



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** May 20, 2020  
**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors  
**FROM:** Dr. Scott M. Koenigsknecht, Deputy Superintendent  
P-20 System and Student Transitions *SK*  
**SUBJECT:** **UPDATED** Early Middle College (EMC) Requirements FAQ During  
COVID-19 Closure - MEMO #COVID-19-058

The governor has ordered the closure of all schools for the remainder of the 2019-2020 school year due to the COVID-19 pandemic. This is an update to the EMC required closure [MEMO#COVID-19-052 UPDATED Early Middle College Requirements FAQ During COVID-19 Closure.](#)

This frequently asked questions (FAQ) will be posted to the [OCTE website](#) under **COVID-19 Early Middle Colleges**. The updated guidance memos will be posted to the [MDE website](#) to clarify career and technical education (CTE) EMC requirements during this unprecedented situation. This FAQ will continue to be updated, as necessary. The following questions have been updated:

Document	Question(s)
MDE EMC FAQ	8, 9 & 10

For questions regarding this memo, please contact Lisa Seigel, education consultant, at [SeigelL@michigan.gov](mailto:SeigelL@michigan.gov).

Attachment

cc: Michigan Education Alliance  
Confederation of Michigan Tribal Education Directors

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Michigan Department of Education  
Office of Career and Technical Education  
Early Middle College (EMC)  
Frequently Asked Questions (FAQ)  
COVID – 19  
Wednesday, May 20, 2020

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8. May an ISD carry over the 2019-2020 61b(8) planning grant funds to 2020-2021?

Yes. An ISD may carry over 2019-2020 61b(8) planning grant funds through November 30, 2020. To carry over the funds, please contact Lisa Seigel at [Seigell@michigan.gov](mailto:Seigell@michigan.gov) by September 15, 2020.

9. Should CTE EMC courses be reported in CTEIS as virtual or non-virtual since all students are now learning remotely?

According to MDE's guidance, districts should proceed with TSDL requirements and report CTE EMC courses in accordance with how courses were classified at the time of closure prior to COVID-19. Districts should not re-designate all courses as virtual. Districts should follow this guidance when reporting in CTEIS.

10. If a college is extending a course during the 2019-2020 school year past June 30, 2020, how should the district report the course?

For state-approved CTE EMC programs reported in CTEIS: MDE – OCTE policy is for districts to report courses that occur during the summer months on the following school year enrollment report. This includes college courses that are in session during the summer months. For the 2019-2020 school year, districts should follow this standard guidance when reporting courses that have been unexpectedly extended beyond June 30, unless the district or college chooses to end the course by June 30 and to award course grades of incomplete. In this case, the course section would be reported on the 2019-2020 enrollment report.

When a student receives a course grade of incomplete, the segments reported for the course section are not recorded for the student. A student must receive a course grade of 2.0 or greater for the segments to be recorded. Students who received an incomplete may re-enroll in the course at a future time, such as in the fall.

In a case where a course began spring semester, but was suspended to be resumed in fall, districts should follow district policy and may choose to award students an incomplete and re-enroll them in fall, or may choose to report the entire course section on the 2020-2021 enrollment report, consistent with MDE – OCTE policy regarding summer courses.