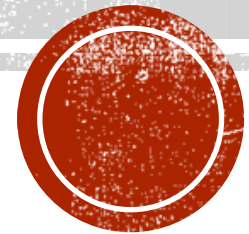


STUDENT REPORTING INFORMATION SESSION

September 21, 2023



PURPOSE

Provide clear, concise, consistent communication to Early Middle College (EMC) staff on reporting deadlines and requirements for secondary and postsecondary EMC students.



INTRODUCTIONS



AGENDA

- New EMCs Opened in 2023
- High Quality EMC Framework
- Fall Collection Reporting and Certification
- 3500 Coding Appeals for 11th grade EMC Students Only
- Education Entity Master
- MSDS Student Outcomes
- Michigan Career Education Conference
- EMC 101
- Getting Started Workshop
- Dr. Chery S. Wagonlander EMC Excellence Award
- New USED Grant Competition
- Resources
- EMC Reporting
- Question & Answer



NEW EMCS OPENED IN 2023

- Bay City Central High School
- Copper Country ISD EMC
- Dearborn Heights District 7 EMC
- Gladstone EMC
- Greenspire EMC
- Hudson EMC
- Kensington Woods EMC
- Marshall Academy EMC
- Rapid River Schools EMC
- Troy School's EMC



A High-Quality EMC Program includes:

1. Academic programming with career and college readiness curriculum embedded.
2. A student-centered philosophy providing social emotional and wraparound support by secondary and postsecondary.
3. A culture of continuous improvement and data driven decision making.
4. Robust, active partnerships between secondary and postsecondary.
5. Organizational leadership support that provides dedicated EMC staff, resources and staff professional development dedicated to supporting EMC students/families.
6. Access and equity for all students.
7. A comprehensive early middle college program of study for each student.
8. Timeliness, accuracy, and fidelity in student reporting.
9. Students exit with at least one of the five on-track EMC graduate outcomes.
10. A career and college readiness culture throughout the school.



High-Quality EMC Program Alignment with the Four Pillars of an EMC

High Quality Components	Four Pillars of EMC			
	College-focused academic program	Student academic and social/emotional support	High school-college collaboration	Culture of continuous improvement
1. Academic programming with career and college readiness curriculum embedded.	X	X	X	
2. A student-centered philosophy providing social emotional and wraparound support by secondary and postsecondary.		X	X	
3. A culture of continuous improvement and data driven decision making.			X	X
4. Robust, active partnerships between secondary and postsecondary.	X	X	X	X
5. Organizational leadership support that provides dedicated EMC staff, resources, and staff professional development dedicated to supporting EMC students/families.	X	X	X	X
6. Access and equity for all students.		X	X	X
7. A comprehensive EMC program of study for each student.	X	X	X	X
8. Timeliness, accuracy, and fidelity in student reporting.			X	X
9. Students exit with at least one of the five on-track EMC graduate outcomes.	X		X	X
10. A career and college readiness culture throughout the school.	X		X	X



Element 1: Academic programming with career and college readiness curriculum embedded.

This element addresses the development, implementation, and revision of the program of study curriculum, including the relevant knowledge and skills taught in the program and the standards on which they are based. Schools implement comprehensive, standards-based curricula that provide a bridge to postsecondary studies and incorporate both high school and college coursework.

	0 = Not at all achieved	1 = Minimally achieved	2 = Moderately achieved	3 = Substantially achieved
The curriculum incorporates employability skill standards that help students succeed in the college and the workplace, such as problem solving, critical thinking, teamwork, communications, study skills, note taking, and workplace etiquette.				
Programs of study are easily understood and publicly available to students, parents/guardians, partners, and the public.				
Secondary educators and postsecondary faculty collaborate and align curriculum.				
The district/EMC has a method of credentialing students to determine career and college readiness.				
The district/EMC has developed a comprehensive definition of college and career readiness and success.				
Total Points Earned				
Total Points Possible				15
Percentage Score (points earned/points possible)				

Evidence/Notes:

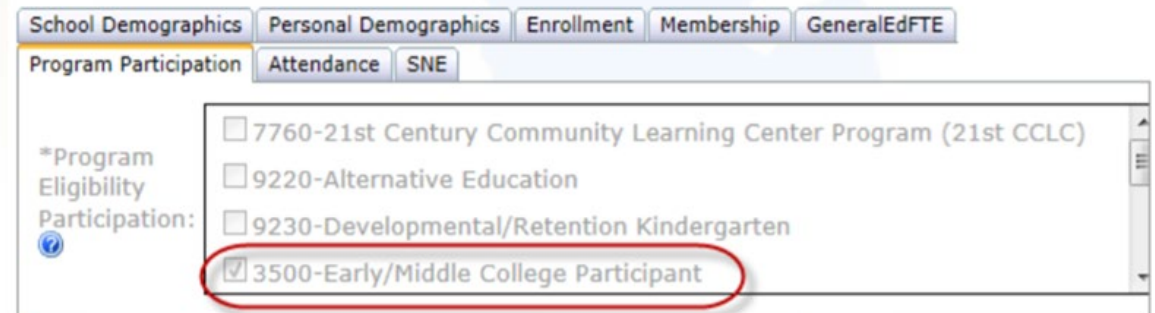


FALL COLLECTION REPORTING AND CERTIFICATION DEADLINE

All EMC students must be coded 3500 in the MSDS, by the sending district, by the fall certification date of their 11th grade.

Reporting EMC Participation

- Program Participation Component
- Reported in each of the MSDS General Collections
- MUST be reported by Fall MSDS General Collection of 11th Grade
- Will receive error if entity is not marked as EMC



The screenshot shows a web-based reporting interface with several tabs: 'School Demographics', 'Personal Demographics', 'Enrollment', 'Membership', and 'GeneralEdFTE'. The 'Program Participation' tab is active, and within it, the 'Attendance' and 'SNE' sub-tabs are visible. On the left, there is a label '*Program Eligibility Participation:' with a blue checkmark icon. To the right, a list of program codes is displayed with checkboxes. The code '3500-Early/Middle College Participant' is checked and circled in red. The other options are unchecked.

Program Code	Program Name	Selected
<input type="checkbox"/>	7760-21st Century Community Learning Center Program (21st CCLC)	No
<input type="checkbox"/>	9220-Alternative Education	No
<input type="checkbox"/>	9230-Developmental/Retention Kindergarten	No
<input checked="" type="checkbox"/>	3500-Early/Middle College Participant	Yes



FALL COLLECTION REPORTING AND CERTIFICATION DEADLINE

If sending students to an EMC consortium, you will need the consortia S2E2 Code.

Your district must be listed as a member of the S2E2 consortium in the EEM.

Staging Area Maintain

*** = Required**

Submitting Entity: Haslett Public Schools (33060)
Collection: Fall 2020 General Collection 2020-2021
PEPE District: Haslett Public Schools (33060)
PEPE Building: Haslett High School (06207)

*Last Name:
Last Name Suffix:
Middle Name:
*First Name:
*Date of Birth:
*Gender:
Multiple Birth Order:
*UIC:

School Demographics

Personal Demographics

Enrollment

Membership

*Operating District Number:

School or Facility:

Student ID Number:

*GradeSetting:

S2E2 Code:

Building Pupil Would Otherwise Attend:



FALL COLLECTION REPORTING AND CERTIFICATION DEADLINE CONTINUED

EMC Consortia Data Quality Alerts

- Scroll down in the email from the Center for Educational Performance and Information (CEPI) to see the Unique Identification Code (UIC) and districts showing students attending your EMC.
- Schedule time to review before the certification deadline.
- Plan collection check-ins with your member districts.



PARTICIPANT DRILL DOWN REPORT

LOCAL DISTRICT INSTRUCTIONS FOR PRINTING

- In MSDS, **if the collection is not yet certified, click on Student Data Submission and then click on Data Staging Area.** If the collection has been certified, then click on Certified Reports.
- Type in the district or district code.
- Select the collection.
- Select Program Participation Count Report.
- Select Drilldown for the format.
- Click View Report.
- Expand the district and school you wish to look at, then expand the 3500 EMC Participant to view the UICs and get a count of participating EMC students at that school.



3500 CODING APPEALS FOR 11TH GRADE EMC STUDENTS ONLY

- June 30 deadline.
- Junior students reported after the fall certification date must do an appeal.
- Seniors cannot be coded 3500 unless they transfer from another EMC. If transferring a student, do not remove the 3500 code.



EDUCATION ENTITY MASTER EMC CONTACTS

Admin/Contacts					
Addresses					
Relationships					
Members					
Member Sites					
Lead Admin	Type	Name	Phone	System Effective Date	
<input checked="" type="checkbox"/>	Early/Middle College Coordinator	Melissa Springsteen	(269) 471-7725	05/07/2020	Details
<input type="checkbox"/>	Postsecondary Partner Contact	Rita Whise	(269) 927-6278	03/15/2021	Details
<input type="checkbox"/>	Postsecondary Partner Contact	Jason Smith	(269) 687-5642	03/15/2021	Details



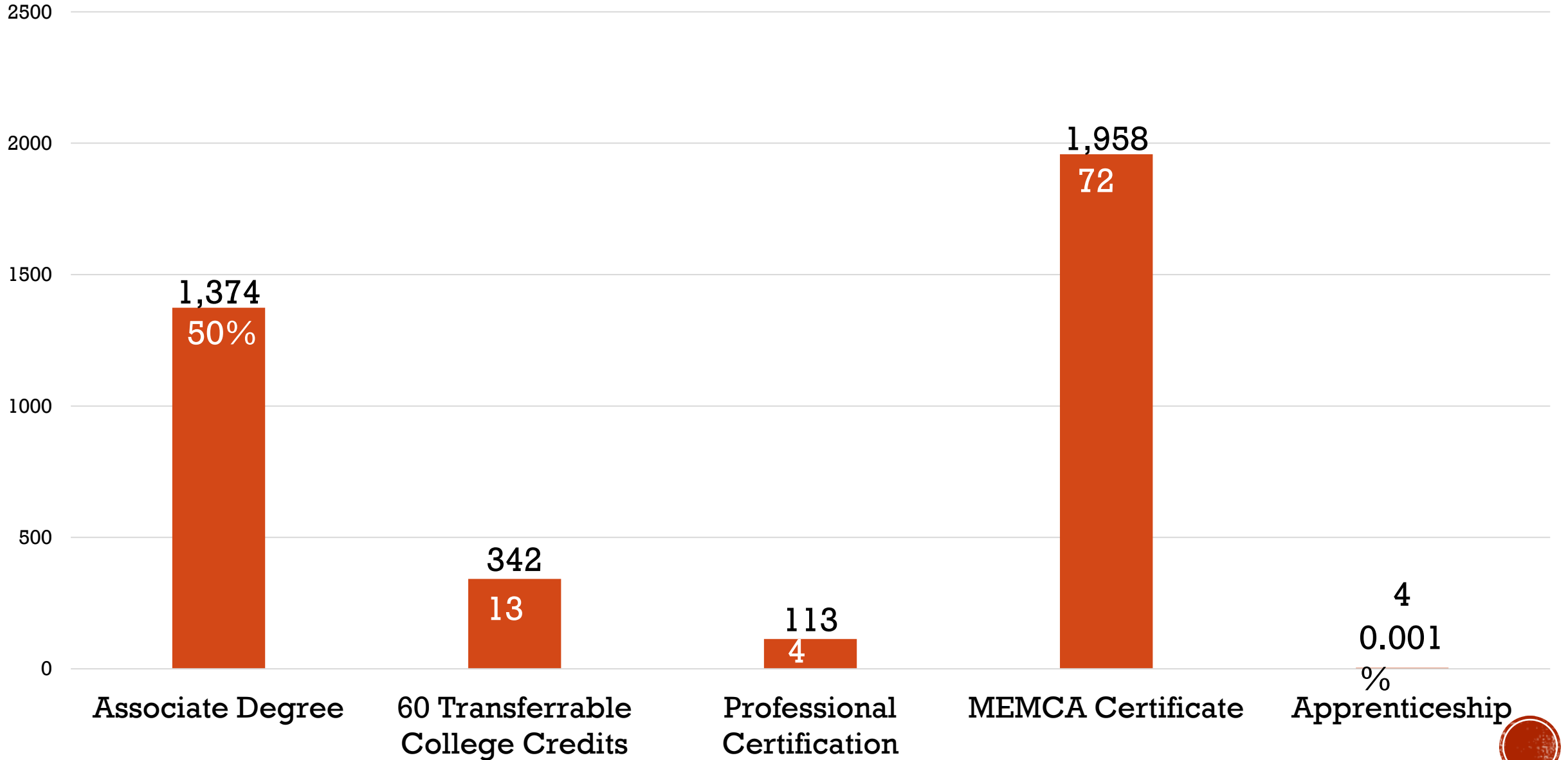
Reporting EMC Student Outcomes in the MSDS Continued

EMC Outcome in MSDS	Criteria	Documentation for Student File
01-Associate Degree	Select this option if an Associate Degree was conferred to the student by a college.	College Transcript
02-60 Transferrable College Credits	Select this option if the student was a few credits short of an Associate Degree OR if the student attained a <i>second</i> Associate Degree, select this option, and select an Associate Degree.	College Transcript
03-Professional Certification	Certificate must be conferred by a college.	College Transcript
04-Michigan Early Middle College Association (MEMCA) Certificate	The EMC must be approved by MEMCA to confer the certificate.	Copy of the MEMCA Certificate awarded to the student. May also be requested to provide a log of hours/activities the student completed
05-Participation in a registered apprenticeship	Registered apprenticeships are high-quality work-based learning in conjunction with a degree granting, eligible postsecondary institution. The five-year program of study must include a degree or certificate from an eligible postsecondary institution ¹ .	College Transcript and apprenticeship documentation that shows the student is participating in or completed a Department of Labor Registered Apprenticeship.

MICHIGAN STUDENT DATA SYSTEM (MSDS) STUDENT OUTCOMES



Outcomes of 2021-2022 EMC Graduates



MICHIGAN CAREER EDUCATION CONFERENCE

- [Call for proposals – Presenter Submission Form](#)
- MichiganCareerConference.org
- January 28-30, 2024



EMC 101

- New EMC staff at current EMC sites
- October 5, 2023
 - 9:00 a.m. – 11:00 a.m.
- Virtual on Teams
- No need to register



GETTING STARTED WORKSHOP

- For new EMC applicants
- Must be present to apply
- November 2, 2023
- The James B. Henry Center
for Executive Development
3535 Forest Road
Lansing, MI 48910
- Registration fee required



DR. CHERY S. WAGONLANDER EMC EXCELLENCE AWARD

- Secondary and Postsecondary Recipients
- Nomination deadline 11:59 p.m. on December 8, 2023



NEW USED GRANT COMPETITION: CAREER CONNECTED HIGH SCHOOL GRANT PROGRAM

- Build capacity among secondary education, postsecondary education, and workforce development systems to expand access to career-connected high school programs for more students.
- Estimated available funds: \$24 million.
- Grants to consortia of local educational agencies, institutions of higher education, and employers.
- Grant deadline of October 13, 2023.
- https://blog.ed.gov/2023/08/launching-the-career-connected-high-school-grant-program/?utm_source=rss&utm_medium=rss&utm_campaign=launching-the-career-connected-high-school-grant-program



STUDENT REPORTING INFORMATION SESSION SCHEDULES

- February 1, 2024, 10:30-11:30 a.m.
- May 9, 2024, 10:30-11:30 a.m.
- [Virtual](#)



RESOURCES



Opening a New EMC

[EMC Application](#)

[Implementing CTE EMC Programs Guide](#)

[EMC Getting Started Workshop Information](#)

[Getting Started Workshop Resources](#)



EMC Administrators Manual, Forms & Processes

[Administrators Manual](#)

[EMC Coding Appeal Process](#)

[EMC Coding Appeal Form](#)

[EMC At-A-Glance](#)



Student Reporting Information

[Exiting EMC Students from MSDS Tip Sheet](#)

[EMC Student Reporting Information Session Schedule 22-23](#)

[EMC Student Reporting Information Session Schedule 23-24](#)

[Minutes 2.2.23](#)

[Presentation 2.2.23](#)



Pupil Membership & Pupil Accounting

[5th Year Early Middle College Pupil Membership Requirements](#)

[EMC Student Fifth Year FAQ Tip Sheet](#)

[Pupil Accounting Manual](#)



CTE EMC Section 61b Tool Kit

[CTE EMC Section 61b Tool Kit](#)

[Section 61b Eligible CIP Codes](#)

[CTE Early Middle College Planning Grant](#)



Michigan Early Middle College Association (MEMCA)

[MEMCA Framework](#)

[Design Principles of EMC](#)

[Four Pillars of an Early Middle College](#)

[Dr. Chery S. Wagonlander EMC Excellence in Practice Awards](#)

[MEMCA Events 2022-2023](#)



Postsecondary Partners

[EMC Postsecondary Partner At-A-Glance](#)

[Postsecondary Partners in Michigan](#)



Data, Publications, Reports & Research

[EMCs in Michigan](#)

[Michigan EMC Data](#)

[MI School Data](#)

[Dual Enrollment](#)

[Community College Research Teachers College Columbia University](#)

[American Institutes for Research \(AIR\)](#)



EMC SCHOOLS TYPES











- Your EMC must be in the EEM to report your EMC students, but how exactly it is set-up depends on the EMC type.
- There are three types of EMCs:
 - Program: Within an existing public high school, designed to serve less than 100% of the high school population
 - School: A stand-alone public high school, that 100% of students are enrolled as EMC students
 - Consortia: An EMC school that serve multiple districts while not directly claiming student FTE

EMC IN THE EEM EXAMPLES

- EMC Program: Alpena High School (00075)
- EMC School: Airport Middle College (02547)
- EMC Consortia SEE: Early College Alliance (00052)
- EMC Consortia S2E2: LaunchU (03753)

EMC PROGRAM: ALPENA HIGH SCHOOL (00075)

Alpena High School (00075) LEA School			
Printer Friendly Contact Authorized User Points of Pride			
Required			
Official Name of Entity ↗ Alpena High School			
Entity Code ↗ 00075	LEA District ↗ Alpena Public Schools (04010)		
Agreement Number ↗ 040100075	Ownership ↗ Owned	REMC Code ↗ 3	
County Code ↗ Alpena (04)	ISD District ↗ Alpena-Montmorency-Alcona ESD (04000)	Locale Code ↗ Town: Remote	
NCES School Code ↗ 260273003984	FIPS code ↗ 26007		
Email Address ↗ bourtdager@alpenaschools.com	Phone: ↗ (989) 358-5200 ext.	Fax: ↗ (989) 358-5205 ext.	
Website Address of Entity ↗ www.alpenaschools.com			
Grades Authorized (Summary) ↗ 8-12 ↗		Educational Settings Authorized (Summary) ↗ GenEd,Alt,SpecEd,SuppVirt ↗	
Grades Actual (Summary) ↗ 8-12 ↗		Educational Settings Actual (Summary) ↗ GenEd,Alt,SpecEd,SuppVirt ↗	
School Emphasis ↗ General Education		Alternative Education Programs for Suspended/Expelled Students The school/Unique Education Provider provides alternative education programs to suspended and/or expelled students from the home district only.	
Neglected/Delinquent Facility ↗ None			
Class Schedule ↗ Semester		Early Childhood Program Participation ↗ None	
Shared Time Status ↗ False		Early Childhood Program Participation (Summary) ↗ ↗	
License Number ↗		License Capacity ↗	License Expiration Date ↗
Magnet School ↗	Migrant Education Program ↗	Career and Technical Education ↗ True	
Early/Middle College ↗ True	Early/Middle College Type ↗ Early middle college program		

Early/Middle College 	Early/Middle College Type 	
True	Early middle college program	
Early/Middle College Start Date 	Early/Middle College End Date 	College Affiliations 
07/01/2014		Alpena Community College (04942)
Early/Middle College Focus 		
None		
MEMCA Certification 	MEMCA Certification Date 	
True	05/01/2011	
Shared Educational Entity (SEE) Participation 		Shared Educational Entity (SEE) Subtype 











EMC SCHOOL: AIRPORT MIDDLE COLLEGE (02547)

Airport Middle College (02547) LEA School		
Printer Friendly Contact Authorized User Points of Pride		
Required		
Official Name of Entity Airport Middle College		
Entity Code 02547	LEA District Airport Community Schools (58020)	
Agreement Number 580202547	Ownership	REMC Code 19E
County (Code) Monroe (58)	ISD District Monroe ISD (58000)	Locale Code Rural: Fringe
NCES School Code 260198006678	FIPS code 26115	
Email Address clukosavich@airport.k12.mi.us	Phone (734) 654-4071 ext.	Fax (734) 654-8730 ext.
Website Address of Entity		
Grades Authorized (Summary) 9-12		Educational Settings Authorized (Summary) GenEd,SuppVirt
Grades Actual (Summary) 9-12		Educational Settings Actual (Summary) GenEd,SuppVirt
School Emphasis General Education		Alternative Education Programs for Suspended/Expelled Students The school/Unique Education Provider does not provide alternative education programs to suspended and/or expelled students.
Neglected/Delinquent Facility None		
Class Schedule Semester	Early Childhood Program Participation	
Shared Time Status False	Early Childhood Program Participation (Summary)	
License Number License Capacity License Expiration Date		
Magnet School	Migrant Education Program	Career and Technical Education
		False
Early/Middle College True	Early/Middle College Type Early middle college	

Early/Middle College True	Early/Middle College Type Early middle college	
Early/Middle College Start Date 09/02/2014	Early/Middle College End Date	College Affiliations Schoolcraft College (05400)
Early/Middle College Focus None		
MEMCA Certification False		MEMCA Certification Date
Shared Educational Entity (SEE) Participation		Shared Educational Entity (SEE) Subtype

(00052)

Early College Alliance (00052) ISD School			
Printer Friendly		Contact Authorized User	Points of Pride
Required			
Official Name of Entity Early College Alliance			
Entity Code 00052	ISD District Washtenaw ISD (81000)		
Agreement Number 810000052	Ownership Free	REMC Code 16	
County (Code) Washtenaw (81)	Locale Code Suburb: Large		
NCES School Code 268099008061	FIPS code 26161		
Email Address fischer@earlycollegealliance.info	Phone: (734) 487-4290 ext.	Fax: ext.	
Website Address of Entity https://www.earlycollegealliance.info/			
Grades Authorized (Summary) 9-12		Educational Settings Authorized (Summary) Alt, GenEd, HealthCtr, SchiChoice, SpecEd	
Grades Actual (Summary) 9-12		Educational Settings Actual (Summary) Alt, GenEd, HealthCtr, SchiChoice, SpecEd	
School Emphasis General Education		Alternative Education Programs for Suspended/Expelled Students The school/Unique Education Provider does not provide alternative education programs to suspended and/or expelled students.	
Neglected/Delinquent Facility None			
Class Schedule Full school year Summer Term		Early Childhood Program Participation None	
Shared Time Status False		Early Childhood Program Participation (Summary) 	
License Number		License Capacity	License Expiration Date
Magnet School	Migrant Education Program	Career and Technical Education	
Early/Middle College	Early/Middle College Type	False	
True	Early middle college		

Early/Middle College 	Early/Middle College Type 	
True	Early middle college	
Early/Middle College Start Date 	Early/Middle College End Date 	College Affiliations 
07/01/2009		Eastern Michigan University (01047)
Early/Middle College Focus 		
None		
MEMCA Certification 	MEMCA Certification Date 	
True	01/01/2011	
Shared Educational Entity (SEE) Participation 	Shared Educational Entity (SEE) Subtype 	
Shared Educational Entity	Student Reporting and Accountability	

EMC CONSORTIA (S2E2): LAUNCHU (03753)

LaunchU (03753)
ISD Non-Instructional Ancillary Facility

[Printer Friendly](#) [Contact Authorized User](#)

Required

Official Name of Entity [?](#)
LaunchU

Entity Code [?](#) ISD District [?](#)
03753 Kent ISD (41000)

Agreement Number [?](#) Ownership [?](#) REMC Code [?](#)
410003753 8

County (Code) [?](#) NCES School Code [?](#) FIPS code [?](#)
Kent (41) 26081

Email Address [?](#) Phone: [?](#) Fax: [?](#)
KristenDoneth@kentisd.org (616) 365-2254 ext. (616) 364-1488 ext.

Website Address of Entity [?](#)

Non-Instructional Ancillary Functions (Summary) [?](#)

- Early/Middle College Consortia

Early/Middle College ?	Early/Middle College Type ?		
True	Early middle college		
Early/Middle College Start Date ?	Early/Middle College End Date ?	College Affiliations ?	
07/01/2017		Grand Rapids Community College (05132)	
Early/Middle College Focus ?			
Associate of Arts			
MEMCA Certification ?			MEMCA Certification Date ?
True		11/01/2020	
Shared Educational Entity (SEE) Participation ?		Shared Educational Entity (SEE) Subtype ?	
Specialized Shared Educational Entity		Student Reporting Only	

Early/Middle College ?	Early/Middle College Type ?		
True	Early middle college		
Early/Middle College Start Date ?	Early/Middle College End Date ?	College Affiliations ?	
07/01/2017		Grand Rapids Community College (05132)	
Early/Middle College Focus ?			
Associate of Arts			
MEMCA Certification ?			MEMCA Certification Date ?
True		11/01/2020	
Shared Educational Entity (SEE) Participation ?		Shared Educational Entity (SEE) Subtype ?	
Specialized Shared Educational Entity		Student Reporting Only	

SPECIALIZED SHARED EDUCATIONAL ENTITIES

- S2E2 is a group of two or more entities that have a business relationship to deliver a particular educational service or program
 - For example: Special Education Centers
- When flagged as an S2E2 in EEM participating districts are tied to the S2E2 entity as “Members”
- When designated as an S2E2, the local districts will utilize the S2E2 building code to link the student to the entity, while maintaining the accountability for the student

Entity Name	Entity Code	Entity Type	System Effective Date
West MI Academy of Environmental Science	41904	PSA District	07/01/2020
Byron Center Charter School	41908	PSA District	05/06/2020
Creative Technologies Academy	41918	PSA District	05/06/2020
Thornapple Kellogg School District	08050	LEA District	05/06/2020
Grand Rapids Public Schools	41010	LEA District	05/06/2020

IDENTIFYING YOUR S2E2

- Check with your Early Middle Coordinator
- Use the SEE Membership Report
 - Go to “Public Reports”
 - Open the “SEE Membership” report
 - Find your district code
- Note: This is for all SEEs/S2E2s your district participates with, you will still need to verify this is the correct code for your EMC
- When in doubt, work with your data team!

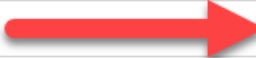

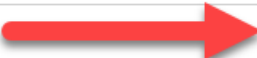

SEE MEMBERSHIP REPORT

- Can you tell which one is the EMC?

Shared Educational Entity (SEE) Membership					
SEE Official Name and Code	SEE Participation	SEE Subtype	District Official Name and Code	Member Official Name and Code	Member Entity Type
BAISD EDGE EMC (03877)	Specialized Shared Educational Entity	Student Reporting Only	Bay-Arenac ISD (09000)		
				Au Gres-Sims School District (06020)	LEA District
				Bangor Township Schools (09030)	LEA District
				Bay City Academy (09903)	PSA District
				Bay City School District (09010)	LEA District
				Essexville-Hampton Public Schools (09050)	LEA District
				Pinconning Area Schools (09090)	LEA District
				Standish-Sterling Community Schools (06050)	LEA District
Bay-Arenac ISD Local Programs (04317)	Specialized Shared Educational Entity	Student Reporting and Accountability	Bay-Arenac ISD (09000)		
				Au Gres-Sims School District (06020)	LEA District
				Bangor Township Schools (09030)	LEA District
				Bay City Academy (09903)	PSA District
				Bay City School District (09010)	LEA District
				Bay-Arenac Community High School (09901)	PSA District
				Bay-Arenac ISD (09000)	ISD District
				Essexville-Hampton Public Schools (09050)	LEA District

SEE MEMBERSHIP REPORT

- How about now?

Shared Educational Entity (SEE) Membership					
SEE Official Name and Code	SEE Participation	SEE Subtype	District Official Name and Code	Member Official Name and Code	Member Entity Type
54th Street Academy (02449)	Shared Educational Entity	Student Reporting Only	Kelloggsville Public Schools (41140)		
				Byron Center Public Schools (41040)	LEA District
				Grandville Public Schools (41130)	LEA District
Crossroads Alternative High School (08172)	Shared Educational Entity	Student Reporting Only	Kentwood Public Schools (41160)		
				Byron Center Public Schools (41040)	LEA District
				Kelloggsville Public Schools (41140)	LEA District
Kent ISD Shared Ed Entity (00591)	Specialized Shared Educational Entity	Student Reporting and Accountability	Kent ISD (41000)		
				Byron Center Charter School (41908)	PSA District
				Byron Center Public Schools (41040)	LEA District
				Caledonia Community Schools (41050)	LEA District
LaunchU (03753)	Specialized Shared Educational Entity	Student Reporting Only	Kent ISD (41000)		
				Byron Center Charter School (41908)	PSA District
				Byron Center Public Schools (41040)	LEA District
				Caledonia Community Schools (41050)	LEA District

EMC CHARACTERISTICS

- Some information can be updated by your EEM Authorized User, but the majority of information of EMC information must be updated by CEPI/MDE

Updated by MDE/CEPI

- Early/Middle College flag
- Early/Middle College Type
- Early/Middle College Start Date
- Early/Middle College End Date
- College Affiliations
- Early/Middle College Focus
- MEMCA Certification
- MEMCA Certification Date
- Shared Educational Entity (SEE) Participation
- Shared Educational Entity (SEE) Subtype
- Participating Member Districts

Updated by EEM User

- Early Middle College Coordinator
 - Contact Information
- Postsecondary Partner Contact
 - Contact Information
- Other entity level information
 - Entity name
 - Grades
 - Educational Settings
 - Address
 - Lead Administrator
 - Etc.

UPDATING THE EEM

- Ensure each EMC has an EMC Coordinator listed
- Make sure contact information is up to date
- List a Postsecondary Partner for each College Affiliation
 - This is the contact at the college, not at the EMC
- Other EMC information is updated using information you provide in the Annual Verification Process
 - Sent every year by MDE
 - Make sure to fill out correctly and send back, even if there are no updates
- If changes need to be made outside the Annual Verification Process, send an email to martinezj9@michigan.gov with your EMC name, your EEM entity code, and the changes that need to be made

FINDING YOUR EEM AUTHORIZED USERS

- If you have access to EEM:
 - Go to your district/entity and click the "Authorized Users List" to generate a PDF report listing all users with access to the EEM
- If you don't have access to EEM:
 - Refer to the Authorized User Mailing
- Email cepi@michigan.gov with your entity name and code and the subject "Authorized Users"

[EEM Home](#) > [Entity EEM-Search](#) > [Entity](#)

Ingham ISD (33000)
ISD District

[Authorized Users List](#) [Edit Entity](#) [History](#) [Printer Friendly](#) [Contact Authorized User](#)

Official Name of Entity ?	Common Name ?
Ingham ISD	Ingham ISD

QUESTIONS?



MSDS: STUDENT LEVEL DATA

GENERAL COLLECTIONS- REQUIRED

FALL

Count Day:

First Wednesday
of October

Submission:

5 weeks after
Count Day

Certification:

6 weeks after
Count Day

SPRING

Count Day:

Second
Wednesday of
February

Submission:

5 weeks after
Count Day

Certification:

6 weeks after
Count Day

End of Year (EOY)

Count Day:

Submission:

Certification:

Last business
day of June



REPORTING EMC PARTICIPATION

- Program Participation Component
- Reported in each of the MSDS General Collections
- MUST be reported by Fall MSDS General Collection of 11th Grade
- Will receive error if entity is not marked as EMC

The screenshot shows a web-based form with several tabs: 'School Demographics', 'Personal Demographics', 'Enrollment', 'Membership', and 'GeneralEdFTE'. The 'Program Participation' tab is active, and within it, the 'Attendance' and 'SNE' sub-tabs are visible. On the left, there is a label '*Program Eligibility Participation:' with a help icon. To the right is a list of programs with checkboxes:

- ☐ 7760-21st Century Community Learning Center Program (21st CCLC)
- ☐ 9220-Alternative Education
- ☐ 9230-Developmental/Retention Kindergarten
- ☒ 3500-Early/Middle College Participant

The last option, '3500-Early/Middle College Participant', is circled in red.

Errors:

Warnings:



PROGRAM PARTICIPATION ERRORS

- If receiving error reporting 3500 Program Participation take the following steps to resolve:
 - Verify the building code is correct in the School or Facility Characteristic of School Demographics
 - If reporting a SEE/S2E2 ensure the building is properly marked and local district is listed as Member district
 - If EEM is correct, and School Demographics is correct, contact CEPI Customer Support (cepi@michigan.gov)



STUDENT REPORTING: EMC PROGRAM

- EMC Program at local HS reporting and directly claiming Student FTE
- Not all students within the HS participate in the EMC
- Report: School or Facility code of HS
- EEM Settings:

Early/Middle College ?	Early/Middle College Type ?
True	Early middle college program

Staging Area Maintain

* = Required

Submitting Entity: Haslett Public Schools (33060)
Collection: Fall 2020 General Collection 2020-2021
PEPE District: Haslett Public Schools (33060)
PEPE Building: Haslett High School (06207)

*Last Name:
Last Name Suffix:
Middle Name:
*First Name:
*Date of Birth:
*Gender:
Multiple Birth Order:
*UIC:

School Demographics | Personal Demographics | Enrollment | Membership

*Operating District Number:
School or Facility:
Student ID Number:
*GradeSetting:
S2E2 Code:
Building Pupil Would Otherwise Attend:

STUDENT REPORTING: EMC SCHOOL

- EMC School at local district reporting and directly claiming Student FTE
- All students within the school participate in EMC
- Report: School or Facility of EMC School
- EEM Settings:

Early/Middle College ?	Early/Middle College Type ?
True	Early middle college

Staging Area Maintain

* = Required

Submitting Entity: Washtenaw Technical Middle College (81903)
Collection: Fall 2020 General Collection 2020-2021
PEPE District: Washtenaw Technical Middle College (81903)
PEPE Building: Washtenaw Technical Middle College (08483)

*Last Name: Bumpus
Last Name Suffix:
Middle Name: Thomas
*First Name: Matthew
*Date of Birth: 11/26/2005
*Gender: M - Male
Multiple Birth Order: 0
UIC: 7596933173

School Demographics Personal Demographics Enrollment Membership GeneralEdFTE

Program Participation

*Operating District Number: 81903
School or Facility: 08483
Student ID Number: 674788
*GradeSetting: 09-Ninth Grade
S2E2 Code:
Building Pupil Would Otherwise Attend:

STUDENT REPORTING: EMC SCHOOL (SEE)

- EMC Consortia
- All students within the School/Unique Education Provider (UEP) participate in EMC
- Participating Districts Report: School or Facility of EMC School SEE building code
- District must be listed as a "Member" Within EEM

Early/Middle College ?	Early/Middle College Type ?
True	Early middle college

Shared Educational Entity (SEE) Participation ?	Shared Educational Entity (SEE) Subtype ?
Shared Educational Entity	Student Reporting and Accountability

Staging Area Maintain

* = Required

Submitting Entity: Haslett Public Schools (33060)
 Collection: Fall 2020 General Collection 2020-2021
 PEPE District: Haslett Public Schools (33060)
 PEPE Building: Haslett High School (06207)

*Last Name:
 Last Name Suffix:
 Middle Name:
 *First Name:
 *Date of Birth:
 *Gender:
 Multiple Birth Order:
 *UIC:

School Demographics

Personal Demographics

Enrollment

Membership

*Operating District Number:

School or Facility:

Student ID Number:

*GradeSetting:

S2E2 Code:

Building Pupil Would Otherwise Attend:

STUDENT REPORTING: EMC SCHOOL (S2E2)

- EMC Consortia
- All students within the NIAF participate in EMC
- Participating Districts Report: School or Facility of local HS AND S2E2 Code of EMC Consortia building
- District must be listed as a "Member" Within EEM
- EEM Settings:

Early/Middle College ?	Early/Middle College Type ?
True	Early middle college

Shared Educational Entity (SEE) Participation ?	Shared Educational Entity (SEE) Subtype ?
Specialized Shared Educational Entity	Student Reporting Only

Staging Area Maintain

*** = Required**

Submitting Entity: Haslett Public Schools (33060)
Collection: Fall 2020 General Collection 2020-2021
PEPE District: Haslett Public Schools (33060)
PEPE Building: Haslett High School (06207)

*Last Name:
Last Name Suffix:
Middle Name:
*First Name:
*Date of Birth:
*Gender:
Multiple Birth Order:
*UIC:

School Demographics | Personal Demographics | Enrollment | Membership

*Operating District Number:
School or Facility:
Student ID Number:
*GradeSetting:
S2E2 Code:
Building Pupil Would Otherwise Attend:

QUESTIONS AND ANSWERS



CONTACT INFORMATION

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