising a specific set of teachers to ensure instruction for students • Assignment of duties for those teachers • Maintaining student records (i.e., CA60) for a specific set of students • Achievement measured by state assessments (MEAP, MME, MI-Access and/or ELPA) • Monitoring progress of students <p>All Kindergarten - 12 (including special and alternative education) public school pupils should be reported in a school. The school administrator may utilize multiple Unique Education Providers, non-instructional ancillary facilities, programs, other public schools, etc. to fulfill his/her role.</p> <p>Public schools are those entities that receive state School Report Cards. School districts should use care in establishing the administrative units/schools to ensure continuity of longitudinal student, staff, achievement, and financial data.</p> <p>School codes are maintained when an administrative unit/school moves to a new physical location.</p>

Entity Type	Definition	Business Requirements
2) Unique Education Provider	<p>A unique education provider is not a school; however, it provides instructional services to children before kindergarten or adult education services. Generally it has:</p> <ul style="list-style-type: none"> • An administrator, supervisor, coordinator, or director who reports to a principal or another administrator • Teachers who may have special endorsements beyond those normally required for Pre-K through grade 12 • Students who are not necessarily in full-time attendance • A location which does not administer these state assessments: MEAP, MME, MI-Access and/or ELPA; but may administer other state assessments. • A location that does not offer a Michigan Merit diploma (if grades 9-12) • A location which supplements or is a primary legal entity receiving funds through MDE (i.e., non-public school, private school, other state agency, higher education institute, other recipient of funds) 	<p>These are environments (buildings/complex/virtual learning) that may or may not be owned and operated by the entity that is utilizing them.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Area career centers • Math/science centers • Child care/early education facilities (Pre-Kindergarten only) • Environmental centers • Special education programs serving preschool children and special education transition (age 20+) • Short-term juvenile detention centers (Maximum stay 30 days) • Adult education centers <p>These entities provide various services to the educational entities (ISD, LEA, PSA, higher education, non-public, private, and state agencies).</p> <p>The ultimate responsibility for the use of financial resources falls on the fiscal agent receiving state school aid and/or local, state or federal grant funds on behalf of these entities. Many times these entities charge tuition or a fee for service to the educational entity sending the pupils.</p> <p>Accountability for student performance on the statewide assessments falls to the educational entity sending pupils to the unique education provider.</p>
3) Non-Instructional Ancillary Facility	<p>This entity does not usually provide instruction* but is affiliated with the LEA, ISD, PSA, State, or Other (see page 1) and does get an entity code for reporting purposes. Examples: an entity serving as a bus garage, transportation center, plant/maintenance facility, administrative support facility, food service center, communications/media center, sports/recreation facility, health services facility, family/community center, professional training center, agriscience/natural resources center, or treatment center.</p> <p>*Exception: For 2011-12 there are ten Specialized Shared Educational Entities (S2E2s) labeled as</p>	

Entity Type	Definition	Business Requirements
	Non-Instructional Ancillary Facilities (NIAFs). An S2E2 provides educational services in multiple classrooms inside of existing schools as opposed to a single location. Two or more districts enter into a cooperative agreement to provide such services.	
4) Non-School Recipient	This entity is not a school or unique education provider, but receives monies of some kind through the Michigan Electronic Grants System (MEGS) [517-373-1806; MEGS@michigan.gov] or Cash Management System (CMS) [571-335-0534; MDE-cms@michigan.gov]. Examples: community action agencies, soup kitchens, day care centers.	These entities do NOT receive program dollars where individual student reporting or staff reporting is required. (Tom Howell, 5/28/08)

Definitions: These definitions were written by the Michigan Department of Education for use in the EEM. The Center for Educational Performance and Information (CEPI) staff revised the definition of a Unique Education Provider (UEP) in October 2010. CEPI staff revised the definition of Non-Instructional Ancillary Facility in November 2011.

In the state of Michigan we have several ways we look at gathering elementary, middle and high school data, but the best way to look at the data is to search by the grade for which you wish to retrieve data. Grade is a characteristic.

Elementary School: An administrative unit including any single grade, K-6, or combination of grades from retention/developmental kindergarten to fifth or sixth grade, or sometimes up to eighth.

Middle School: An administrative unit including any single grade or combination of grades, usually from fifth grade through ninth grade.

High School: An administrative unit including any single grade or combination of grades from ninth grade through twelfth grade.

Recommendation:

All data related to the administrative unit/school should be reported with the same school code used for reporting Michigan Student Data System (MSDS), School Infrastructure Database (SID), Registry of Educational Personnel (REP), Financial Information Database (FID), and Michigan Educational Assessment Performance (MEAP) data to the Center for Educational Performance and Information (CEPI) and the Michigan Department of Education (MDE).