

# 2014-2015 Sending Scores Back Policy for Shared Educational Entities (SEEs) & Specialized Shared Educational Entities (S2E2s)

## Building or Program Application

### Instructions

Please fill out the following application to apply for the Sending Scores Back program for the 2014-2015 school year. A separate application must be filled out for each SEE/S2E2 entity, however, a common application signature page and common cooperative agreement may be utilized. For more information, please visit [www.mi.gov/sees](http://www.mi.gov/sees).

### Entity Description

- 1) Please indicate below the appropriate shared entity type for the applying entity. You may use application support materials to help with this selection.

- |  |
|--|
| <input type="checkbox"/> Shared Educational Entity for Student Reporting and Accountability (SEE)              |
| <input type="checkbox"/> Specialized Shared Educational Entity for Student Reporting and Accountability (S2E2) |

- 2) Please indicate below if this application is for a new or renewal SEE or S2E2.

- |   |  |
|---|--|
| <input type="checkbox"/> New Application to Establish SEE | <input type="checkbox"/> New Application to Establish S2E2 |
| <input type="checkbox"/> Renewal of Established SEE       | <input type="checkbox"/> Renewal of Established S2E2       |

- 3) Please indicate below the entity name of the SEE building or S2E2 program.

- 4) Please indicate below the entity code of the SEE or S2E2 (for pre-existing entities or renewal applications).

- 5) Please indicate below the operating/parent district name of the SEE or S2E2.

- 6) Please indicate below the operating/parent district code of SEE or S2E2.

- 7) Please indicate below the educational services of the SEE or S2E2. Check all that apply.

- |  |   |
|--|---|
| <input type="checkbox"/> Gifted & Talented | <input type="checkbox"/> Early/Middle College |
|--|---|

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<input type="checkbox"/> Alternative Education	<input type="checkbox"/> Other:
<input type="checkbox"/> Special Education	

8) Please indicate below the entity responsible for assessing students in the SEE or S2E2 arrangement. Check all that apply.

<input type="checkbox"/> SEE School	<input type="checkbox"/> Resident Elementary School
<input type="checkbox"/> Resident/Local High School	<input type="checkbox"/> School Where Classroom Program is Held (S2E2 Classroom)
<input type="checkbox"/> Resident/Local Middle School	<input type="checkbox"/> Other:

9) Please indicate below the SEE or S2E2's relationship with outside districts.

<input type="checkbox"/> Serves Only Operating/Parent District	<input type="checkbox"/> Serves Multiple Districts Only Through Schools of Choice
<input type="checkbox"/> Serves Multiple Districts Through Cooperative Agreement	<input type="checkbox"/> Other:

### Acknowledgements

1) Have you attached a *complete* and *up-to-date* version of your entity's cooperative agreement that outlines the agreements between all participating entities?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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2) Does the cooperative agreement outline the funding structure between the cooperating and constituent entities?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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3) Does cooperative agreement specifically states grade levels served by the SEE and/or S2E2?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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4) Does the cooperative agreement specifically acknowledge that each constituent district understands that accountability will be attributed to the resident districts?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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5) Does the cooperative agreement specifically include acknowledgement that SEE and/or S2E2 code will be used appropriately?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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- 6) Does the cooperative agreement signature page attached include the Superintendents' signatures and contact information for *all participating districts* for the 2014-15 school year?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If the cooperative agreement that is currently in place does not include all elements above or an acceptable variation, **you must develop an addendum to address these issues** and submit the signed addendum along with the cooperative agreement. The addendum should be signed by the superintendents of all entities involved in the SEE and/or S2E2.

### Application Contact

Please provide the name and contact information of the person who is responsible for coordinating the application and approval process for the SEE/S2E2. The SEE/S2E2 contact should be knowledgeable in all aspects of the SEE/S2E2 and able to answer questions related to the cooperative agreement, student assessment and student reporting operations.

Contact Name	
Contact Email	
Contact Phone	

### Timeline

SEE or S2E2 applications and all supporting documents must be received by MDE/BAA by Monday, August 25, 2013. Scan and email completed applications to: [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov) -OR- mail (postmarked by due date) applications to:

Michigan Department of Education  
Attn: DAS - Matt Gleason  
P.O. Box 30008  
Lansing, MI 48909

### Appropriate Use of SEE/S2E2 Designation

We agree that this entity will be established as a Shared Educational Entity or Specialized Shared Educational Entity for Student Reporting and Accountability purposes and that all students reported with this code are students served by the SEE or S2E2. We acknowledge that we will ensure our districts use this code appropriately for only those students receiving educational services from the SEE or S2E2, and we have included language in the cooperative agreement to this effect. We understand that MDE/BAA retains the right to audit the use of this code, and to take appropriate actions to rescind the code and/or SEE or S2E2 designation, if necessary. Furthermore, we agree that **all assessment and pupil accounting staff are aware of this designation and of the assessment and accountability practices required for implementing this policy.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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### Operating and Member Districts

Please list all participating member districts. Students may only be counted under the SEE or S2E2 if they are from a participating member district listed below.

*By signing, the member agrees to the terms and conditions in the SEE or S2E2 cooperative agreement and this application. This sheet should correspond to the signatures on the cooperative agreement.*

District Name:	District Code:
Superintendent Name (please print):	
Superintendent Signature:	
Contact Phone:	

District Name:	District Code:
Superintendent Name (please print):	
Superintendent Signature:	
Contact Phone:	

District Name:	District Code:
Superintendent Name (please print):	
Superintendent Signature:	
Contact Phone:	

District Name:	District Code:
Superintendent Name (please print):	
Superintendent Signature:	
Contact Phone:	

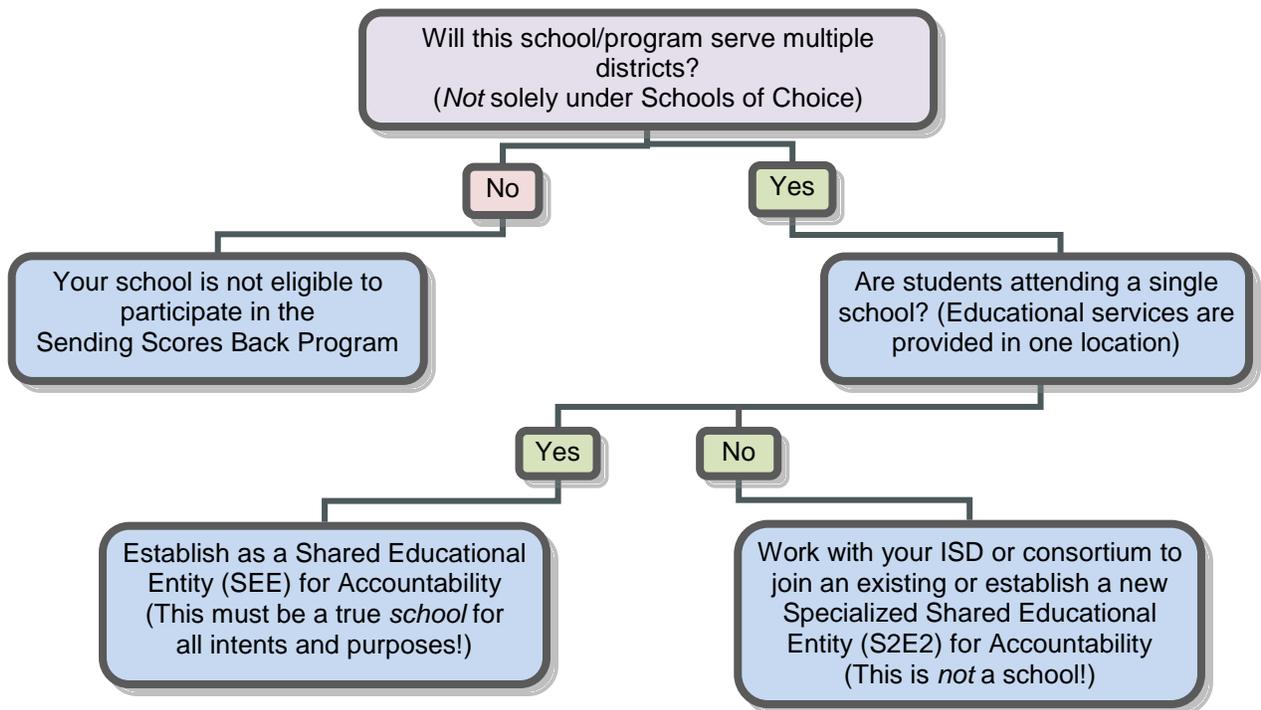
District Name:	District Code:
Superintendent Name (please print):	
Superintendent Signature:	
Contact Phone:	

District Name:	District Code:
Superintendent Name (please print):	
Superintendent Signature:	
Contact Phone:	

District Name:	District Code:
Superintendent Name (please print):	
Superintendent Signature:	
Contact Phone:	



## Decision Support for the Sending Scores Back Program



### SEE for Accountability

- ✓ Enrolls students with SEE code
- ✓ Establishes as an MME test center if SEE student population includes high school age students
- ✓ Tests students at SEE using materials and labels for the SEE school building
- ✓ Student scores are included in MEAP/MME reports and files for the SEE building and its parent district
- ✓ Receives a publicly reported graduation rate
- ✓ Completes SIP and SDA but does not complete SPR40/90 AdvancEd reports for SEE building
- ✓ SEE school building and code does not receive an school scorecard or accreditation grade if students are tested at SEE and reported correctly in the Michigan Student Data System (MSDS)
- ✓ Student scores are included in district-level accountability for the resident district of the student and will not contribute to any building-level accountability

### S2E2 for Accountability

- ✓ Enrolls students at the school building where students' classrooms are located with associated building code and flags students as S2E2 students in MSDS with field "S2E2Code" using the S2E2 code
- ✓ Tests students using materials and labels for the school building at the school building where their classroom is located
- ✓ Student scores are included in MEAP/MME reports and aggregate files at the school building where their classroom is located
- ✓ Does not complete SIP, SPD or SPR40/90 AdvancEd reports for SEE code
- ✓ S2E2 code does not receive a school scorecard or accreditation grade and S2E2 students not included in building school ranking where their classroom is located
- ✓ Student scores are included in district-level accountability for the resident district of the student if tested and reported correctly

\*Please visit <http://www.mi.gov/sees> for more information and materials on SEEs/S2E2s for accountability.