



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** August 26, 2020

**TO:** Early Middle College Coordinators and Student Data Entry Personnel

**FROM:** Lisa Seigel, EMC Education Consultant  
Office of Career and Technical Education

**SUBJECT:** 2020-2021 Early Middle College Data Entry User Group Conference Calls  
**Revised Call in Information for October 1, 2020-see page 2**

The Michigan Department of Education Office of Career and Technical Education (MDE - OCTE) offers user group conference calls throughout the school year for Career and Technical Education Information System (CTEIS) student data entry personnel. During the 2019-2020 school year, Early Middle College (EMC) student data entry personnel were provided user group technical assistance calls in coding EMC students in the Michigan School Data System (MSDS). Those calls will continue for the 2020-2021 school year. The number of calls has been reduced from five to three and are scheduled around the Center for Educational Performance and Information (CEPI) fall, winter, and year-end collections.

The EMC user group calls will be from 10:30-11:30 a.m. Staff from MDE – OCTE and CEPI will be available for the EMC user group calls. Administrators are welcome to participate; however, the calls will be specific technical assistance for those who do the student data entry functions for your district.

The dates and call in information may be found on page 2. If you have any questions, please contact me at [seigell@michigan.gov](mailto:seigell@michigan.gov). Please share with the appropriate pupil accounting staff.

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**Thursday, October 1, 2020 10:30-11:30 a.m.**

**Revised to TEAMS meeting as MDE staff will still be working from home.**

Click on the *Join Microsoft Teams Meeting* hyperlink below on October 1, 2020, at 10:30 a.m. or click on the "Join Microsoft TEAMS Meeting" in your outlook calendar.

[Join Microsoft Teams Meeting](#)

If you cannot access the meeting via Teams, please use the call-in number and conference ID.

[+1 248-509-0316](#) United States, Pontiac (Toll)  
Conference ID: 496 492 562#

**If MDE staff are not working in the office, we will revise the following meetings to a TEAMS format as well.**

Thursday, February 4, 2021 10:30-11:30 a.m.

Thursday, May 13, 2021 10:30-11:30 a.m.

[Conference Call Details](#)

**PLEASE MUTE YOUR PHONE, AFTER YOU CONNECT, SO WE DO NOT HEAR YOUR BACKGROUND CONVERSATIONS.**

If you do not have a mute button on your phone you can press \*6 to mute and \*6 to unmute.

Dial-in number(s):

United States:

+1-712-832-8330

+1-425-436-6260

+1-605-475-2875

Access code: 399 1508

cc: Caitlin Groom, CEPI  
Brandon Baryo, CEPI