



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

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STATE SUPERINTENDENT

MEMORANDUM

DATE: April 30, 2020

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Dr. Scott M. Koenigs knecht, Deputy Superintendent
P-20 System and Student Transitions

SUBJECT: Changes for Early Middle Colleges in the Educational Entity Master

The Michigan Department of Education (MDE) and the Center for Educational Performance and Information (CEPI) are diligently working to provide a method of transparency and consistency in Early Middle College (EMC) recordkeeping and data reporting. MDE is pleased to announce that each EMC consortia program will have a "code" associated with its EMC in the state's Educational Entity Master (EEM), beginning with the 2020-2021 fall general collection.

Having a code in the EEM for each consortia program is beneficial as it

- provides reporting transparency;
- offers the ability to track successful outcomes by EMC and promote best practices;
- assists in minimizing EMC student coding errors, which may lead to funding recaptures;
- allows the EEM authorized user to update EMC contact information as soon as changes occur;
- assists MDE in providing targeted technical assistance as needed; and
- allows additional information to be included in the MISchoolData portal regarding individual EMCs.

Since the inception of EMCs, the Office of Career and Technical Education has utilized an in-house access database for EMC recordkeeping. As the growth of EMCs has grown, it has become necessary to maintain the EMC information in the EEM, rather than support two data systems.

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All EMCs will be required to update the EMC coordinator contact information and postsecondary partner contact information during the annual EMC verification process. This will require the EMC coordinator to provide timely updates to the EEM authorized user in the district.

What do you need to do now?

Share this information with your district's EMC coordinator, pupil accounting data entry staff, sending districts, and the EEM authorized user. MDE will email the annual EMC verification forms, with instructions, to the EMC contact person on file.

What will you need to do upon instruction from MDE and CEPI?

At the end of April, new fields pertaining to all EMCs will be added to the EEM. Some of the fields will be populated by the EEM authorized user, such as the EMC coordinator contact information and postsecondary contact information. The remaining fields will be updated by CEPI, based on the information received on the annual verification forms.

Detailed instructions will be provided in the annual verification instructions. Please do not enter information in these fields until directed to do so. Each EMC will receive a verification form and a request to indicate on the form that the participating district information listed is correct; when information is incorrect that changes are written in; and that the EEM has been reviewed and contact information updated by the EEM authorized user.

It is important to share the following webinar information with your EMC coordinator, EEM authorized user, and pupil accounting personnel at your local education agency and sending districts. Two webinars have been scheduled and will be held on September 1 and September 15 from 1:30-3:00 p.m. The webinars will be the same and will provide step-by-step directions on how to select the new EMC consortia code in the Michigan Student Data System to indicate which EMC the student is attending. The webinars will also provide participants with a detailed explanation of the fields that are included in the EEM and which fields will be updated by the EEM authorized user. The webinars will be recorded so future access is available at any time

CEPI's user manuals will be updated to reflect the changes. MDE and CEPI will continue to have EMC data user group calls to provide support throughout the 2020-2021 school year.

These are exciting times in Michigan for EMC growth and participation. Thank you for all that you do to support EMC students.

If you have any questions regarding this memo, please contact Lisa Seigel, Education Consultant at seigell@michigan.gov.

cc: Michigan Education Alliance