

Michigan Department of Education  
Office of Career and Technical Education  
Early Middle College 3500 Coding Appeal Process

Effective 2019-2020  
Revised 9.1.20

In accordance with the Michigan Student Data System (MSDS) rules, all Early Middle College (EMC) students must be coded "3500" (EMC participating) in MSDS, by the fall general collection certification deadline of the student's third year of high school (junior year or 11<sup>th</sup> grade).

If a district that operates an MDE-approved EMC, or participates by sending students to an approved EMC, fails to correctly code EMC students 3500 in the MSDS in the fall of the student's third year of high school (junior year or 11<sup>th</sup> grade), the EMC, in partnership with the district, may file an appeal to submit corrections.

- Appeals are only allowed if the student was enrolled and participating as an EMC student in the fall of their third year of high school but was missed being coded 3500 in the MSDS by the fall certification date. **This process is not for purposeful late coding of students.**

- Appeals will not retroact or change any prior MSDS Records.

Important Note: This appeal process does not impact **Section 61b funding**

**eligibility** of CTE EMC students that were incorrectly coded during the appealed year – regardless of the appeal outcome.

***For this year only,*** any EMC/District who did not code their third year of high school (junior or 11<sup>th</sup> grade) students by the fall certification date during the

2018-19 school year, may file an appeal. Any students approved for appeal must have their SRM record submitted by **June 30, 2020**.

Note: If this is a CTE Early Middle College, Section 61b funds cannot be generated for the 2018-19 school year – regardless of the appeal outcome.

Appeal Window – See Attached EMC Student Identification Flow Chart

The window for appeal is limited to the attached EMC Student Identification Chart. All appeals are only applicable to students in their third year (junior year or 11<sup>th</sup> grade) of high school.

- June 30 is the deadline to notify the Office of Career and Technical Education (OCTE) of an appeal
- August 15 is the deadline to have all Student Record Maintenance (SRM) files corrected in the MSDS.

If the student(s) have graduated high school, there is no appeal.

Submission of Appeal

1. Email Lisa Seigel [seigell@michigan.gov](mailto:seigell@michigan.gov) at the OCTE, indicating that you plan to file an appeal. In the email, list the EMC name, the district, and number of students.
2. The EMC Manager, or their designee, will respond to the email within ten (10) business days. At that time, a due date will be set for the documentation to be submitted to the OCTE.

**3.** The EMC, in partnership with the local district(s) (if applicable), must complete the Coding Appeal form, one per each district, sign and submit the form along with the required student documentation, to the EMC Manager, or their designee, at the OCTE. The appeal process and appeal form can be found at the following link: [https://www.michigan.gov/mde/0,4615,7-140-81351\\_51178---,00.html](https://www.michigan.gov/mde/0,4615,7-140-81351_51178---,00.html)

Documentation Required for Appeal

By the due date agreed upon, the district must submit the documentation for review. The documents must be sent only via an encrypted email or the U.S. Postal Service to:

Early Middle College

Lisa Seigel

[seigell@michigan.gov](mailto:seigell@michigan.gov)

MDE – Office of Career and Technical Education

608 W. Allegan Street

Lansing, MI 48909

Required Documentation

- **List of EMC students, see Attachment A in the coding appeal forms,** who were not coded 3500 by the MSDS fall certification deadline of their third

year of high school, include the Unique Identifier Code (UIC) home school district, grade level and Program Serial Number (PSN) of each student listed. For each student listed, provide the following documents--with the student's UIC clearly labeled on each document:

- a. Students' five-year Program of Study
- b. Students' schedule, identifying each course (from the Program of Study) in which the student was enrolled during the fall of the appealed school year.
- c. Students' Educational Development Plan (EDP), documenting that the student was enrolled in an EMC program.

### Response to the Appeal

Upon receipt of the documentation, the EMC Manager, or designee, shall prepare a written reply within 30 calendar days.

If the school district appeal is approved, the following stipulations will apply:

- MDE will notify the Center for Education Performance and Information (CEPI) of the decision to allow the district to code a cohort of students by submitting the Student Maintenance Records (SRM) within the MSDS.

- The students must be coded as 3500 in the next MSDS General or SRM Collection AND in each subsequent collection unless the student decides to drop from participation in the EMC program.

- It is understood that a pattern of irregularities in data submission and/or data omission may result in the EMC being placed on probation or closed. Contested decisions will be decided by the Director of the Office of Career and Technical Education. All decisions will be based on applicable laws and policies of the MDE.