SECTION 3: Student Coding, Reporting, and Pupil Accounting

EMC students must be coded in the Michigan Student Data System (MSDS) by the fall of the third year of high school (junior or grade 11). The MSDS collection must be certified by the fifth Wednesday after the official fall Count Day. Districts may resolve pupil membership conflicts with other districts, correct data issues, and recertify no later than the sixth Wednesday after count day. The dates and times for reporting and certification are available at the CEPI webpage.

3500 Code

Students enrolled in an EMC must be **coded 3500** in the MSDS by the fall certification deadline of the student's junior year (grade 11 of high school).

- The 3500 code must remain on the student's record in every general collection until graduation.
- The 3500 code places the student in a five-year graduation cohort. The Michigan Merit Curriculum (MMC) requires students to enroll in a **math or math-related** course in the final year of high school. For EMC students, the fifth year is the final year; therefore, the students will ***not be eligible*** for graduation until this requirement is complete. See the 5th Year Early Middle College Pupil Membership Requirements Companion document for additional information on math or math-related courses.
- Students not coded by the deadline will not be eligible for the full fifth year full-time equivalent (FTE) or may not be eligible for CTE EMC Section 61b funding.

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

- The pupil has not satisfied the five-year Program of Study and graduation requirements.
- The pupil is enrolled in at least one math or math-related class during the pupil's final year.
- The pupil is not a foreign exchange pupil enrolled under a cultural exchange program.
- The pupil has at least one parent or legal guardian, a Michigan resident.
- The pupil is enrolled in at least one course in the fifth year that earns high school credit during each count period.

A student can be coded 3500 as soon as the student and parent or legal guardian commit to the fifth year. The 3500 code can begin as early as grade 9. The student does not need to be dual enrolled before coding 3500. Once a student has been declared an EMC student, the program participation code 3500 must be used for reporting and in each subsequent collection thereafter. If a student exits the EMC,

the Exiting and Reporting Outcomes for EMC Students in the MSDS Tip Sheet provides guidance on when it is appropriate to remove the 3500 code.

3500 EMC Code Upload to MSDS

The 3500 EMC code does not automatically upload into MSDS from the Student Information System (SIS). The SIS will need to be programmed by each district's technology staff to upload automatically.

Coding Appeals

If an EMC student is not coded 3500 and the error is recognized before June 30 of the student's junior year or grade 11, a coding appeal can be requested from MDE. The appeal process and form may be found at the MDE EMC webpage.

Students Missing a Semester

If an EMC student misses a semester due to illness or another valid reason and is expected to return, the student shall remain coded 3500. The district may have a reduction in FTE for the student.

Reporting by EMC Type

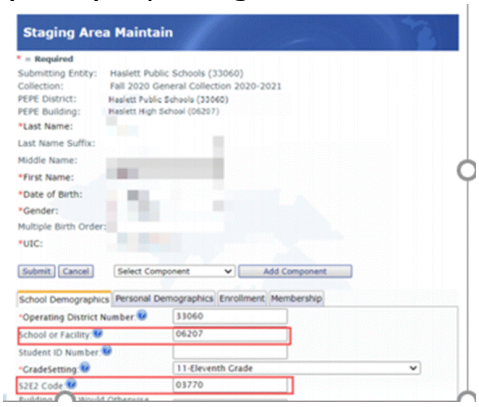
EMC Program or EMC High School

- MSDS Reporting: Individual school districts report EMC students in MSDS.
- EEM Reporting: Individual school districts are listed as a school in the EEM.
    - Individual school districts designate a staff member as the EMC coordinator as well as a postsecondary partner contact in the EEM. These people serve as the main contact person for the EMC at the K-12 and college.
    - The individual listed as the postsecondary partner contact is a college staff member supporting the EMC.

EMC Consortia

- MSDS Reporting: The participating school districts report EMC students in MSDS. The participating school districts report the school or facility of the local high school and the S2E2 code of EMC consortia building.

The screenshot below is an example of Specialized Shared Educational Entity (S2E2) reporting in the MSDS.



- EEM Reporting: The consortium is listed as the EMC in the EEM.
    - Staffing could be provided by the intermediate school district (ISD) or the individual schools. Often, EMC consortia have an EMC coordinator working at the ISD level to help with oversight, reporting, and communications.
    - The consortium designates a staff member as the EMC coordinator as well as a postsecondary partner contact in the EEM. These people serve as the main contact person for the EMC at the K-12 and college.
    - The individual listed as the postsecondary partner contact is a college staff member supporting the EMC.

Reporting the Extra Grade Level (Fifth Year) in MSDS

A student's grade level should be reported based on the high school credits/ progress earned toward high school graduation requirements as determined by the local high school or district board of education. A typical high school student following a normal course of study will have grade 9 reported for the student's first year of high school, progressing upward to grade 12 being reported for the student's fourth year of high school.

Since Early Middle College students will have a fifth year to fulfill diploma and degree/certificate requirements, one grade level must be reported for two consecutive school years. **Grade 12 is the only grade level** expected to be reported twice in consecutive school years. This means that the sequence of grade levels reported for an Early Middle College student, over the course of high school and the fifth year, is expected to be 9, 10, 11, 12, 12.

Summer College Courses

There may be times when EMCs want to allow students to take college courses during a spring/summer term. For example, a course needed for a program of study might only be offered in the summer, or a student may be behind and need

spring/summer coursework to catch up. EMCs are allowed to pay for summer college courses, but the decision to fund summer classes is a local district/EMC decision.

There was a limitation at one time that would not allow for a summer course to be counted on the fall schedule unless 50% of the course occurred within that semester. That limitation was removed to allow districts to include the course as part of the fall or spring schedule. Since the district's foundation is blended heavily in favor of fall, it is recommended to include summer classes on the fall schedule when possible. There is no timing requirement in the statute, so summer courses can run beyond July 1st.

If a district does not pay for the college courses taken during the spring/summer, the course should not be listed on the student schedule.

If a student has completed the 13th year with all Michigan Merit Curriculum requirements and an EMC Award Outcome (associate degree, 60 transferable credits, MEMCA Technical Certificate, professional certificate, or participation in a registered apprenticeship), the EMC is not obligated to pay for summer college courses. No additional state aid will be generated for the student, and the student should be exited as an on-track graduate.

EMC Student State Assessment Exam

The state assessment exam is administered in the spring for third-year high school students (grade 11) and for students in grade 12 that have not yet participated in the assessment.

Graduation Year on the EMC Student Diploma

The diploma date must coincide with the EMC students' legal graduation date after completing all MMC requirements and local district graduation requirements. Earning the fifth-year FTE funding also coincides with this completion. The date on the high school diploma should reflect the year the student is showing as graduated in the MSDS.

Student Transcripts

Pupil accounting verification for the attainment of a degree or credential requires a college transcript. Students can submit college transcripts or postsecondary partners can provide college transcripts which is permissible under the Family Educational Rights and Privacy Act https://studentprivacy.ed.gov/faq/what-ferpa(FERPA) to school officials with legitimate educational interest. The graduation date on the student's transcript should be the fifth year, the same as on the student's high school diploma.

Local districts decide what information to include on EMC transcripts. The only requirement from MDE is that a school district or public-school academy shall include the number of school days a pupil was in attendance at school each school year during high school and the total number of school days in session for each of those school years on the pupil's high school transcript.

Based on feedback from MEMCA partner schools, some best practice components to include on EMC high school transcripts include:

- Indicate "early college" prominently on the transcript.
- Include all classes that are part of the student's high school experience on one transcript (prior high school, early college high school, college, etc.)
- Include actual grades for college classes (do not use "credit"/"no credit" unless that is the actual grading scale for the course)
- Designate college classes with the initials of the postsecondary institution (or other signifier) through which the classes are taken.
- Include the number of college credits in parentheses following the course name
- Include the actual graduation date (not the year that the student would have graduated if they finished high school after 12th grade).

Pupil Accounting

Districts should contact the ISD Pupil Accounting Auditor for specific pupil accounting questions, visit Sections 5-G-A and 5-G-B in the Pupil Accounting Manual, or contact MDE State School Aid and Finance:

- Brian Ciloski, 517-241 2209, CiloskiB@Michigan.gov or
- Jessica Beagle, 517-241-6435, BeagleJ1@Michigan.gov

Sample questions:

1. Calculating full-time equivalency (FTE)
2. Full-Time Course Load Equivalent
3. More than 1.0 FTE
4. Student Extreme Barriers to Education

Pupil Accounting documents EMCs should maintain include:

1. Five-year program of study (POS)
2. A signed memorandum of understanding (MOU) with each postsecondary partner.
3. Board of education minutes approving the 5-year program of study for Early Middle College pupils. For consortium EMCs, each participating school district must maintain minutes from its own board of education approving a 5-year program of study for EMC pupils.

4. An educational development plan (EDP) for each pupil.
5. College or high school transcripts showing that each pupil earned a high school diploma and one of the following: at least 60 college credits, an associate degree, a professional certification, MEMCA Technical Certificate, or documentation showing participation in a registered apprenticeship.