

Section 5: Data Systems

Data Quality Reports

To support quality data and to avoid coding errors, MDE and 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-OCTE and/or [CEPI](#).

Student Reporting Information Sessions

Local districts are encouraged to look for EMC program guidance on the [MDE – OCTE Early Middle College webpage](#) or consult with the ISD Pupil Accounting Auditor. Local districts are also highly encouraged to attend the [Student Reporting Information Sessions](#) that are held three times per year.

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](#) that includes a searchable map for EMCs by types of programs and locations including building, county, district, and college.

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:

- 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 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 pulling the "Program Participation Count" report from the MSDS. In the MSDS system:

- Click on Certified Data Reports on the left side of the screen
- Click on Certified Reports
- Type in the district or district code
- Select the collection to view
- Select Program Participation Count Report
- Select drill down for the format
- Click view report
- Expand the district and school to view, then expand the 3500 Early/Middle College Participant to view the UICs of students coded 3500 in that school

Exiting Student from the MSDS

A [Tip Sheet](#) is available for data entry staff to exit students in the MSDS. The tip sheet is useful if a decision has been made to leave the EMC or if other irregularities happen prior to EMC completion.

Reporting EMC Student Outcome Codes in MSDS

If districts are graduating an EMC student, 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, there should be documentation in the student's file showing 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 presented in the following chart.

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.

¹ MCL 388.513e [Postsecondary Options Act](#), MCL 388.1903f [Career and Technical Education Act](#)

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 Early Middle College 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 course as dual enrolled, but enter 0 college credits, if a student takes a dual enrolled course, but elects not to receive college credit.
- 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.