



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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PUBLIC INSTRUCTION

October 21, 2010

MEMORANDUM

TO: Local and Intermediate School District Superintendents, Public School Academy Administrators, High School Principals and Michigan Merit Exam Coordinators

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

SUBJECT: Grade Assignment for Accountability Calculations

In order to obtain accurate reporting for accountability purposes, the Office of Educational Assessment and Accountability (OEAA) has refined its procedures regarding the use of 11th grade Michigan Merit Exam (MME) test scores for accountability decisions, such as Adequate Yearly Progress (AYP), school accreditation, and the Persistently Lowest Achieving and statewide Top to Bottom ranking lists. Please review the details below and contact OEAA using the contact information below if you have any questions or feedback. Ensuring that grade levels are accurate for all students is critically important in having scores counted appropriately toward accountability calculations.

To define 11th grade enrollment, OEAA will use the spring Michigan Student Data System (MSDS) collection. All students who are grade 11 at the time of this collection will be expected to be tested on the MME. Students who are grade 11 in the spring MSDS collection and who do not test for any reason will be counted as "not tested" and will count against participation rates, as well as proficiency calculations.

During the "Tested Roster" window, schools must ensure the grade (11 or 12) is correct in MSDS for all MME-tested students. There will not be any other opportunities for appealing grade assignment.

During the "Students Not Tested" window, schools will have the opportunity to appeal a student's grade designation in appropriate circumstances. For example, if a student has failed to earn adequate credits to be considered an 11th grade student and has not tested with MME, the school may appeal the 11th grade status of that student. Schools will be expected to provide appropriate documentation, including a written, signed explanation specific to the individual student, and OEAA will review these decisions on a case-by-case basis. Grade level appeals will not be considered after this opportunity.

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Therefore, districts and schools should make every effort to ensure the grade level reported in the spring MSDS is appropriate for the student. OEAA will only grant exceptions during the "Students Not Tested" window in specific, well-documented, individual circumstances. OEAA will not accept batch appeals regarding grade level for large numbers of students.

All students are expected to be counted toward accountability calculations during their time in high school. If a student is in grade 12 and was in a lower grade in the same school the previous year, and has not previously counted toward accountability calculations, this student will be counted during his/her 12th grade year. For participation, this includes all 12th grade students meeting this criterion; for proficiency calculations, only full academic year 12th grade students meeting this criterion will be included.

If you have questions, please contact Chris Janzer, AYP Specialist, by e-mail at aypcontactus@michigan.gov or call (517) 373-1342.

cc: Michigan Education Alliance