

Michigan Department of Education Office of Career and Technical Education (MDE-OCTE)

Tip Sheet for Exiting Early Middle College (EMC) students in the Michigan Student Data System (MSDS)

This document is meant to be a guide to assist districts in EMC student reporting in the MSDS. Specific circumstances and reporting requirements can be found beginning on page 2.

Acronyms/Definitions:

CEPI – Center for education Performance and Information

EMC – Early Middle College

MDE – Michigan Department of Education Dr. Stacey Stover stovers@michigan.gov

MSDS – Michigan Student Data System

MMC – Michigan Merit Curriculum

SRM – Student Record Maintenance

S2E2 – Specialized Shared Educational Entity-EMC set up as a consortium

Resource Links:

CEPI calendar due dates <https://www.michigan.gov/cepi/calendar>

CEPI help desk Email: cepi@michigan.gov Phone: 517-335-0505 x3

CEPI MSDS user manual <https://www.michigan.gov/cepi/pk-12/msds/general>

Coding appeal process and form www.michigan.gov/emc

MMC <https://www.michigan.gov/mde/services/academic-standards/mmc>

Postsecondary Options Act for Dual Enrollment <http://legislature.mi.gov/doc.aspx?mcl-388-513>

EMC On-Track Graduate Outcomes:

1. 60 college credits
2. Associate Degree
3. Professional Certification (conferred by an approved college or university)
4. Michigan Early Middle College (MEMCA) Certificate
5. Participation in a registered apprenticeship

Student Transfers from One EMC to Another

Student Grade(s) Level	CEPI Collection(s)	Circumstance	Reporting Resolution
9-13	All General and SRM collections	Student transfers from one EMC to another district and will participate in their EMC	<ul style="list-style-type: none"> • Sending/transferring district - do not remove the 3500 code from MSDS • Gather verification from the sending district that student was actively participating in their EMC and save in the student file. Email verification is acceptable. Applicable to districts in Michigan and out of state • <i>Note: The district/EMC that the student is leaving from does not have to report the student in the future collection. If the receiving district reports them, MSDS will know the student transferred from district A to district B. However, the district the student is transferring from, can exit the student stating they transferred to a new district, but does not have to change anything regarding how they report the buildings/S2E2 codes</i>
9-13	All General and SRM collections	District removed the 3500 code when a student transferred from one EMC to another district EMC	<ul style="list-style-type: none"> • Grades 9, 10 and 11 before the fall certification date, code the student 3500 in the MSDS. • Grade 11 after the fall certification date, and grades 12 and 13, email MDE stating the situation, include the sending district name, EMC participation verification and the student's grade level and UIC number only • Once MDE approves, the district/EMC will receive an email that they are approved to code the student. Coding may be done at the next collection or by submitting an SRM

Students Not Coded 3500 in the MSDS

Student Grade(s) Level	CEPI Collection(s)	Circumstance	Reporting Resolution
11	After Fall General Collection closed but before Spring General Collection	District and/or EMC noticed that after fall certification deadline– collection closed, student(s) 11th grade students were not coded 3500 in the MSDS	<ul style="list-style-type: none"> • Make MDE aware of the issue and that you plan to submit a coding appeal. All appeals are due by June 30 • You can find the appeal process and form at www.michigan.gov/emc. Be sure all required attachments are included • Upon MDE approval of the appeal, code the student 3500 in the MSDS in the Spring General Collection
11	After Spring General Collection closed but before End of Year General Collection	District and/or EMC noticed that after spring certification deadline– collection closed, student(s) 11th grade students were not coded 3500 in the MSDS	<ul style="list-style-type: none"> • Make MDE aware of the issue and that you plan to submit a coding appeal. All appeals are due by June 30 • You can find the appeal process and form at www.michigan.gov/emc. Be sure all required attachments are included • Upon MDE approval of the appeal, submit an MSDS SRM Collection and code the student 3500 right away or wait and code during the End of Year General Collection
12-13	All General and SRM collections	Student(s) not coded 3500 in the MSDS and are not transferring from another EMC	<ul style="list-style-type: none"> • Student(s) not coded 3500 will not generate full fifth year FTE. Student must follow dual enrollment rule from the Postsecondary Options Act. CTE EMC students will not generate Section 61b state school aid funding

Student(s) Dropped Out/Dismissed from EMC

Student Grade(s) Level	CEPI Collection(s)	Circumstance	Reporting Resolution
9-11	All General and SRM collections	Student was coded 3500 but decided not to participate	<ul style="list-style-type: none"> Remove the 3500 code from in MSDS. Note in student's file reason for exiting the EMC.
12	Fall and Spring General collections	Student was coded 3500 but decided not to participate	<ul style="list-style-type: none"> Remove the 3500 code in MSDS. Note in student's file reason for exiting the EMC
12	End of Year General Collection	Student was coded 3500 but decided not to continue to fifth year, DID attain an EMC outcome	<ul style="list-style-type: none"> Prior to graduation make sure student has met ALL local district and MMC graduation requirements Note in student's file reason for exiting the EMC If the student has achieved a high school diploma and 1 or more of the 5 EMC on track graduate outcomes, leave the student coded 3500, select which outcome(s) the student attained in the MSDS via the Additional Graduation Award Characteristic in the Enrollment Component and exit the student with an Exit Status code of 40. The student will be on track for graduation Place evidence of the achieved outcome(s) in the student's file
12	End of Year General Collection	Student was coded 3500 but decided not to continue to fifth year, DID NOT attain an EMC outcome	<ul style="list-style-type: none"> Prior to graduation make sure student has met ALL local district and MMC graduation requirements Note in student's file reason for exiting the EMC If the student has achieved a high school diploma but did not attain 1 of the 5 EMC outcomes, REMOVE the 3500 code, the student will revert back to a four year graduation cohort, use a graduation code of 01-04.

Student Grade(s) Level	CEPI Collection(s)	Circumstance	Reporting Resolution
13	All General and SRM collections	Student decides to leave EMC during the fifth year	<ul style="list-style-type: none"> • Prior to graduation make sure student has met ALL local district and MMC graduation requirements • DO NOT remove the 3500 code • Note in student's file reason for exiting the EMC • Exit the student either with an SRM or in the next general collection • If the student has achieved a high school diploma and 1 or more of the 5 EMC on track graduate outcomes, select which outcome(s) the student attained in the MSDS and exit the student with an exit status code of 40. The student will be on track for graduation • If the student did not attain one of the five on track graduate outcomes use exit status code 41. The student will be off track for graduation

Additional Resources:

For additional information on the CEPI data collection systems, please contact the CEPI Helpdesk cepi@michigan.gov, phone: 517-335-0505 x3.

Pupil Accounting questions please contact your district or intermediate school district pupil accountant or reference the [MDE Pupil Accounting Manual](#).

[Questions on dual enrollment \(non-EMC students\)](#)

Questions regarding this tip sheet please email Dr. Stacey Stover stovers@michigan.gov.