



2016-17 Sending Scores Back Application and Instructions

Procedure for Submitting Applications

For the 2016-17 school year, to obtain/renew status as a Shared Educational Entity (SEE) or Specialized Shared Educational Entity (S2E2), there is an online procedure for submitting applications meant to simplify and reduce redundancy of information collected throughout the application process. You can **preview** the application questions and formatting by viewing the PDF copy here:

http://www.michigan.gov/documents/mde/SEEApplicationPreview_524864_7.pdf

The 2016-17 application includes questions about new/renewing SEE or S2E2 entities and requires that you upload a copy of your cooperative agreement, signed by all participating member districts. In the past, an additional application signature page was required for submission of a paper application in addition to the signed cooperative agreement. This year, the application signature page is no longer necessary so long as your cooperative agreement is signed and includes the assurances mentioned in the application.*

Also required is a list of all member districts participating in the SEE/S2E2. This list can be compiled by downloading the [MS Excel Member District Worksheet](#), selecting all participating member districts, and uploading it as a step in the application process will require. For those that experience software troubles with the MS Excel worksheet, you may simply upload a PDF or MS Word document containing a list of all participating member districts and their district codes in this step.

*Note: If your cooperative agreement does not contain SEE/S2E2 specific language acknowledgements, an application signature page as in past years will be required. Please download the [Member District Signature Worksheet \(.DOCX / .PDF\)](#), fill it out and have all participating member districts superintendents sign, and then upload it as an additional attachment in your web application.

Applying for a New or Renewal SEE/S2E2 Application

When you have gathered your required file attachments (cooperative agreement and list of member districts), please click the link below to fill out your SEE/S2E2 application. A separate application must be filled out for each SEE/S2E2 entity, however since S2E2s encompass all ISD/Consortium-wide classroom programs, only one application needs to be submitted for the ISD/Consortium-wide set of S2E2 classroom programs.

→ Click here to begin a SEE or S2E2 application: <https://baameap.wufoo.com/forms/201617-sending-scores-back-program-application/> ←

Application Submission Deadline

Applications and all required file attachments must be submitted and received by **Monday, August 29, 2016 at 5:00PM**. For more information on the Sending Scores Back Program and SEEs or S2E2s, please visit www.michigan.gov/sees. Questions or concerns about this application can be directed to MDE-Accountability@michigan.gov or (517) 373-6731.