

## SECTION 3: Student Coding and Reporting

EMC students must be coded in the MSDS during the third year of high school (junior or grade 11). The MSDS collection must also be certified by the fifth Wednesday after the official fall county day. Districts may resolve any pupil membership conflicts with other districts, correct any data issues, and recertify no later than the sixth Wednesday after count day. The dates and times for reporting and certification are available at: <https://www.michigan.gov/cepi>.

### 3500 Code

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

- The 3500 code must remain 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 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 [fifth-year 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 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 all 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 and is 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. This is a new requirement as of the 2021-2022 school year.

A student can be coded 3500 as soon as the student and parent/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 Early Middle College student, the Program Participation Code "3500" must be used for reporting and in each subsequent collection thereafter. If a student exits the Early Middle College, the 3500 code must be removed from the student's profile in MSDS.

## 3500 EMC Code Upload to MSDS

The 3500 EMC Code does not automatically upload into MSDS from the SIS. The SIS will need to be programmed by your district's technology staff to automatically upload.

## 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 [www.michigan.gov/emc](http://www.michigan.gov/emc).

## Students Missing a Semester

If an EMC student misses a semester due to illness or another valid reason, and the student 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 will report EMC students in MSDS.
- EEM Reporting: Individual school districts would be listed as a school in the EEM.
- Staffing: Individual school districts will designate a staff member as the EMC Coordinator. This person can have multiple roles in the district.
- Programs and Partners: Individual school districts could add postsecondary partners and/or programs of study.

### EMC Consortia

- MSDS Reporting: The district would report EMC students in MSDS. Individual school districts would list the Consortia code in the MSDS.
- EEM Reporting: The consortium would be listed as the EMC in the EEM.
- Staffing: Staffing could be provided by the Intermediate School District (ISD) or the individual schools. Often EMC Consortia's have an EMC Coordinator working at the ISD level to help with oversight, reporting, and communications.
- Programs and Partners: The consortium would add postsecondary partners and/or programs of study.

## 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 a 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 sequence of grade levels reported for an Early Middle College student, over the course of high school and 5<sup>th</sup> year is expected to be 9, 10, 11, 12, 12.

## EMC Student State Assessment Exam

The state assessment exam is administered in the spring for third year high school students (grade 11 students), as well as to 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 graduated in the MSDS.

## Student Transcripts

Pupil accounting verification for the attainment of a degree or credential usually 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](#) (FERPA) to school officials with legitimate educational interest. The graduation date on the student 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 requirements from MDE are attendance and MME results.

## Out-of-State EMC Transfer Students

If EMCs have a request to enroll an out-of-state EMC student after the fall certification date of the grade 11 year, the receiving EMC should:

- Request proof of participation from the out-of-state EMC.
- Maintain a copy of the documentation which should be kept in the student's file with a copy sent via an encrypted email or United States Postal Service to MDE–OCTE EMC staff. The documentation should include the student's unique identifier code (UIC).
- Code the student 3500 at the time of enrollment.
- Mail documentation to:

MDE–OCTE  
Early Middle College Manager  
608 W. Allegan Street  
Lansing, MI 48909

## In-State EMC Student Transfers

If EMCs have a request to enroll an in-state EMC student to the EMC, after the fall certification date of the grade 11 year, the following should occur:

- The originating district that the student is transferring from should **NOT** remove the 3500 code if the student will be enrolling in the EMC at the new district.
- The receiving district should request documentation from the sending district to verify the student was an EMC participant. The documentation should be kept in the student's file.
- The EMC should provide the student's unique identifier code (UIC) via email to [MDE–OCTE EMC staff](#) so prior EMC participation can be verified in the MSDS. No other student information should be emailed.

If an EMC is not available for the student to transfer to, then the 3500 code should be removed, and the student will revert to a standard 4-year graduation and would be placed in the standard 4-year cohort.

## Athletics

It is recommended to contact the Michigan High School Athletic Association (MHSAA) for specific guidelines at 517-332-5046.

## Homeschool and Nonpublic Students

Nonpublic and homeschool students are **not** eligible to participate in EMC programs as these are designed to be full-time education programs that provide students with a high school diploma and a degree or certificate from the postsecondary institution upon completion. EMCs include instruction in content areas considered to be essential to the student's education.

## **Free/Reduced Lunch for EMC Students**

According to the MDE Office of School and Nutrition, students attending Early Middle College programs and schools are eligible to participate in the National School Lunch Program (NSLP) and School Breakfast Program.”

Due to the different designs of Early Middle Colleges, the Office of Career and Technical Education suggests working with the School Nutrition Programs (SNP) Unit at the Michigan Department of Education to determine what might be the best fit for students. For additional information, contact the SNP staff at 517-241-5376 or email [mde-schoolnutrition@michigan.gov](mailto:mde-schoolnutrition@michigan.gov).

One option is for an Early Middle College to work with a public-school district to enter into an alternate agreement with the district to provide meals. The school district would be responsible for all administrative responsibilities and would receive the reimbursement for the meals. In this scenario, the public school district would be responsible for all administrative duties including the MEGS+ application process, the income eligibility process, and the claim submission.

## **Academic Honors**

The determination of academic honors for an EMC student including consideration for valedictorian status is a local district decision related to how grades and grade point averages are calculated.

## **Special Education Students**

Students are entitled to receive 504 accommodations through dual enrollment; however, the student would have to work with the college to receive the accommodations. To do so, the college would need a copy of the student’s current 504 plan, which could be provided by the student or if there was a release of information, could be provided by the district. In some cases, a college may develop a new accommodation plan and other colleges may implement the same 504 plan. For additional information, contact Rebecca McIntyre, Office of Special Education at [mcintyrer1@michigan.gov](mailto:mcintyrer1@michigan.gov).

It is recommended to work with district administration to determine appropriate sharing of student information that is in the best interest of the student.

## **Age**

Students must be in grade 9 to be coded 3500 in the MSDS. Districts can start EMC students early to prepare them for dual enrollment and college course work. Additional funding for 61b and other CTE Funding is not available until the student is in grade 9.

For pupil accounting membership purposes, the cut-off for a general education pupil is less than 20 years of age on September 1. If an EMC student turns 20 after September 1, the fifth year of the EMC Program can be completed. If the student is 20 years of age prior to September 1 and has not completed the fifth year, pupil accounting membership cannot be counted. If the student is

experiencing extreme barriers to education, please contact the relevant district Pupil Accounting Auditor to discuss pupil membership options.