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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

May 24, 2012

MEMORANDUM

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

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

SUBJECT: End-of-Year Reporting Deadlines and Implications

The deadline to submit and certify your 2011-12 End-of-Year (EOY) General Collection in the Michigan Student Data System (MSDS) is **July 2, 2012**. To meet federal and state reporting requirements, the submission of Student Record Maintenance (SRM) to modify EOY data after the EOY Collection has closed can no longer be permitted. The SRM Collection will be utilized for graduation rate appeals only; no other SRM data will be utilized. An EOY resubmission window will be available through July 19 for **approved resubmission requests only**.

It is important for district leadership to understand the implications of data errors and the need to ensure accuracy in first-time EOY data submissions.

Implications

The EOY General Collection updates all student records for students who had a change in: (1) demographics; or (2) program participation status between the spring count date (February 8, 2012) and the end of the school year. In the past two years as MSDS has come online, extended clean-up windows were needed due to problems with the submission of Individualized Education Program (IEP), discipline, and special population program data. This heavy reliance on SRM resulted in critical data not being available until after many reporting and allocation deadlines. Please ensure your data team reviews the requirements clarified below for these data points in particular, but also utilizes the online MSDS reports and data quality alerts before certifying EOY data on July 2nd.

Initial IEPs. All initial IEPs for ages 2 1/2 or older must be reported, including those who are found not eligible (check your preschool evaluations closely), and those found eligible prior to June 30, but who will not start receiving services until the following school year.

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Discipline Data. The federal Office of Special Education Programs is closely monitoring discipline data. Please be sure to report all special education discipline incidents. Expulsions should be reported for both general and special education students. Include follow-up data for all expulsions, and when a special education student has accumulated more than 10 days of removals during the school year.

Limited English Proficient Students. Results from the Spring English Language Proficiency Assessment (ELPA), along with other state and local criteria, are used to determine if LEP students have attained proficiency and can be exited from LEP eligibility. Students not exited for reasons of proficiency or graduation on or before June 30, 2012, will continue to be identified as LEP eligible in the 2012-13 school year and must be reassessed.

The 2012 Spring ELPA Student Data Files are scheduled to be available the second week of June. A six-minute ELPA webcast has been created to provide details about how to access and use the Spring ELPA Student Data File to help determine which LEP students should be exited as proficient from English Language services. Click on the following link to go directly to the webcast:
<http://www.mistreamnet.org/vidflv.php?who=mde.elpa.041312.n04>.

Graduation Rate Appeals

The Graduation Rate Appeals Window will be open from Monday, July 23 through Wednesday, September 12, 2012. The SRM Collection in the MSDS is used to submit end of summer graduates, exit status corrections, or updates for the calculation of four-year, five-year, and six-year graduation and dropout rates. This appeal window will be your final opportunity to review and correct the data used to calculate your graduation rate in advance of rate publication.

Timeline

July 2 – EOY General Collection certification deadline
July 2 – SRM Collection closes for the 2011-2012 school year
July 6-12 – EOY Data Quality Alerts sent to districts
July 12–19 – EOY General Collection resubmission window for **approved requests**
July 23 – September 12 – SRM Collection reopens for graduation rate appeals only

Support

MSDS Collection and graduation rate questions should be directed to CEPI@michigan.gov or 517-241-1123.

LEP student assessment or accountability questions should be directed to baa@michigan.gov or 877-560-8378.

LEP eligibility, program participation, or LEP status exit decision questions should be directed to the Office of Field Services at OFSSpecialPops@michigan.gov or 517-373-6066.

Special education discipline and initial IEP questions should be directed to Darren Warner in the Office of Special Education at warnerd@michigan.gov or 517-241-0786.

cc: Michigan Education Alliance