

**Michigan Department of Education  
Office of Career and Technical Education  
Early Middle College 3500 Coding Appeal Process**

Effective Beginning with the 2019-2020 school year

In accordance with the Michigan Student Data System (MSDS) rules, all Early Middle College (EMC) students must be coded "3500" (EMC participating) in MSDS, by the fall general collection certification deadline of the student's third year of high school (junior year or 11<sup>th</sup> grade).

If a district that operates an MDE-approved EMC, or participates by sending students to an approved EMC, fails to correctly code EMC students 3500, in the MSDS, in the fall of the student's third year of high school (junior year or 11<sup>th</sup> grade), the EMC, in partnership with the district, may file an appeal to submit corrections.

- Appeals are only allowed if the student was enrolled and participating as an EMC student in the fall of their third year of high school but was missed being coded 3500 in the MSDS by the fall certification date. **This process is not for purposeful late coding of students.**
- Appeals will not retroact or change any prior MSDS Records.

Appeal Window – See EMC Student Identification Flow Chart

The window for appeal is limited to the EMC Student Identification Chart. All appeals are only applicable to students in their third year (junior year or 11<sup>th</sup> grade) of high school.

- June 30 is the deadline to notify the Office of Career and Technical Education (OCTE) of an appeal.
- August 15 is the deadline to have all Student Record Maintenance (SRM) files corrected in the MSDS.
- If the student(s) have graduated high school, there is no appeal.

Submission of Appeal

1. Email Lisa Seigel [seigell@michigan.gov](mailto:seigell@michigan.gov) at the OCTE, indicating that you plan to file an appeal. In the email, list the EMC name, the district, and number of students.
2. The EMC Manager, or their designee, will respond to the email within ten (10) business days. At that time, a due date will be set for the documentation to be submitted to the OCTE.
3. The EMC, in partnership with the local district(s) (if applicable), must complete the Coding Appeal form, one per each district, sign and submit the form along with the required student documentation, to the EMC Manager, or their designee, at the OCTE. The appeal process and appeal form can be found at the following link: [https://www.michigan.gov/mde/0,4615,7-140-81351\\_51178---,00.html](https://www.michigan.gov/mde/0,4615,7-140-81351_51178---,00.html)

By the due date agreed upon, the district must submit the documentation for review. The documents **must** be sent via an encrypted email, or email that has all student identifying information redacted (other than the UIC) or sent via the U.S. Postal Service.

- List of students' UICs, including district, home school district and Program Serial Number (PSN). The PSN is required for CTE EMC Programs Only—see attachment A
- A copy of each student's EDP
- Student's schedule identifying each course the student was enrolled during the appealed school year
- Student's five-year program of study

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## Required Documentation

- ✓ **List of EMC students see Attachment A in the coding appeal form**, who were not coded 3500 by the MSDS fall certification deadline of their third year of high school, include the Unique Identifier Code (UIC) home school district, and Program Serial Number (PSN) of each student listed. The PSN is required for CTE EMC programs only.

For each student listed, provide the following documents--with the student's UIC clearly labeled on each document:

- ✓ Students' five-year Program of Study
- ✓ Students' schedule, identifying each course (from the Program of Study) in which the student was enrolled during the fall of the appealed school year.
- ✓ Students' Educational Development Plan (EDP), documenting that the student was enrolled in an EMC program.

## Response to the Appeal

Upon receipt of the documentation, the EMC Manager, or designee, shall prepare a written reply within 30 calendar days.

If the school district appeal is approved, the following stipulations will apply:

- MDE will notify the Center for Education Performance and Information (CEPI) of the decision to allow the district to code a cohort of students by submitting the Student Maintenance Records (SRM) within the MSDS.
- The students must be coded as 3500 in the next MSDS General or SRM Collection AND in each subsequent collection unless the student decides to drop from participation in the EMC program.
- It is understood that a pattern of irregularities in data submission and/or data omission may result in the EMC being placed on probation or closed.

Contested decisions will be decided by the Director of the Office of Career and Technical Education. All decisions will be based on applicable laws and policies of the MDE.