



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING


GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

## **MEMORANDUM**

**DATE:** September 1, 2022

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** Dr. Scott M. Koenigsknecht, Deputy Superintendent   
P-20 System and Student Transitions

**SUBJECT:** Getting Started Workshop for New Early Middle Colleges

The Michigan Department of Education Office of Career and Technical Education (MDE-OCTE) and the Michigan Early Middle College Association (MEMCA) would like to invite any school district that is considering opening an Early Middle College (EMC) to attend the EMC Getting Started Workshop on October 20, 2022.

Early Middle College (EMC) programming is a five-year program of study that provides students the opportunity to blend high school and college courses. Students who complete the EMC program of study can earn their high school diploma and a postsecondary credential.

The Early Middle College program supports [Michigan's Top 10 Strategic Education Plan](#) to:

- Expand secondary learning opportunities for all students—Goal 4
- Increase the percentage of all students who graduate from high school—Goal 5
- Increase the percentage of adults with a postsecondary credential—Goal 6

The Getting Started Workshop is a full-day technical assistance training for intermediate school districts and local education agencies, both traditional public school districts and public school academies, interested in opening a new EMC.

The event will be held on Thursday, October 20, 2022, at The James B. Henry Center for Executive Development, located at 3535 Forest Road, Lansing, Michigan, from 8:30 a.m. – 3:00 p.m. Eastern Standard Time (EST). Staff from MDE-OCTE, MEMCA, and the state's Center for Educational Performance and Information (CEPI) will share the benefits of EMCs, various EMC models, and reporting requirements for EMCs in Michigan.

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**It is required that at least one staff member from the school district submitting an EMC application attend the Getting Started Workshop. Additionally, an application upload training is scheduled for December 8, 2022, from 10:00 – 11:30 a.m. (EST), and one staff member from the school district is also required to attend this training.**

MDE suggests the following district staff would constitute an ideal EMC design team to participate in the training: the superintendent, principal, counselor, teacher(s), postsecondary partner staff, and dual enrollment/early college coordinator.

The registration fee for the workshop is \$125 per person. Six (6) College Readiness State Continuing Education Clock Hours (SCECHs) will be available. Registration is now open. You may register at [https://web.cvent.com/event/EMC\\_Getting\\_Started\\_Workshop](https://web.cvent.com/event/EMC_Getting_Started_Workshop).

A block of hotel rooms has been reserved at [Candlewood Suites](#) which is attached to the Henry Center. The rate per night is \$85 plus taxes. The phone number of the hotel is 517-351-8181. Please mention the EMC Getting Started Workshop for the special rate.

The tentative agenda for the Getting Started Workshop is as follows:

8:30 – 8:35 a.m.	Welcome
8:35 – 9:00 a.m.	Introductions, Objectives of the Day
9:00 – 9:15 a.m.	Overview of EMCs in Michigan
9:15 – 9:30 a.m.	EMCs Principles, Role of MEMCA, MEMCA Leadership Council
9:30 – 10:00 a.m.	EEM and Student Data Reporting
10:00 – 10:15 a.m.	Break
10:15 – 10:45 a.m.	EMC Administrators Manual
10:45 – 11:45 a.m.	EMC Planning Tool Activity, Report Out & Q&A
11:45 – 12:45 p.m.	Lunch
12:45 – 1:00 p.m.	MOUs Between Secondary & Postsecondary
1:00 – 1:15 p.m.	MEMCA Networking Groups
1:15 – 1:45 p.m.	Counselor Network & Wrap-Around Services
1:45 – 2:15 p.m.	Speed Networking
2:15 – 2:45 p.m.	Review of EMC Application
2:45 – 3:00 p.m.	Final Thoughts & EMC Coaching

Please direct questions to Dr. Stacey Stover, EMC Education Consultant at MDE-OCTE, at [stovers@Michigan.gov](mailto:stovers@Michigan.gov).

cc: Michigan Education Alliance  
Confederation of Michigan Tribal Education Departments