

Michigan Department of Education
SAMPLE - Early Middle College 2023 Application

Section 1:

An Early Middle College (EMC) is a **five-year** high school program of study designed to allow a pupil to earn a high school diploma while also earning one of the following: an associate degree, a Michigan Early Middle College Association (MEMCA) technical certificate*, a professional certification, participation in a registered apprenticeship, or 60 transferable college credits.

For consortia coordinated programs, it is not necessary for sending/participating schools to submit individual applications; however, each sending/participating school district is required to sign a Memorandum of Understanding with the EMC agency, coordinating the consortia, prior to approval and to provide local school board minutes to the EMC agency.

OFFICIAL EMC NAME: _____

| | | | |
|---|------------------------------|--|---------------|
| Legal Name of Operating Agency | | District Code | Building Code |
| Superintendent | | Fiscal Agent (if different from district) | |
| Address of EMC Site | | <input type="checkbox"/> EMC Program or <input type="checkbox"/> EMC Consortia or <input type="checkbox"/> EMC High School (100% of students in the high school will be EMC students). If your EMC offers, or plans to offer, CTE state approved programs of study, list them in Section 12. | |
| City | | State MI | Zip Code |
| County | | Grade Structure <input type="checkbox"/> 9-13 <input type="checkbox"/> 10-13 <input type="checkbox"/> 11-13 | |
| Superintendent Telephone Number | Superintendent Email Address | | |
| EMC Contact Person | Title | | |
| EMC Contact Telephone Number | EMC Contact Email Address | | |
| Primary Postsecondary Partner Contact Name and Title -Name of person working with the EMC design team. List additional postsecondary partners in Section 14 of this application. | | | |
| Entity Name | Entity Code | | |
| Telephone Number | Email Address | | |

Section 2:

**Required Items Must Be Attached:
If any item is missing your application will not be reviewed.
Characteristics of your EMC must be completed.**

Memorandum of Understanding (MOU) must include:

- EMC signature
- Postsecondary partner signature
- MOUs should be submitted for ALL postsecondary partners in separate documents.
- Timeframe for the agreement
- Financial and operational responsibilities
- Reporting requirements in the Teacher Student Data Link (TSDL) and Student Transcript and Academic Record Repository (STARR)
- Additional items necessary for the partnership

Program of Study (POS) must include:

- EMC name
- Degree or certificate
- Total number of college credits the student could earn
- Math or math related course the student will take during the fifth year as a condition of the Michigan Merit Curriculum to be eligible for high school graduation
- Courses that will be taken for high school credit during each count period of the fifth year as a condition of Pupil Accounting requirements

Board Minutes must include:

- Approval of the 5-year program of study, as a requirement for high school graduation.
- MDE recommends the following language be included in the statement for Board approval: "This Board approves a 5-year EMC program of study that requires successful completion of a math or math related course in the fifth year for EMC students."
- Board Minutes approving the minutes from the meeting where the EMC was adopted should also be submitted.
- If the Board has not yet met, please list the date the Board(s) meeting will be held _____.

Organizational Chart must include:

- Secondary roles supporting the EMC
- Postsecondary roles supporting the EMC
- Reporting structures
- Percentage of FTE dedicated to the EMC for each position
- Governance (board oversight) structure for the EMC
- Organization Chart should be a graphical display

Characteristics of the EMC

1. Will the EMC be a standalone high school/public school academy entity where 100% of students attending are EMC participants?
 Yes, 100% of students attending will be EMC participants.
 No, less than 100% of students attending will be EMC participants.
2. Will the EMC serve multiple districts? **If no, skip questions 4-7.** Yes No
3. Will applicable state assessments required for EMC students be administered by their sending/home high school or at the EMC?
 Sending/Home District EMC
4. Are EMC students to be included in accountability calculations for their sending/home high schools or at the EMC?
 Sending/Home District EMC
5. Will state school aid full time equivalency (FTE) for EMC students be collected directly by the sending/home high school (district) or directly by the EMC and its operating/fiscal parent district? The selected district will be responsible for reporting EMC students in the Michigan Student Data System (MSDS).
 Sending/Home District EMC
6. Will high school diplomas for EMC students be granted by the sending/home high school(s) district(s) or directly by the EMC and its operating/fiscal parent district?
 Sending/Home District EMC

| Check All that Apply | EMC Focus (Degree/Certificate) Subject Areas |
|----------------------|---|
| _____ | Arts & Communications |
| _____ | Business Management, Marketing, and Technology |
| _____ | CTE |
| _____ | Engineering, Manufacturing, and Industrial Technology |
| _____ | Health Sciences |
| _____ | Human Services |
| _____ | Natural Resources and Agriscience |
| _____ | Associate of Arts |
| _____ | Associate of Science |

Section 3:

For consortia, gather data from all participating agencies, average the data to complete the table.

| District Profile Information | Answer Percent (%) |
|---|--------------------|
| Free and Reduced Lunch | _____ |
| Special Education | _____ |
| First Generation Students (if known) | _____ |
| White | _____ |
| African American | _____ |
| Hispanic/Latino | _____ |
| Two or more races | _____ |
| Asian | _____ |
| American Indian or Alaska Native | _____ |
| Native Hawaiian or Other Pacific Islander | _____ |

The Purpose of this section is to assist EMCs in setting goals. **For consortia**, gather data from all participating agencies, average the data to complete the table.

| EMC Metric | Number |
|--|--------|
| Current High School Enrollment | _____ |
| Current High School Graduation Rate | _____% |
| Graduates Participating in Postsecondary Options (most recent graduating class) | _____ |
| Year 1 (cohort 1) number of EMC students to be served | _____ |
| Year 2 (total of cohort 1 & 2) number of EMC students to be served | _____ |
| Year 3 (total cohort 1,2 & 3) number of EMC students to be served | _____ |
| Current High School GPA Average | _____ |
| Average college credits that will be earned by EMC students at the time of graduation | _____ |
| Anticipated # of Associate Degrees earned by first Cohort of students at 5 th year completion | _____ |

Section 4:

- a) There are ____ (insert number of EMC high schools and programs) existing EMCs in our county. For data, see [Early Middle College Locations \(mischooldata.org\)](http://Early Middle College Locations (mischooldata.org)).
- b) ____% of our schools' Free/Reduced Lunch (FRL) population are currently engaged in Dual Enrollment programming.
- c) Early Middle College opportunities should be available to all students. The Michigan Department of Education believes those students who could benefit most and should be given priority enrollment are those that are a. first generation, b. economically disadvantaged and c. underrepresented students. Please define strategies the EMC will employ to recruit these students:
 - a. _____
 - b. _____
 - c. _____

Section 5:

Revenue/Expense Projection

The current foundation allowance for our district is \$ _____ per student. Our postsecondary partner will invoice us (check one) per credit hour or per contact hour or per course. Please work with your business office to project the expenses the EMC will incur.

Please complete the section below:

| EMC Student Cohort | Cohort Enrollment Projections (Take from section 3) | EMC tuition – total of all students in cohort for the entire year | Estimated cost per for registration/application fees, books, lab fees, technology, equipment, for the entire cohort for the year | Projected FTE revenue |
|--------------------|--|--|--|-----------------------|
| Cohort 1 | | | | |
| Cohort 2 | | | | |
| Cohort 3 | | | | |

Section 6:

Power of Site: Our EMC students will earn their high school and postsecondary credit as follows (e.g., on a college campus, at a CTE center, at the high school, in the evening, on weekends, by college professors, etc.).

Only complete the sections for the grade levels your EMC will be serving. Please insert the actual percentages for your EMC instructional model.

| Grade 9 | % of Time Instruction Takes Place During | % Face-to-Face | % Online/Virtual | % of time with High School Instructor | % of time with College Instructor | % of time in class with High School Peers | % of time in class with Other College Students (not EMC peers) |
|-----------------|---|-----------------------|-------------------------|--|--|--|---|
| School Day | | | | | | | |
| Evenings | | | | | | | |
| Summer | | | | | | | |
| Grade 10 | % of Time Instruction Takes Place During | % Face-to-Face | % Online/Virtual | % of time with High School Instructor | % of time with College Instructor | % of time in class with Peers | % of time in class with Adult |
| School Day | | | | | | | |
| Evenings | | | | | | | |
| Summer | | | | | | | |
| Grade 11 | % of Time Instruction Takes Place During | % Face-to-Face | % Online/Virtual | % of time with High School Instructor | % of time with College Instructor | % of time in class with Peers | % of time in class with Adult |
| School Day | | | | | | | |
| Evenings | | | | | | | |
| Summer | | | | | | | |
| Grade 12 | % of Time Instruction Takes Place During | % Face-to-Face | % Online/Virtual | % of time with High School Instructor | % of time with College Instructor | % of time in class with Peers | % of time in class with Adult |
| School Day | | | | | | | |
| Evenings | | | | | | | |
| Summer | | | | | | | |

| Grade 13 | % of Time Instruction Takes Place During | % Face-to-Face | % Online/Virtual | % of time with High School Instructor | % of time with College Instructor | % of time in class with Peers | % of time in class with Adult |
|-----------------|---|-----------------------|-------------------------|--|--|--------------------------------------|--------------------------------------|
| School Day | | | | | | | |
| Evenings | | | | | | | |
| Summer | | | | | | | |

Students in our EMC will need to travel _____ miles, one-way, to get to the site of our primary college partner.

What options do the students have to be transported to the college campus? _____

How does your EMC plan to address potential barriers, obstacles, or inequities (i.e., transportation) that may prevent students from participating in this proposed EMC opportunity? Please be **detailed** in your response. _____

Please provide a detailed response on how EMC students will have access to food services, including free/reduced lunch **through the fifth year?** _____

Section 7:

Professional Development: Professional Development is vital to the continued success of EMCs. The EMC and local districts will commit to sharing professional development information and invitations to faculty, staff, administrators, postsecondary partners, and students, associated with the new EMC, to participate in the following conferences and workshops. This is a projection to show the EMC is committed to sending staff as applicable.

Events may include but are not limited to:

Sample Professional Development Opportunities

| Regional | State | National |
|-------------------------------------|--|---|
| MEMCA Conferences | MDE Getting Started Workshop | Middle College National Consortium |
| Cluster I Workshops | MDE Michigan Career Education Conference | National Alliance of Concurrent Enrollment Partnerships |
| Cluster II Workshops | State EMC Student Conference | National EMC Student Conference |
| MEMCA Teacher & Counselor Workshops | Michigan College Access Network | |
| MEMCA Student Conference | | |
| Other: | Other: | Other: |

Please estimate how many staff/partners/students will attend what event(s).

| Population (Should include both secondary and postsecondary staff) | Number of Attendees | Conference/Workshop |
|--|----------------------------|----------------------------|
| EMC Coordinator and Administrative Staff | _____ | _____ |
| EMC Secondary Teachers | _____ | _____ |
| EMC Postsecondary Faculty/Staff | _____ | _____ |
| Counselors | _____ | _____ |
| EMC Students | _____ | _____ |
| Advisors and/or Admissions Staff | _____ | _____ |

Section 9:

EMC Student Criteria/Eligibility: The district plans to examine the following factors during the process of considering admission to the EMC (check all that apply). **These are considerations, not requirements.**

| | | | | | |
|--------------------------|---|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | Grade level (9, 10, or 11 th or 9 th only, 10 th only) | <input type="checkbox"/> | GPA minimum of _____ Note: EMC programs do not require a minimum GPA. Any GPA requirements are a district decision. | <input type="checkbox"/> | PSAT Score _____ |
| <input type="checkbox"/> | Local Academic Assessment Tool | <input type="checkbox"/> | Accuplacer or Compass Score _____ | <input type="checkbox"/> | Student Behavioral Record |
| <input type="checkbox"/> | EDP Goals | <input type="checkbox"/> | Recommendation Letter from _____ | <input type="checkbox"/> | Frequency of Parent Meeting(s) |
| <input type="checkbox"/> | Advanced Placement (AP) or Concurrent Enrollment Performance | <input type="checkbox"/> | International Baccalaureate (IB) Course Performance | <input type="checkbox"/> | Student must have own transportation to the College |
| <input type="checkbox"/> | Student Essay | <input type="checkbox"/> | Attendance Record | <input type="checkbox"/> | M-STEP Scores |
| <input type="checkbox"/> | Extracurricular Participation | <input type="checkbox"/> | Employer Endorsement | <input type="checkbox"/> | Child of District Employee |
| <input type="checkbox"/> | Current Success in Dual Enrollment | <input type="checkbox"/> | Other: _____ | <input type="checkbox"/> | Other: _____ |

This EMC shall **focus recruitment efforts** on students with the following characteristics:

| | | | |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | First generation (includes a student whose parent took college credits but did not complete a degree) | <input type="checkbox"/> | Underrepresented/underserved |
| <input type="checkbox"/> | Single parent/no parent household | <input type="checkbox"/> | Economically disadvantaged |
| <input type="checkbox"/> | In Foster Care | <input type="checkbox"/> | Social/emotional challenges |
| <input type="checkbox"/> | Homeless | <input type="checkbox"/> | Other characteristics your EMC will focus on: _____ |
| <input type="checkbox"/> | Special Education | <input type="checkbox"/> | |

Section 10:

EMCs are unique in that they require strong social/emotional and Academic College and Career Readiness Wrap-Around Services. List 4 unique wrap-around services/supports that will be designed and delivered by the EMC partners for EMC students to promote success.

| Example Traditional Services | Secondary Staff Responsible | Postsecondary Staff Responsible |
|---|-----------------------------|---------------------------------|
| Home room | X | |
| Counseling Services | X | |
| Available College Advisor | | X |
| Example EMC Services | Secondary Staff Responsible | Postsecondary Staff Responsible |
| College and Career Readiness Seminar Period | X | X |
| Mandatory EMC student/parent appointments with counselor 3-times per semester | X | |
| Mandatory EMC meetings twice per year with EMC College Liaison | | X |
| Mandatory EMC student orientation | X | X |
| Scholarships for EMC graduates from postsecondary partner | | X |
| List the Top 4 Student Support Services Provided by Your EMC | Secondary Staff Responsible | Postsecondary Staff Responsible |
| | | |
| | | |
| | | |
| | | |

Section 11:

Optional: Include additional information you would like the review committee to know about this EMC model. For example, will students earn professional certifications, is the college providing something unique for the EMC students, etc. (limit your narrative response to one page).

Section 12:

CTE EMC (if applicable): Our new EMC program will contain a Career and Technical Education (CTE) component that includes one or more state approved CTE EMC instructional program(s).

The following CTE EMC programs have already been approved:
Add additional rows, as necessary.

| Approved CTE Program | Classification of Instructional Program (CIP) Code | Program Serial Number (PSN) |
|----------------------|--|-----------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

The following CTE EMC programs **will be submitted** to OCTE for approval:
Add additional rows, as necessary.

| CTE Program | Classification of Instructional Program (CIP) Code | Date to Submit to OCTE | Semester/Year CTE Program will be offered (if approved) |
|-------------|--|------------------------|---|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Section 13:

Participating Schools

Please list all participating (sending) schools and codes (attach separate page if necessary). All participating schools outside of your district must provide Board minutes to MDE that they approve the 5-year program of study with a final year math/math related course. If you plan to offer your EMC services to Charter or Alternative High School Programs, include them on this list.

| Name of High School | District Code | School Bldg. Code |
|---------------------|---------------|-------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
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| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Section 14:

Please list any additional postsecondary partners. A signed MOU must be submitted for each postsecondary partner.

| | | |
|--|------------|---------------|
| <input type="checkbox"/> Postsecondary Partner Contact Name and Title | | |
| Entity Name | | Entity Code |
| Telephone Number | Fax Number | Email Address |

| | | |
|--|------------|---------------|
| <input type="checkbox"/> Postsecondary Partner Contact Name and Title | | |
| Entity Name | | Entity Code |
| Telephone Number | Fax Number | Email Address |

| | | |
|--|------------|---------------|
| <input type="checkbox"/> Postsecondary Partner Contact Name and Title | | |
| Entity Name | | Entity Code |
| Telephone Number | Fax Number | Email Address |

Section 15:

Assurances and Certifications

EMC Students

1. The Early Middle College (EMC) will provide a unique cohort environment for students, develop, and integrate a 'career and college readiness' curriculum, and provide guidance and counseling specifically designed to support EMC students.
2. It is understood that EMC students/parents/guardians should be made aware of the five-year commitment and not be moved in and out of the five-year cohort once identified.
3. It is understood that State School Aid Section 6(4)m requires that students must not be otherwise eligible for high school graduation, to participate in a fifth year of high school and that Section 3(f) of the Postsecondary Enrollment Options Act and Section 3(g) of the Career and Technical Preparation Act require that students be enrolled in at least one high school course required for graduation. A math or math related course must be successfully completed, in the fifth year to meet the Michigan Merit Curriculum graduation requirements.
4. EMC students will annually update their Educational Development Plan (EDP) to reflect EMC academic plans and have a description of the EMC program built into their EDP graduation requirements.
5. The EMC, in partnership with local school districts, will ensure students have access, at the school and/or college, to USDA-approved breakfast and lunch daily, including Free and Reduced lunch access for those students who qualify through the fifth year.
6. EMC students will be considered '**on-time**' graduates by earning a high school diploma while also earning an associate degree, a Michigan Early Middle College Association (MEMCA) technical certificate*, a professional certification, participation in a registered apprenticeship or 60 transferable college credits. An exit status code of 40 would be entered in the Michigan Student Data System (MSDS).
7. EMC students will be considered '**off track**' graduates by earning a high school diploma but **NOT** earning an associate degree, a MEMCA technical certificate*, a professional certification, participation in a registered apprenticeship or 60 transferable college credits. An exit status code of 41 would be entered in the MSDS.

EMC Data and State Reporting

1. All EMC students must reflect a participation code of 3500, in Michigan Student Data System (MSDS) by the Center for Educational Performance and Information (CEPI) Fall General Collection certification deadline of the student's 11th grade year. The deadline date is set in statute. You may find deadlines and reporting assistance here: <https://cepi.state.mi.us/msds/>.
2. The **EMC** is responsible to make sure participating/local districts are aware of the coding requirements and the districts' responsibility to properly code the EMC student in MSDS at each collection. Districts will not be allowed to code a student after the Fall General Collection certification deadline. Students who are not reported on-time with the 3500-participation code:
 - Will not be eligible to generate funding under Section 6(4)(kk) of the State School Aid Act.
 - Will not be eligible to generate funding under Section 61b CTE EMC programs of the State School Aid Act.
3. It is understood, if there are extenuating circumstances, MDE has approved an EMC coding appeal process for 11th grade students who were missed being coded 3500 by the fall certification deadline. This appeal process is **only** for the student's 11th grade of high school. All procedures and documentation must be submitted to the MDE EMC Manager by June 30 of the student's 11th grade year. The **EMC** is responsible to coordinate documentation and submit the coding appeal for each local district. MDE reserves the right to deny any coding appeal.
4. It is understood that EMC 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 to be reported twice in consecutive school years.** This means that the sequence of grade levels reported for an EMC student, over the course of their high school and 5th year, is expected to be 9, 10, 11, 12, 12.
5. It is understood that Michigan Merit Exam (MME) testing should occur in the spring of a student's 11th grade year following the grade level reporting sequence of 9, 10, 11, 12, 12.
6. The EMC shall work in collaboration with member districts and postsecondary partners, during the MDE annual verification process, to ensure all contact information and school building codes are verified and updated in the Educational Entity Master (EEM) by the date requested.
7. The EMC certifies that it will regularly and accurately communicate with local sending districts to report student data (including dual enrollment statistics) by the due date set as prescribed by MDE and CEPI. The EMC agrees to share these assurances and data reporting requirements with all participating schools' lead administrators, EMC Coordinators, Pupil Accounting personnel and postsecondary partners as applicable.
8. It is understood that a pattern of irregularities in data coding, submission and/or data omission may result in the EMC being placed on probation or closed.

Pupil Accounting and EMC Documentation

1. The EMC agrees to have a signed Memorandum of Understanding (MOU) with each postsecondary partner. For EMC consortia, the EMC agrees to have a signed MOU with each participating agency (local district).
2. The EMC and/or local school district will maintain a copy of all local district Board minutes, documenting approval of the 5-year program of study as a requirement for high school graduation which includes a math or math related course, which must be taken and successfully completed in the fifth year to meet the Michigan Merit Curriculum requirements.
3. To prepare for a successful Pupil Accounting Audit, the local school district and/or EMC will keep the following documentation on file for each EMC student:
 - Annually updated EDP clearly showing EMC participation.
 - Student schedule that matches the five-year program of study.
 - The Program of Study including the Michigan Merit Curriculum (MMC) requirements, total number of college credits to be earned, and the name of the degree or certificate the student is working toward. It must also clearly indicate that the student must successfully complete a math or math related course during the fifth year as a condition of high school graduation.
 - Evidence of the degree/credential obtained by the student i.e., copy of the college transcript showing attainment of an Associate Degree.
 - MDE approved EMCs, shall maintain a signed copy of a Memorandum of Understanding (MOU) with each postsecondary partner.

General

1. To ensure optimal opportunities and on-track graduation, the EMC has the option to present their Career and College Readiness Curriculum, for approval by the MEMCA Leadership Council, before its first EMC cohort graduation. This approval will allow the EMC the right to confer the MEMCA Technical Certificate. This certificate will support those students who enter the EMC, behind on high school credit, and/or those who may **not** graduate with an associate degree, a professional certification, participation in a registered apprenticeship or 60 transferable college credits.
2. The EMC will comply with all MDE requirements and requirements under any applicable rules, laws, or public acts.
3. The EMC will stay abreast of current EMC research and participate in MDE/MEMCA survey's, polls, and questionnaires.
4. The EMC agrees to be monitored by MDE with scheduled or unscheduled visitations throughout the course of its operation for on-site technical assistance, discovery of promising practices and quality improvement.

*The EMC (MEMCA) technical certificate may be granted by EMCs which have had their career and college readiness curricula approved by the Michigan EMC Association. To be awarded the certificate, students must complete the Michigan Merit Curriculum, earn a minimum of 15 (non-remedial) college credit hours, and complete either 100 hours of community service or 40 hours of career exploration, internship, job shadowing, or clinical experience, or a combination of the two that equals 70+ hours.

Section 16:

By signing this application, the applicant certifies that it will agree to perform all actions and support all intentions stated in the Assurances and Certifications and will comply with all state and federal regulations and requirements pertaining to this program.

The partners below agree to maintain frequent communication regarding the operation of the EMC. The applicant certifies further that the information submitted on this application is true and correct.

Superintendent _____
Signature
Typed Name/Title _____ Date _____

Coordinator of the EMC _____
Signature
Typed Name/Title _____ Date _____

Postsecondary President or Designee _____
Signature
Typed Name/Title _____ Date _____

Career Education Planning District Director _____
Must be the MDE approved CEPD Director
(Applicable only if offering/planning to offer state approved CTE EMC options) Signature
Typed Name/Title _____ Date _____

**Due Date for EMC Applications in MDE GEMS:
February 6, 2023, 11:59 p.m.**

Note: Applications must be submitted via the [EMC Application Link](#).

Late applications will not be accepted.

