

2023-24 Sending Scores Back Program for Shared Educational Entities (SEEs) & Specialized Shared Educational Entities (S2E2s) Program Information and Reporting Guide



Contents

2023-24 Sending Scores Back Program for Shared Educational Entities (SEEs) & Specialized Shared Educational Entities (S2E2s) Program Information and Reporting Guide.....	1
Background	1
Sending Scores Back Program Overview	2
School/Program Eligibility and Requirements.....	2
Application Process.....	2
Reporting Students in the MSDS	3
Schools of Choice Students	5
Reporting Examples	5
Spring Testing for Sending Scores Back Program Participants	6
Ensuring Data Quality and Reporting Accuracy	7
Timeline	7
Resources and Contact Information	8
Understanding How Shared Educational Entities and Specialized Shared Educational Entities are Displayed in the EEM.....	9

Background

The Sending Scores Back Program is offered by the MDE to provide on an alternative option for the attribution of building-level accountability reporting in the Michigan School Index and Michigan School Grades systems. This program is offered to districts or consortia operating or participating in special types of schools or programs. Such school types may be special education, gifted and talented education, alternative education, or early middle college education.

Districts operating county- or consortium-wide schools or programs are normally attributed the student assessment and graduation data for all attending students. In some cases, the inclusion of non-resident students can impact school accountability reporting rates, putting the future of some of these schools or programs at risk.

This program is offered in fulfillment of [MCL 388.1704b](#) and at the request of several Intermediate School Districts (ISDs) who desired accountability reporting to be directed to a school that a student does not attend, back in their district of home residence.

Sending Scores Back Program Overview

The Sending Scores Back Program allows for the sending back of assessment and graduation records for accountability reporting purposes to students' resident schools ("Building Pupil Would Otherwise Attend") located in their resident districts. This means that non-resident student test scores and graduation statuses will be attributed to the accountability results of the "Building Pupil Would Otherwise Attend" school that they would otherwise attend in their resident district and not in the school or building housing the classroom program where they attend. This will be done for districts and consortia that apply and are approved to participate in the Sending Scores Back Program. Participating districts will be required to identify the schools and students that operate or participate in these beneficial settings in order for the sending back process to occur.

School/Program Eligibility and Requirements

In order for a school or classroom programs to be eligible for the Sending Scores Back Program and have students' scores and graduation statuses sent back to their "Building Pupil Would Otherwise Attend" schools in their resident districts, these schools or programs must:

- Provide special education, gifted and talented education, alternative education, or early/middle college education
- Serve 2 or more participating/member districts (not through schools of choice or students enrolling from a public school academy)
- Have a cooperative agreement in place between the operating and all participating districts (copy of the agreement and list of all participating/member districts must be submitted with Sending Scores Back application)
 - Failure to obtain approval from all member districts means either the applying entity will not have scores sent back from students attending the entity from non-participating districts, or non-member districts simply cannot send students to this entity

Application Process

To participate in this program, the entity must apply using the Sending Scores Back Program Application. All applications will be collected and submitted electronically. The link to the application can be accessed at: www.mi.gov/sees. Applications will be due **Monday, January 29, 2024**.

Once submitted, applications and cooperative agreements will be reviewed by MDE staff. Approved entities will be notified after the application deadline once the EEM has been updated to reflect new/renewed SEE/S2E2 status. To maintain participation in the Sending Scores Back Program, entities must reapply annually to ensure leadership at the operating and member/participating districts are aware of how their assessment and graduation rate accountability data will be processed for use in the Michigan School Index System.

As part of the application process, applicants will be asked to indicate if the applying entity is desired to be a Shared Educational Entity (SEE) for reporting and accountability purposes or a Specialized Shared Educational Entity (S2E2) status for reporting and accountability purposes.

- **Shared Educational Entities** are separate/standalone schools that operate as a facility where all students enrolled in the school are intended to be part of the Sending Scores Back Program thus be "sent back" to their "Building Pupil Would Otherwise Attend" schools for accountability reporting. These entities should apply to become a Shared Educational Entity for Reporting and

Accountability. The operating district of the school should fill out the Sending Scores Back Program application. This type of setting is a school with its own school code in the Educational Entity Master (EEM) at www.mi.gov/eem.

- **Specialized Shared Educational Entities** are classroom programs that operate as a one or more classrooms inside otherwise general education schools, across one or more districts and are intended to be part of the Sending Scores Back Program. These programs should apply to become a Specialized Shared Educational Entity for Reporting and Accountability. The consortium or ISD overseeing or organizing the grouping of classroom programs should fill out the Sending Scores Back Program application. This grouping of classroom programs has a non-instructional facility code in the Educational Entity Master (EEM) at www.mi.gov/eem. Only one S2E2 will be allowed per ISD or consortia as all classroom programs within the ISD/consortia should fall under the single S2E2 code.

Reporting Students in the MSDS

It is critical that students are reported correctly in the Michigan Student Data System (MSDS) for operating and member districts of a Shared Educational Entity (SEE) or Specialized Shared Educational Entity (S2E2). Incorrect reporting will result in students' scores *not* being sent back for school accountability reporting.

Student Reporting for Shared Educational Entities (SEEs)

Students that attend SEE schools should be reported in the MSDS with the SEE's entity code in the "School Facility Number" field. The SEE should be the Primary Education Providing Entity (PEPE) for its students. Students that attend SEE schools will need to have the MSDS characteristic reported for them called "Building Pupil Would Otherwise Attend." This should be the school in a student's resident district to which student scores are intended to be sent back.

Student Reporting for Specialized Shared Educational Entities (S2E2s)

Students that attend a classroom program that is part of an S2E2 should be reported in the MSDS with the entity code of the school housing the classroom program in the "School Facility Number" field and the consortium-wide S2E2 code in the "S2E2 Code" field. The school(s) where the classroom program(s) are located (where the S2E2 students are receiving instruction) should be the PEPE for the S2E2 students. Students that attend an S2E2 classroom program will need to have the MSDS characteristic reported for them called "Building Pupil Would Otherwise Attend." This should be the school in a student's resident district to which student scores are intended to be sent back.

Please note that the "Building Pupil Would Otherwise Attend" characteristic must be submitted in the Spring 2024 General Collection or through Student Record Maintenance by the Spring 2024 Assessment Snapshot for correct attribution to occur in the sending back of spring 2024 assessment scores used in 2023-24 school accountability reporting. The dates listed below are the anticipated "As Of" and SRM deadlines for the Spring 2024 Assessment Snapshots by test type. Please refer to the Spotlight on Student Assessment and Accountability Newsletters in late spring for updated/final "As Of" and SRM dates.

Assessment Reporting Snapshot	As Of Date	SRM Deadline
SAT, M-STEP, MI-Access	May 17, 2024	Early June 2024

WIDA ACCESS or WIDA Alternate Access for ELLs	March 22, 2024	Late May 2024
--	----------------	---------------

The “Building Pupil Would Otherwise Attend” characteristic must be submitted in the End-Of-Year (EOY) 2024 Collection or through 2023-24 school year Student Record Maintenance by the close of the GAD Appeal Window and SRM Collection for Grad Rate Appeals and Section 23A Claims for correct attribution to occur in the sending back of 2023-24 graduation rates that will be used in 2024-25 school accountability reporting. The GAD Appeal Window and SRM Collection for Grad Rate Appeals and Section 23A claims will close September 11, 2024 per the [CEPI Master Calendar](#).

Event	As Of Date	SRM Deadline
SRM Collection for Grad Rate Appeals and Section 23A Claims	August 31, 2024	September 11, 2024

Building Pupil Would Otherwise Attend

In the SEE and S2E2 reporting instructions above, it is indicated that a MSDS characteristic called the “Building Pupil Would Otherwise Attend” must be reported. This characteristic is required in order to have student scores successfully sent back to a building in a student’s resident district. The building code submitted in the “Building Pupil Would Otherwise Attend” field of the MSDS is where student scores will be directed.

The school building code reported in the “Building Pupil Would Otherwise Attend” MSDS field must be an open school belonging to the Resident District of a student. The school building code reported in the “Building Pupil Would Otherwise Attend” field should be reported as directed by the resident district of the attending student. This means, unless the resident district has already provided the operating district the specific school code(s) that should be used as the “Building Pupil Would Otherwise Attend” for the students they send to a SEE school or S2E2 classroom program, they will need to be contacted by the operating district to find out the correct school code for submission in this field for *every* student.

It is the responsibility of the district claiming the FTE to report the “Building Pupil Would Otherwise Attend.” If FTE is claimed in part by multiple districts, the Primary Education Providing Entity (PEPE) at a minimum should report the “Building Pupil Would Otherwise Attend” in order to ensure a student is attributed as desired in accountability calculations.

Restrictions on the “Building Pupil Would Otherwise Attend” field in the MSDS:

- The “Building Pupil Would Otherwise Attend” must contain the student’s reported “Grade Or Setting” in the list of grades contained in the school “Grades Actual” characteristic of the EEM.
- The “Building Pupil Would Otherwise Attend” school must have an “Entity Open Date” in the EEM prior to the start of the current school year.
- The “Building Pupil Would Otherwise Attend” school must have “Open-Active” Status in the EEM.
- The “Building Pupil Would Otherwise Attend” school must belong within the LEA district that is reported in the “Resident LEA Number.”
- If the student attending a SEE school or S2E2 classroom program is doing so through a cooperative agreement with a public school academy, the “Building Pupil Would Otherwise Attend” school cannot be a public school academy since public school academies do not have defined resident borders. Any such students would need to be directly enrolled by the operating

district and would be accountable to a “Building Pupil Would Otherwise Attend” school within that operating district.

Schools of Choice Students

If a student attends a SEE school or S2E2 classroom program through Schools of Choice with 02 or 03 as their student residency code (Section 105 and 105c), the “Building Pupil Would Otherwise Attend” reported is required to be a school belonging to the operating district since the resident district is not involved with the educational placement of this student.

If a student attends a SEE school or S2E2 classroom program through a Schools of Choice agreement not meeting Section 105 or 105c definitions and has 06 as their student residency code (all other non-resident students), the “Building Pupil Would Otherwise Attend” characteristic should **not** be reported by the operating district and instead left out. In this case, a student should be reported in the MSDS additionally by the Schools of Choice district with 0.00 FTE and having the appropriate “Building Pupil Would Otherwise Attend” building number and school facility number of the operating district’s building where the student is receiving services. The Schools of Choice district should report the student with a Schools of Choice residency code indicating s/he is a schools of choice participant in order to allow the reporting of the “Building Pupil Would Otherwise Attend” to be properly assigned to a school in the Schools of Choice district since the resident district is not involved with the educational placement of this student. If appropriate, the Schools of Choice district will also report an S2E2 code for the program/consortium/agreement through which the student has been placed in the operating district and building.

Reporting Examples

Example A

Spartan Alt Ed School (building code 01234, operated by Spartan District code 10000) serves students from five nearby districts. All participating districts agree to have Spartan Alt Ed School be included in the Sending Scores Back Program. It is established as a SEE for reporting and accountability.

Sally Smith is a resident of Wolverine District (district code 20000) and attends Spartan Alt Ed School. If Sally was not attending Spartan Alt Ed School, she would be attending her local high school back in the Wolverine District—therefore, her “Building Pupil Would Otherwise Attend” is Wolverine High School (building code 05678).

Example B

Within Mid-Michigan ISD, Spartan School District operates a MoCI classroom in Spartan Middle School and Wolverine School District operates an SXI classroom in Wolverine High School. These classrooms serve students from several nearby districts. The Mid-Michigan ISD and participating districts agree to have these classrooms included in the Sending Scores Back Program. The grouping of classrooms is established as an S2E2 for reporting and accountability. The S2E2 has a non-instructional entity code 01111 in the EEM.

Tommy Thompson is a resident of Bronco District (district code 30000) but requires special services and attends the SXI classroom in Wolverine High School (building code 05678) in the Wolverine School District (district code 20000). If Tommy was not attending the SXI classroom in Wolverine High School, he would be attending his local high school back in the Bronco School District—therefore, his “Building Pupil Would Otherwise Attend” school is Bronco High School (building code 09999).

Please refer to the table below to see how these two examples work in terms of score reporting, funding reporting, and accountability reporting.

Example	Last Name	First Name	School Facility Number	Operating District	Resident District	S2E2 Code	Building Pupil Would Otherwise Attend
Example A	Smith	Sally	Spartan Alt Ed School (01234)	Spartan District (10000)	Wolverine District (20000)	This MSDS field will remain empty (the building code is designated as a SEE, not an S2E2)	Wolverine High School (05678)
Example B	Thompson	Tommy	Wolverine High School (05678)	Wolverine District (2000)	Bronco District (30000)	Mid Michigan ISD S2E2 Classroom Programs 01111	Bronco High School (09999)
Where the Data are Reported:			Assessment results and graduation rates* are reported here and with the parent district of this school.	State School Aid reporting assigned here at Operating District Code.	Accountability is currently not reported at the district level.	S2E2s are not schools themselves and receive no reporting.	Accountability for these students is received by this school.

*Graduation rates will not be “sent back” until accountability calculations for the next school year.

Spring Testing for Sending Scores Back Program Participants

Students attending a SEE school or S2E2 classroom program located within a traditional school should be assessed at the SEE school or S2E2 classroom program of attendance using test materials (for paper/pencil testing) or testing devices (for online testing) of that school. The district operating the SEE school or S2E2 classroom program(s) are responsible for ensuring there are not assessment administration issues for all attending SEE and S2E2 students, regardless of students’ residencies.

As the test administering entity, the district operating the SEE school or S2E2 classroom program(s) should review the various Accountable Students and Test Verification reports and functions in the Secure Site on behalf of all students’ resident districts that send their students to the SEE or S2E2 classroom program(s). This is an important step following spring test administration as only the district operating the SEE or S2E2 classroom program(s) will be able to review and submit issues on the Secure Site for the non-resident students attending their SEE or S2E2 classroom program(s). This means that both resident and non-resident students should have appropriate “Not Tested” issues submitted where applicable by the operating district during the Answer Documents Received and Students Not Tested window.

Ensuring Data Quality and Reporting Accuracy

Once approved to participate in the Sending Scores Back Program, it is the responsibility of the SEE/S2E2 to determine and enact proper reporting policies to ensure that the SEE/S2E2 codes are used appropriately and that all students are accurately reported with an accurate “Building Pupil Would Otherwise Attend” in the MSDS. This is a new field that will be used to determine the school that students will be attributed to in accountability reporting. Corrections to “Building Pupil Would Otherwise Attend” school codes will not be allowed beyond the standard MSDS collection windows.

In the case of an approved Specialized Shared Educational Entity (S2E2s) where students will be located in the same physical building as general education students, and who may or may not belong to the S2E2, it is important that administrators work with all contributing districts to make sure only students who belong to the S2E2 are reported using the Non-Instructional Ancillary Facility code for the S2E2.

Misuse of the “Building Pupil Would Otherwise Attend” and “S2E2 Code” will result in the revocation of SEE/S2E2 approval for the current year and render the school/program ineligible to reapply in future years. The MDE has a series of monitoring steps to ensure students reported at the SEE and S2E2 codes are members of the approved programs. Monitoring steps include but are not limited to: desk audits of applications, review of data indicators, and unannounced site visits. All participating SEE/S2E2s should maintain relevant documentation on each student reported using SEE/S2E2 codes and will be expected to provide it to MDE upon request.

Timeline

Monday, January 29, 2024:

Deadline to submit final applications with all signed cooperative agreements and all requested documentation by this date. Late applications will not be accepted.

Winter 2024: Receive final notification from MDE regarding the status of your application for the 2023-24 school year.

Spring 2024:

- SEE/S2E2 students are reported in MSDS for the Spring and End-Of-Year General Collections, using the S2E2Code field where appropriate and the new “Building Pupil Would Otherwise Attend” school field.
- SEE school and S2E2 classroom program operators conduct student testing, answer document review, and not tested student review in the OEAA Secure Site on for all students attending their school/classroom program.

Late May 2024:

Deadline to have “Building Pupil Would Otherwise Attend” submitted in MSDS through Student Record Maintenance (SRM) using as “As Of Date” of 3/22/2024 or prior in order for students to be “sent back” in the accountability reporting of WIDA ACCESS assessment results.

Mid-June 2024:

Deadline to have “Building Pupil Would Otherwise Attend” submitted in MSDS through Student Record Maintenance (SRM) using as “As Of Date” of 5/17/2024 or prior in order for students to be “sent back” in the accountability reporting of SAT, MI-Access, and M-STEP assessment results.

September 13, 2023:

Deadline to have “Building Pupil Would Otherwise Attend” submitted in MSDS through Student Record Maintenance (SRM) using as “As Of Date” of 8/31/2024 or prior in order for students to be “sent back” in accountability reporting.

Fall 2023:

Accountability reporting will be calculated for the 2023-24 school year.

Resources and Contact Information

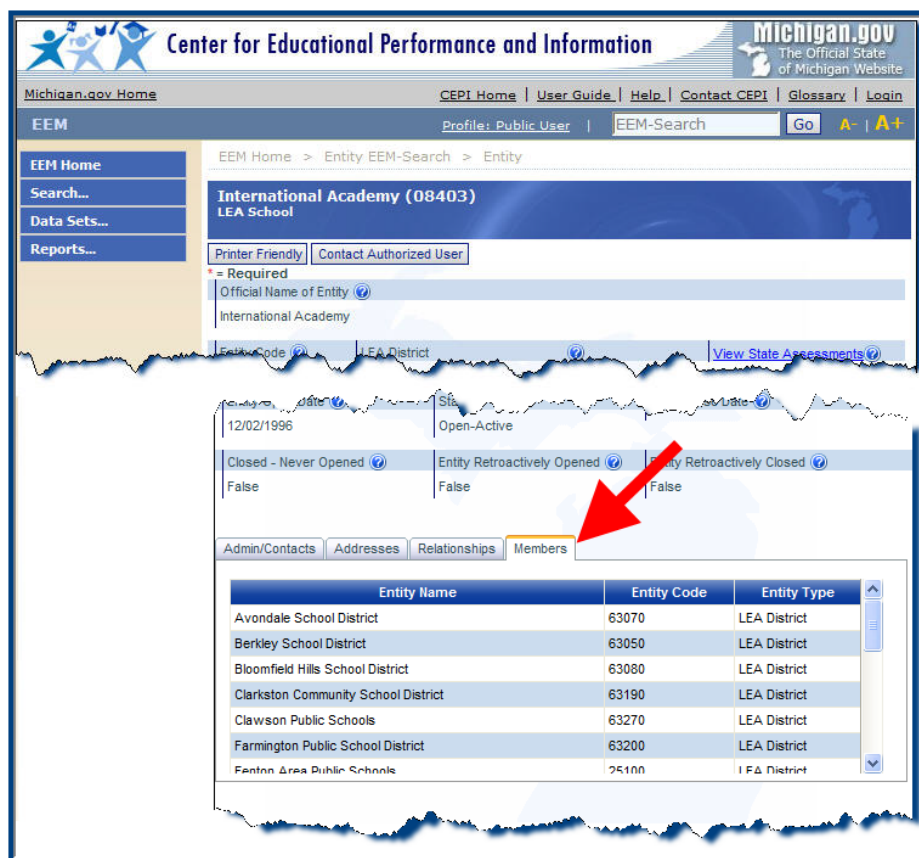
For Sending Scores Back Program information and resources including an FAQ, please visit www.michigan.gov/sees. If you have further questions about Shared Educational Entities and the Sending Scores Back Program, please contact MDE-Accountability@michigan.gov or 877-560-8378, option 3.

For detailed information about MSDS characteristics and fields, please refer to the MSDS Collection Details Manual at https://www.michigan.gov/cepi/-/media/Project/Websites/cepi/MSDS/Collection-Details_SY23-24.pdf. The “S2E2 Code” characteristic documentation begins on page 320 and the “Building Pupil Would Otherwise Attend” characteristic documentation begins on page 322. For questions about the MSDS, please contact CEPI Customer Support at cepi@michigan.gov or 517-335-0505 x3.

Understanding How Shared Educational Entities and Specialized Shared Educational Entities are Displayed in the EEM

Districts continue to develop ways to deliver educational services more efficiently through educational services consortia and cooperative agreements. Shared Educational Entities (SEEs) and Specialized Shared Educational Entities (S2E2) were created to allow accountability to be assigned to the appropriate entity when students are being educated through an educational services consortium outside of the traditional district/building hierarchy.

Once the Michigan Department of Education (MDE) has approved a SEE or S2E2, member districts are listed on the “Members” index tab located at the bottom of the entity details screen in the Educational Entity Master (EEM) application. Only member districts may participate in the services provided by these entities and the “sending scores back” accountability program.



The screenshot displays the EEM application interface for the Center for Educational Performance and Information. The main content area shows the details for the entity "International Academy (08403) LEA School". A red arrow points to the "Members" tab, which is active. Below the tabs, a table lists the member districts.

Entity Name	Entity Code	Entity Type
Avondale School District	63070	LEA District
Berkley School District	63050	LEA District
Bloomfield Hills School District	63080	LEA District
Clarkston Community School District	63190	LEA District
Clawson Public Schools	63270	LEA District
Farmington Public School District	63200	LEA District
Fenton Area Public Schools	25100	I F&A District

Shared Educational Entity (SEE): These entities may be established when multiple school districts have formed a business relationship to provide educational services within a specific school. All SEEs are classified as schools within the EEM. Some entities that may choose to become a SEE are center schools (special education), early middle colleges, international baccalaureate, advanced placement, alternative education, or other specialized schools.

Specialized Shared Educational Entity (S2E2): These entities may be established when two or more school districts have formed a business relationship to provide educational services to a group of

students. S2E2s are not schools or facilities, but rather represent a relationship between two or more educational entities. Students participating in a S2E2 may be in regular or specialized classrooms located in multiple locations across one or more of the member districts. These entities are considered Non-Instructional Ancillary Facilities (NIAF) in EEM. NIAFs are not required to complete school-level reporting. When reporting student data to the Michigan Student Data System (MSDS), the code reported as the School Facility Number is the building where the student is receiving services. In addition to this code, the record will also contain the code for the S2E2 in a new characteristic which identifies the student as being educated through this type of entity. The member district designation also allows the Operating District to report a School Facility Number for an entity not within the district's hierarchy. Only one S2E2 code is allowed per Intermediate School District (ISD) or consortium of districts.

SEE/S2E2 Characteristics: There are two characteristics related to a SEE or S2E2 that will be displayed in EEM. The first is participation (whether the entity is an approved SEE/S2E2 for the current school year), and the second is subtype. The subtype for all S2E2s and nearly all SEEs will be "Student Reporting and Accountability". This designation indicates that the SEE/S2E2 is opting for student scores to be sent back to the resident district and "Building Pupil Would Otherwise Attend" school for accountability purposes. "Student Reporting and Accountability" is the only subtype allowed for S2E2s and is the default value for SEEs.

To determine if an entity has been approved as a SEE or Specialized SEE, look for the "Shared Educational Entity (SEE) Participation" characteristic on the entity details screen in EEM (#1 below). The entity sub-type is displayed in the "Shared Educational Entity (SEE) Subtype" section (#2 below).

