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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

May 19, 2011

MEMORANDUM

TO: Local and Intermediate District Superintendents
Public School Academy Directors and Authorizers
Consolidated Application Main Contacts

FROM: Sally Vaughn, Ph.D. *Sally*
Deputy Superintendent/Chief Academic Officer

SUBJECT: The Annual Education Report

Last year, the Michigan Department of Education (MDE) developed Annual Education Reports (AERs) for every district and school pre-populated with appropriate local data. Districts and schools that used this process to distribute AERs were in substantial compliance with federal requirements and those which used the cover letter templates as intended also met the state as well as federal requirements. Although the process was new last year, the feedback from districts and schools indicated that there was a substantial overall savings of staff time to produce and distribute the required AERs.

MDE is planning to make no major changes to the AER process this year.

The attached timeline is essentially unchanged from last year although federal law still requires districts and schools to distribute AERs 14 days prior to the first day of the 2011-2012 school year. There are two components of the AER: 1) the AER reports which will be pre-populated by MDE with required data and available for districts and schools to present; 2) the AER cover letters which districts and schools must prepare based on the templates provided by MDE.

The content of AER reports and cover letters are essentially unchanged. MDE will update the data on student assessments, teacher qualifications, and adequate yearly progress, and pre-populate AER reports with this most recent data for schools and districts. We will also post updated template cover letters for districts and schools to use in introducing the AER reports to parents and your community.

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One change that will occur should not have an impact on the time required to prepare and distribute AERs. "MI School Data" is a new one-stop location for accessing state data tools. Beginning this summer, this new MI School Data portal will be the new location to access AER. You will still need to use your Data for Student Success (D4SS) Inquiry Tool username to access your district's cover letters (just like last year). Contact your district or Intermediate School District (ISD), or Regional Education Service Agency (RESA) technology or curriculum department if you need a username in D4SS Inquiry Tool.

We would like to thank you and your staff for the outstanding effort last year to implement fully compliant AERs. The US Department of Education indicated that our AER reports contain all required content and that the process is compliant as long as the local template cover letters are used as intended. In our 2010 audit of AERs, Michigan's 600 districts and nearly 5,000 schools moved from less than 5 percent fully consistent with federal guidelines to nearly 70 percent. The following are the most common reasons for only partially compliant AERs:

- 1) The AERs were not posted 14 days before the beginning of school.
- 2) The AERs were not posted on the district and school websites in a place easily found by parents and members of the community.
- 3) The AER cover letters were not prepared, did not contain all required elements or were not posted together with the AER reports.

We will provide all districts and schools with additional information about the AER process in the near future. Please review the attached timeline to assist you in planning for the AER responsibilities.

You may contact Mike Radke, Director, Office of Field Services, at 517-373-3921 or radkem@michigan.gov if you have questions.

Attachment

cc: Michigan Education Alliance

Attachment

2011 Timeline For Distributing Annual Education Reports

March 31, 2011	MDE distributes elementary and middle school assessment data to the public
May 2011	Center for Educational Performance Information (CEPI) distributes teacher qualification data to the public
May 2011	MDE distributes revisions to AER template cover letters to districts and schools; districts and schools start editing cover letters
July 2011	MDE distributes high school assessment data to the public
July 25, 2011	Data elements for 2011 are transferred to populate preliminary AER reports; MDE performs internal quality control analyses
August 2011	MDE distributes adequate yearly progress (AYP) determinations to the public after school appeals are fully processed
August 1, 2011	Districts and schools preview AER reports and make final revisions of AER cover letters based on templates
August 11, 2011	MDE notifies districts, schools and the public that final AER reports are available at the http://www.michigan.gov/aer
August 18, 2011	Districts and schools post final AER reports and cover letters to websites; copies are printed and available for parents and community members without internet access; parents and community members are notified of AER availability through newsletters or other announcements