SECTION 5: Data Systems

Data Quality Reports

To support quality data and avoid coding errors, the Michigan Department of Education (MDE) and Center for Educational Performance and Information (CEPI) send out periodic data quality reports. Schools that receive a data quality report should review the report and make corrections as quickly as possible. Questions should be directed to MDE and/or CEPI.

EMC Update Sessions

EMC coordinators, pupil accounting staff, and other secondary staff involved in working with EMCs are highly encouraged to attend the **EMC Update Sessions** which are held three times per year (September, February, and May). EMC Update Sessions are held virtually on Microsoft Teams, and no registration is required.

MI School Data

MI School Data is the State of Michigan's official source for education data. EMC data is provided in MI School Data, which includes a searchable map of EMCs by types of programs and locations, including building, county, district, and college. MI School Data also includes EMC Enrollment and Outcomes data in a database that allows data to be filtered by school year, ISD, EMC, and demographic data.

Center for Educational Performance and Information (CEPI) Deadlines and Data Systems

The CEPI master calendar includes collection deadline dates.

See the PreK-12 Application site for data systems and user manuals for the following:

- Michigan Student Data System (MSDS), which includes the Teacher Student Data Link (TSDL)
- Registry of Educational Personnel (REP)
- Educational Entity Master (EEM)
- Financial Information Database (FID)
- School Infrastructure Database (SID)

See the Postsecondary Collections for the Student Transcript and Academic Record Repository (STARR) database and the Michigan Postsecondary Data Inventory (MPDI).

Michigan Student Data System (MSDS)

The MSDS is a repository for information related to students receiving education in the State of Michigan. EMCs should do the following:

MSDS Reporting for EMC students:

- Report all student outcomes received in MSDS.
- Code all EMC students 3500 in MSDS by the Fall certification deadline of the student's grade 11 year.
- Obtain proof of participation for out-of-state EMC student transfers and submit to MDE.
- Do not remove the 3500 code from the student's record if a student transfers from one EMC to another.

Note: Once a 3500 code is removed from a student record, it cannot be re-entered.

Checking MSDS to be sure Students are Coded EMC

District-authorized personnel can verify the EMC data by running the "Early Middle College Roster Report" from MSDS.

While numerous MSDS reports contain data elements relevant to EMC students, the Early Middle College Roster Report contains the elements specific to EMC participation and outcomes:

- EMC Participation
- EMC Consortia
- Collection first reported as EMC
- Exit Status
- Exit Date
- Additional Award

The EMC Roster Report is available as both a staging and certified data report. This means the report can be run in the staging area for uncertified data, as well as in the certified reports area once the data is certified. It is best practice to run the EMC Roster Report to review data accuracy before the collection is certified. The report can be run for the General Collections (Fall, Spring and End of Year) as well as the Student Record Maintenance (SRM) Collection.

To run the EMC Roster Report from the data staging area:

Enter the district data staging area by expanding the Student Data Submission area on the left toolbar, then click on Data Staging Area. Enter the Submitting Entity and desired Collection. Click Filter. Click on the blue collection name hyperlink to enter the staging area. The staging reports are in the lower right corner. Select the Early Middle College Roster Report and select a format. Excel works best for filtering.

Review the report for accuracy, paying special attention to the EMC specific fields prior to certification.

To run the EMC Roster Report for certified data, expand the Certified Data Reports area on the left toolbar and click on Certified Reports. Enter the submitting Entity and Collection, select the Early Middle College Roster Report and format and click View Report.

Exiting Student from the MSDS

The Exiting and Reporting Outcomes for Early Middle College Students in the Michigan Student Data System Tip Sheet is available to assist data entry staff with EMC student reporting in the MSDS. The tip sheet is useful if a student is removed from the EMC or if other irregularities happen prior to EMC completion.

Reporting EMC Student Outcome Codes in the MSDS

When a student graduates from an EMC with an exit status code of 40, the district will be prompted to select one or more of the five on-track graduate outcomes the student received. For a pupil accounting audit, documentation must be in the student's file showing that the student attained the outcome selected. An exit code of 40 means that the student attained a high school diploma and one or more of the following EMC outcomes: associate degree, 60 or more transferable college credits, professional certification, MEMCA Technical Certificate, or participation in a registered apprenticeship.

Note: the only time multiple outcomes should be reported is if the student achieves the MEMCA Technical Certificate and another outcome. See the Exiting and Reporting Outcomes for Early Middle College Students in the Michigan Student Data System Tip Sheet for more information.

Student Transcript and Academic Record Repository (STARR)

The STARR is a component of MSDS and is used for reporting community college, public and select private university student data. All postsecondary partners must report in STARR.

STARR Reporting for EMC students:

- Report only those courses that count toward attaining completion of accreditation, certification, licensing, and/or postsecondary degrees by the end of the student's fifth year of high school and are included on the student's transcript.
- Report EMC students as non-degree-seeking in STARR.
- Colleges should verify if students are dual enrolled or EMC students.

Teacher Student Data Link (TSDL)

The TSDL is a component of the MSDS and links students to the teacher's providing instruction. The TSDL data reflects each student's performance in classes taken throughout the year.

TSDL Reporting for EMC Students:

- Report all non-CTE courses for EMC students in TSDL – even if the student did not pass the course.
- Report all high school and postsecondary credits attempted – even if the student did not pass the course.
- Report the number of college credits attempted for the course, whether the class was passed or not, for college credit.
- Report the number of high school courses (not attempted but awarded) for credits granted.
- Any courses that are EMC/dual enrollment and coded with Course Type 07 are not required to have a personal identification code (PIC) reported.