



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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**MEMORANDUM**

**TO:** Local and Intermediate School District Superintendents, Public School Academy Administrators, and School Principals

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

**DATE:** May 5, 2009

**SUBJECT:** Appeal Deadline for 2009 Draft School Report Cards

This memo will update you on information related to the Michigan School Report Card for 2009. It also includes the deadline for appeals for elementary schools, middle schools, high schools, and districts for Adequate Yearly Progress (AYP), and the one percent cap on proficient scores for students with disabilities assessed with alternate assessments based on alternate achievement standards (MI-Access). The following summarizes the deadlines:

<b>2009 School Report Card Deadlines</b> <i>Deadlines are firm.</i>	
May 28, 2009	Appeals for Elementary and Middle Schools
July 20, 2009	Appeals for High Schools, K-12 schools, alternative schools, special education centers, and district AYP  One Percent Exception Applications

**Report Card Appeal Deadline for Elementary and Middle Schools**

The Michigan Department of Education (MDE) has made available the draft 2009 School Report Cards for elementary and middle schools for authorized users at the website <https://oeaa.state.mi.us/ayp/login.asp>. Appeals are now being accepted so that the appeals may be reflected in the Report Cards when they are released to the public in August 2009. *Appeals of the 2009 elementary and middle school Report Cards will be accepted until 11:59 PM EST on Thursday, May 28, 2009. No appeals will be accepted after that time.*

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## **Report Card Appeal Deadline for High Schools and District AYP**

MDE staff expect that draft School Report Cards for high schools, alternative schools, K-12 schools, special education centers and final district AYP will be available in mid-June. *Appeals for these schools will be accepted until 11:59 PM EST on Monday, July 20, 2009. No appeals will be accepted after that time.*

There are no major changes in the 2009 Report Cards. The AYP targets for school year 2008-09 are the same as for school year 2007-08.

### **District AYP**

Federal law requires that a separate AYP determination be made for most school districts, in addition to making a determination of AYP for each school. This applies only when the district had more than one school where an AYP determination was made. A district achieves AYP as a district whenever the district achieves AYP at the elementary, middle school, or high school grade range. District AYP determinations are reported for each grade range.

Authorized users can now see the preliminary district AYP determinations for the elementary and middle school grade ranges. District AYP for the high school grade range will be added in June when high school data becomes available. The achievement of a student who moved from one school to another within a district will be counted for district AYP even though the student's achievement is not counted for school AYP.

### **Report Card User Authorization**

The 2007-08 School Report Cards continue to be available to the public at <https://oeaa.state.mi.us/ayp/>. Authorized users may login at <https://oeaa.state.mi.us/ayp/login.asp> to see the draft 2008-09 School Report Cards. Schools may still identify authorized users to view the Report Card and to submit appeals. There is no limit on the number of individuals that a district may authorize. Users need to establish a Michigan Education Information System (MEIS) account at <http://michigan.gov/meis> if they do not already have an account. The school district should mail or fax the User Security Agreement to the MDE. The security agreement is available at <https://oeaa.state.mi.us/ayp/Docs/SecurityAgreement.pdf>.

### **Appeal Procedures**

A school district has the opportunity to appeal any data that affect the *EducationYES!* letter grade or AYP status of its schools if it has evidence that the data may be inaccurate. MDE staff will do all they can to correct errors that are brought to their attention within the window for appeals. The purpose of the appeal window is to address substantive issues regarding the draft School Report Cards. The school district must cite specific data that is challenged in the appeal.

When an authorized user enters the School Report Card website, the user can ask the MDE to make corrections to the data upon which the Report Card is based. The user initiates an appeal by clicking "Request Appeal" on any page of the Report Card website. After an appeal is submitted, the user will receive an email confirming receipt of the appeal. Users can also use the "Issue Tracker" to:

- Attach supporting documents (Excel and Word files) as needed
- View the original communication to confirm that the message was delivered and that the appeal is active
- View additional communication from the MDE about the pending appeal
- Add information or clarify data regarding the appeal
- Verify that the MDE has made appropriate correction and that the appeal can be "closed"

This system will also allow the MDE to track all appeals to ensure that all appeals are resolved. All communication and action on each appeal will be accompanied by an email communication from the MDE to the email address indicated on the original appeal, so it is essential that users verify that their email address is correct when an appeal is submitted. A link to the Issue Tracker is provided on the Report Card website after the authorized user logs into the system. Links to the Issue Tracker page may be found at the top and bottom of the screen. Users are asked to use the Issue Tracker to add additional information about the issue rather than create a new issue.

### **One Percent Cap**

In years past, the MDE used a two-step process to calculate which proficient scores would initially count under the 1% cap. Districts were allowed to request the reallocation of student proficient scores that were suppressed by the two-step process for buildings within the district. This practice has been discontinued. The process was cumbersome and often rewarded inappropriate assessment practices. The MDE will continue to rigorously enforce the federal 1% cap on proficient MI-Access scores. Districts will be allowed to exceed the cap for shared educational entities only, where the district hosts a program bringing students from other districts. The impact of the shared entity will be offset by the exception to the 1% cap. However, the exception will not allow the district to exceed the cap at other schools. The MDE will continue the practice of starting with the lowest proficient score (Participation and Supported Independence first, then Functional Independence) and "counting up" until the 1% cap is reached.

School districts and public school academies that had an approved application for exception to the 1% cap in the 2006, 2007, or the 2008 Report Card cycles will NOT need to submit the application again. The application for the exception is contained in the "2009 District Application for an Exception to the 1% Cap on Students Proficient Using Alternate Achievement Standards" located at [www.michigan.gov/ayp](http://www.michigan.gov/ayp) and at [www.michigan.gov/mi-access](http://www.michigan.gov/mi-access). *The deadline for receipt of this form is Monday, July 20, 2009.*

## **Deadline for Appeals**

MDE staff will not accept Report Card appeals after the designated period for each group of schools. You are encouraged to review the data for your school as soon as possible. Please be reminded that all deadlines noted in this memo are firm.

If you have questions or need additional information regarding these important issues, please contact the Office of Educational Assessment and Accountability's AYP staff at (517) 373-1342, or email [aypcontactus@michigan.gov](mailto:aypcontactus@michigan.gov).