



## **Student Reporting Information Session Notes 9.22.22**

- Welcome, Lisa Seigel, Facilitator
  - Purpose of Calls, Who Should Attend
  - Lisa stated purpose of meeting to share reporting reminders, share consistent guidance and have time for questions and answers
  - Lisa mentioned EMC 101 training was on September 15 for staff who are new to working with EMCs
  - The Student Reporting Information Sessions are for reporting purposes
- Introductions of MDE/CEPI Staff
- Fall Collection Reporting and Certification Deadline – Secondary
  - November 9 is deadline for having students marked 3500
  - If students are going to a consortia program (S2E2), be sure to include S2E2 code and school or facility code
    - There will be an error if this information is missing
  - Consortia Data Quality Alerts, Participant Drill Down Report
    - An email will be sent before certification deadline from CEPI
    - EMC coordinator listed in the EEM will get the email
    - Local districts can run participant drill down reports in MSDS
      - The reports will show students coded 3500
- 3500 Coding Appeals for 11<sup>th</sup> grade EMC Students Only
  - June 30 deadline
  - The process is on our website at [Early Middle College High School Opportunities \(michigan.gov\)](http://Early Middle College High School Opportunities (michigan.gov))
  - Don't remove 3500 code if student is going to another EMC
- EMC Verification & Information in the EEM
  - Keep contact information updated
  - Other changes contact MDE EMC staff
  - New process for annual verification
  - Make sure to have S2E2 code
  - Consortia need to make sure all member districts are listed.
- The additional Contact type is not used for sending the EMC verification form or any other EMC communications. EEM does allow for multiple contacts with the same contact type, so you could list someone else as an EMC Coordinator for them to receive the same emails.
- MSDS Student Outcomes
  - 60 credits and Associate Degree
  - When exiting students in MSDS, and choosing exit code 40, one of the outcome options must be used.

- Do not mark both 60 credits and Associate Degree, unless student received 2 associate degrees or received a bachelor's degree
  - All 5 outcomes can be marked if the student achieved all 5
- Fifth Year at A Glance/Tip Sheet available on the website
- EMC Administrators Manual
  - This will be posted soon
- EMC Webpage and finding information
  - Lisa shared resources
    - EMC website, Dual Enrollment web page, and Pupil Accounting Manual
    - College Credit in High School Program Definitions document
- EMC STARR Data Collection – Postsecondary
  - When reporting high school students if they are dual enrolled or EMC
  - EMC or dually enrolled students are also reported by postsecondary facilities in the STARR data collection
  - Data collection for 2022-2023 opens August 1 and closes October 15 every year
  - The high school student component fields are important to remember
  - Victoria shared examples of data quality reports that are run at CEPI
- Getting Started Workshop October 20
  - Details of this workshop are listed at [www.Michigan.gov/emc](http://www.Michigan.gov/emc)
  - This is for any district that wants to start a new EMC
  - At least one staff person needs to attend
- Dr. Wagonlander EMC Excellence Award
  - Deadline for applications is December 16, 2022
  - Award will be presented at the March 2023 MEMCA conference
- Open to Q & A
  - Larissa Hunt – new verbiage in PAM regarding full time status. Questions regarding the number of hours per student
    - Check with pupil accounting auditor