



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

SHEILA A. ALLES  
INTERIM STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** August 16, 2018

**TO:** Local and Intermediate School District Superintendents  
Public School Academy  
Local Education Agency Principals

**FROM:** Venessa Keesler, Ph.D., Deputy Superintendent *V. Keesler*  
Division of Educator, Student, and School Supports

**SUBJECT:** 2017-2018 Graduation Rate Appeals Window

The Center for Educational Performance and Information (CEPI) opened the 2017-2018 Graduation Rate Appeals Window (appeals window) on July 20, 2018 in the Michigan Student Data System (MSDS). Appealable Graduation Rates were published in the Graduation and Dropout (GAD) application on August 7, 2018. Communications were sent by CEPI to all schools and districts at these times; however, I wanted to follow up on that communication to stress the importance of ensuring graduation rate data are carefully reviewed and any necessary corrections are made at this time. Graduation rates are an important part of accountability calculations, and graduation rate data from the 2017-2018 school year, once finalized (September 12, 2018), cannot be changed. If you have not already done so, you should now take advantage of the opportunity to review and potentially appeal your graduation rate data for the 2017-2018 school year. During the appeals window, you can report end-of-summer graduates, submit cohort year changes, update exit status, and request unique identification code (UIC) linking.

**GRADUATION RATES CAN ONLY BE APPEALED DURING THE GRADUATION RATE APPEALS WINDOW IN THE MSDS THROUGH SEPTEMBER 12, 2018.**

It is imperative that you review your graduation rate data during the appeals window; these data will impact 2018-2019 accountability results. While we are fully committed to ensuring accurate data in graduation rate reporting, we must also meet certain reporting deadlines which do not allow us to change data after the graduation rate appeals window has closed. Please take time to review these data now to ensure your school and district graduation rates are accurate.

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For the most up-to-date information on the appeals window, please visit the [CEPI MSDS Graduation and Dropout Information web page](#). This webpage includes numerous user support materials, including a user guide, frequently asked questions, and a summary of district action needed. If you have any questions, please send an email message to CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call 517-335-0505 x3. Please provide your name, telephone number (including area code and extension), and school/district name along with your message.

Cc: Michigan Education Alliance