

Early Middle College Student Reporting Information Session

SEPTEMBER 22, 2022



Agenda

- Welcome and Introductions of MDE and CEPI Staff
- Fall Collection Reporting and Certification Deadline
- 3500 Coding Appeals

- EMC Verification
- Education Entity Master
- MSDS Student Outcomes
- Tip Sheets
- EMC Administrators Manual
- EMC Webpage
- College in High School Opportunities
- EMC STARR Data Collection
- Getting Started Workshop
- Dr. Wagonlander EMC Excellence Awards
- Questions and Answers

Purpose

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

Welcome and Introductions

Lisa Seigel, MDE – EMC Manager

Dr. Stacey Stover, MDE– EMC Education Consultant

Daisy Kielty, MDE – EMC Analyst

Matt Gleason, MDE – Accountability Specialist

Josh DeBrabander, CEPI

Rachel Edmondson, CEPI

Ryan Lousma, CEPI

Victoria Schmalz, CEPI

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 software interface with several tabs: 'School Demographics', 'Personal Demographics', 'Enrollment', 'Membership', and 'GeneralEdFTE'. Under 'Personal Demographics', there are sub-tabs for 'Program Participation', 'Attendance', and 'SNE'. The 'Program Participation' sub-tab is active, displaying a list of program eligibility options. The options are:

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

The '3500-Early/Middle College Participant' option is highlighted with a red circle. To the left of the list, there is a label '*Program Eligibility Participation:' with a blue circular icon containing a white 'i'.

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.

School Demographics	Personal Demographics	Enrollment	Membership
*Operating District Number:	33060		
School or Facility:	06207		
Student ID Number:			
*GradeSetting:	11-Eleventh Grade		
S2E2 Code:	03770		

Fall Collection Reporting and Certification Deadline Continued

EMC Consortia Data Quality Alerts

- Scroll down in the email from CEPI to see the UICs 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.

Coding Appeals & Student Transfers

- **MDE only accepts coding appeal requests by June 30 of the student's 11th grade** – Goal to have appeal submitted, approved, and students coded by this date.
- Student transfer to another EMC; do not remove the 3500 code
- Out of State Students transferring to EMC after fall certification date of 11th grade year, attain proof of participation in the out of state EMC. Send email to MDE-OCTE to request to code 3500 late.

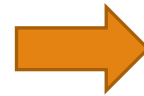
Education Entity Master

Fields District EEM Authorized User must update:

- Early Middle College Coordinator
- Postsecondary Partner Contact

Fields MDE and CEPI update:

- Add Districts as Members
- College Affiliations
- EMC Focus
- MEMCA Info
- Entity Type, EMC Start/Close Dates



EEM Home > Entity EEM-Search > Entity

Holt Public Schools (33070)
LEA District

Authorized Users List | Edit Entity | History | Printer Friendly | Contact Authorized User

Official Name of Entity	Common Name
Holt Public Schools	Holt

Note: 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.

Education Entity Master EMC Contacts

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.

MSDS Student Outcomes

60 credits and Associate Degree – Please check this list before marking both outcomes

Exiting and Reporting Outcomes for Early Middle College (EMC) Students in the Michigan Student Data System (MSDS) Tip Sheet

Michigan Department of Education Office of Career and Technical Education (MDE-OCTE)

This document is meant to be a guide to assist districts in EMC student reporting in the MSDS. Specific circumstances and reporting requirements can be found beginning on page 2.

Acronyms/Definitions:

CEPI – Center for Educational Performance and Information

EMC – Early Middle College

MDE – Michigan Department of Education

MSDS – Michigan Student Data System

MMC – Michigan Merit Curriculum

SRM – Student Record Maintenance

S2E2 – Specialized Shared Educational Entity-EMC set up as a consortium

UIC – Unique Identification Code

Resource Links:

[CEPI calendar](#) collection due dates

CEPI help desk Email: cepi@michigan.gov. Phone: 517-335-0505 x3

CEPI [MSDS user manual](#)

[Coding appeal process](#)

[MMC](#)

[Postsecondary Options Act for Dual Enrollment](#)

EMC On-Track Graduate Outcomes:

1. 60 college credits
2. Associate Degree
3. Professional Certification (conferred by an approved college or university)
4. Michigan Early Middle College Association (MEMCA) Certificate
5. Participation in a registered apprenticeship



[Exiting Students from MSDS Tip Sheet](#)

**EMC Student Fifth Year
Frequently Asked Questions Tip Sheet**

Michigan Department of Education Office of Career and Technical Education (MDE – OCTE)

Questions are often asked about how students meet the Michigan Merit Curriculum (MMC) and pupil membership requirements for the fifth year of an Early Middle College (EMC) program. The bullets below are quick answers with links to more detailed information. For questions on pupil membership, it is recommended to contact the Intermediate School District (ISD) Pupil Accounting Auditor.

What Does the 3500 Code Mean?

Students must be **coded 3500**, EMC participating, in the Michigan Student Data System (MSDS), by the fall certification deadline of the student's junior year (3rd year of high school).

- The 3500 code must remain marked in every general collection until graduation.
- The 3500 code places the student in a five-year graduation cohort. [The MMC](#) requires students to enroll in a **math/math-related** course in the final year of high school. For EMC students, the fifth year is the final year; therefore, the student is *not eligible* for graduation until this requirement is complete. See the [fifth-year companion document](#) for additional information on math/math-related courses.

Student Age Requirement to Participate in the fifth year?

The age requirement as defined in Section 6 of the State School Aid Act ([MCL 388.1606](#)) is the pupil must be less than 20 years of age, as of September 1 of the new school year and has not achieved a high school diploma or high school equivalency credential. If the pupil will be 20 before September 1, and is facing extreme barriers to education, the student may be able to stay in an alternative education high school diploma program until age 22. Contact the school district's pupil accounting auditor to confirm the student meets the criteria. Additional information can be found in the [Pupil Accounting Manual \(PAM\) Section 3 Pupil Membership Requirements](#).

What are the Pupil Membership Requirements for Fifth Year FTE?

EMC students coded 3500 by the deadline, will qualify for up to 1.0 FTE during the fifth year if the following conditions are met:

- o The pupil meets the age requirements.
- o The pupil has not satisfied all graduation requirements.



[EMC Student Fifth Year FAQ Tip sheet \(michigan.gov\)](#)

EMC Administrators Manual

Posted Soon to the
[MDE EMC Webpage](#)



Early Middle College Administrators Manual

2022-2023 Edition

Michigan Department of Education
Office of Career and Technical Education

Mission: To prepare students so they have the necessary academic, technical, and work behavior skills to enter, compete, and advance in education and their careers.



Resources



[EMC WEB PAGE](#)



[DUAL ENROLLMENT
WEB PAGE](#)



[PUPIL ACCOUNTING
MANUAL](#)

College Credit in High School Program Definitions

- International Baccalaureate
- Advanced Placement
- Articulated Credit
- Direct College Credit/Concurrent Enrollment
- Dual Enrollment
- Early Middle College



EMC STARR Data Collection

- Postsecondary reporting tool
- Used when reporting high school students if they are dual enrolled or EMC
- Key dates for 2022-2023
 - Opens - 8/1/2022
 - Closes - 10/15/2022

Enumeration	Definition
Dual Enrolled	High School students may participate in dual enrollment by attending at least one high school course at a public or approved non-public high school and simultaneously attending an eligible degree-granting postsecondary institution. A course is eligible if the same course content is not available at the high school or if a student is unable to take the high school course due to a scheduling conflict. Eligible courses must be transferrable for postsecondary credit. The K12 District must allow the student to dual enroll if they have a qualifying score on the ACT Plan, PSAT or Michigan Merit Exam. School districts are required to have an annual announcement regarding this option. This does not prohibit a high school from negotiating dual enrollment options for any student regardless of eligibility. Dual enrolled students should be reported as nondegree-seeking in STARR.
Other High School Student	Any other high school student. These students should be reported as nondegree-seeking in STARR.
Concurrent Enrollment	High school students taking college-level courses at the high school building during the school day. These courses are either taught by high school teachers meeting college qualifications for adjunct faculty, or by post-secondary faculty teaching in the high school classroom. Eligible courses must be transferrable for postsecondary credit. Most high schools may require the student to apply for, and test into, college level courses and/or complete specific prerequisites. Concurrently enrolled students should be reported as nondegree-seeking in STARR.
Not High School Student	Not a high school student currently attending your Institution of Higher Education.
Early Middle College	High school students attending a five-year high school program designed to allow a pupil to earn a high school diploma and substantial college credit through an additional fifth year of study (Early Middle College). Eligible courses must be able to be counted toward completion of accreditations, certification, licensing and/or postsecondary degrees by the end of the student fifth high school year. Early Middle College students should be reported as nondegree-seeking in STARR.

High School Student Component

Required component that provides an indication of whether a high school student was taking postsecondary courses during the academic session

STARR Data Quality Reports

External DQ:

- No Students Reported as Dual Enrolled, Other High School Student, Concurrent Enrollment or Early Middle College

Internal DQ's (not sent to IHE's):

- Comparison of Early Middle College (EMC) Students Reported in STARR With the Michigan Student Data System (MSDS) General Collection
- Comparison of Early Middle College/Dual Enrollment Students Reported in STARR With Teacher Student Data Link (TSDL)
- The CEPI Data Quality team is in the process of creating new data quality checks for both K12 and Postsecondary collections that align with EMC reporting

Getting Started Workshop

- October 20, 2022
- 8:30 am – 3:00 pm
- Henry Center in Lansing, MI
- \$125 per person registration fee
- Required for schools interested in applying to open an EMC
- Details can be found on the [MDE EMC webpage](#)

Dr. Wagonlander EMC Excellence Award

- Secondary and Postsecondary Recipients
- Nomination deadline 11:59 p.m. on December 16, 2022
- Applications available at:

[Dr. Chery S. Wagonlander Early Middle College Excellence in Practice Awards Nomination Form \(michigan.gov\)](#)

Questions

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