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LANSING



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SUPERINTENDENT OF
PUBLIC INSTRUCTION

To: Superintendents and School Code Master (SCM) Authorized Users

From: Sally Vaughn, Ph.D. *Sally*
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Director, Center for Educational Performance and Information

Date: June 9, 2008

Topic: Changes in School Code Master – Building Definitions and Types

The Michigan Department of Education (MDE) and the Center for Educational Performance and Information (CEPI) are in the process of updating the School Code Master (SCM) in preparation for system replacement on September 30, 2008. The new system will be called the Educational Entity Master (EEM). We want you to be aware of changes in the way we identify entities in the EEM.

The current SCM is the directory foundation of educational data collection in the state of Michigan. The new application continues that path and also moves the state closer to a shared vision of “collect once, store once, and use many times.” By updating the directory, including an improved ability to track relevant entity characteristics, we can continue efforts to improve the overall quality and accuracy of data collected in other state systems that rely on the foundation components of the EEM. Through better identification of entities and characteristics, other systems will be able to more accurately capture all student, staff, and finance data from pre-K through grade 12 for use by school districts, parents, the legislature, and state agencies.

In the SCM, some entities were identified as “Schools” and others as “Ancillary Facilities.” As part of the transition to the new EEM, definitions for all entities were reviewed and updated, resulting in the need to adjust entity types based on the new definitions. Many ancillary facilities in the current SCM will be identified in the new EEM as “Schools,” while some will become

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“Unique Education Providers” or “Non-instructional Ancillary Facilities.”
Please be aware of these changes and closely review the attached definitions and list of business rules that the state will begin using in the fall.

If you have any questions, the following contacts can be of assistance.

- Alternative Education, Mary Alice Galloway (gallowaym@michigan.gov, 517.241.4185)
- CTE, Jill Kroll (krollj1@michigan.gov, 517.241.43554)
- Early Childhood, Gary Schafer (schaferg@michigan.gov, 517.335.2875)
- Special Education, Fran Loose (loosef@michigan.gov, 517.241.4414)

Attachment

EEM Definitions - May 12, 2008

Entity:	Written Definition:	Business Rules:
Top Tier Entities:	The legal entity that receives funds through the Michigan Department of Education.	The legal grantee or sub-grantee of grant funds received through MDE or DLEG.
State Agency	There are currently 19 Departments in Michigan	The Departments of Education, Community Mental Health, and Corrections directly operate entities that provide educational services. Care should be taken to appropriately distinguish which of these entities are considered schools and which are considered unique educational entities.
Intermediate School District	Intermediate School District as established under Part 7 of the Revised School Code.	There are currently 57 ISDS in Michigan Common Characteristics: • Elected School Board • Receives State School Aid • Required to submit an Annual Financial Audit Includes multiple Constituent LEA and PSA districts
Local Education Agency	A school district as defined under 380.6 and as organized under 380.11a (general powers school district) or under Part 6 (district of the first class).	There are currently 552 Local Education Agencies in Michigan. Common Characteristics: • Required to Elect a Local School Board • Receives State School Aid based, for the most part, upon pupil membership • Required to submit an annual financial and pupil audit to MDE • Required to Pay Teachers • School Board responsible for educating pupils, assigning staff, good stewardship of funds, establishing curriculum. • Oversees 2nd layer Entities labeled Schools.
Public School Academy	A public school academy established under part 6a of the Revised School Code, also includes an urban high school academy established under part 6c, and a strict discipline academy established under sections 1311b to 1311l. MCL 380.5(7)	Common Characteristics: • Authorized by a University, Public School, Community College or ISD • School Board • Generates State School Aid based for the most part, on pupil membership • Required to submit an annual financial and pupil membership audit. • School Board responsible for educating pupils, assigning staff, good stewardship of funds, establishing curriculum • Oversees 2nd layer Entities labeled Schools
Non-Public School	A private, denominational, or parochial school MCL 380.5 (4)	
Higher Education Institute	College or University	
Other	Private and not for profit (i.e. 501C3)	

Entities:	Definition	Business Rules
1) School	A public school is an administrative unit (not necessarily a physical building) that provides instruction to students. It is operated by a primarily public funded education entity (MDE, ISD, LEA, PSA) and has ALL of the following characteristics: • An administrator (principal) who reports directly to the entity's chief executive officer (i.e. superintendent). • Teachers responsible for educating a specific set of students. • Students • Receives a state issued Michigan School Report Card. (The Michigan Department of Education annually makes a determination of Adequate Yearly Progress (AYP) for all public elementary, middle schools, and high schools in Michigan. AYP evaluates schools and school districts in the areas of academic achievement, participation in state assessment, graduation rate for high schools, and student attendance for elementary and middle schools.) School for all other entities (State Agency, Non Public, Higher Education, Other) would be defined as: an administrative unit (not necessarily a physical building) that provides instruction to pupils and has the following characteristics: • Administrator • Teachers • Students	Public schools employ an administrator (normally a principal) who has authorized responsibility for the following by the ISD, LEA, or PSA school board/superintendent: - Local curriculum frameworks is organized around the adopted state standards - Supervising a specific set of teachers to ensure instruction for students - Assignment of duties for those teachers - Maintaining Student Records (i.e.CA60) for a specific set of students - Responsible for achievement measured by state assessments (MEAP, MME, MI-Access and/or ELPA). - Monitoring progress of students All K-12 (including special and alternative education)public schools pupils should be reported in a school. The school administrator may utilize multiple Unique Education Providers, non-school facilities, programs, other public schools, etc. to fulfill his/her role. Public schools are those entities that receive a state School Report Card. School Districts should use care in establishing the administrative units/schools to assure continuity of longitudinal student, staff, achievement, and financial data. School codes are maintained when an administrative unit/school moves to a new physical location.

Entity Type	Definition	Business Requirements
2) Unique Education Provider	A Unique Education Provider is not a school however it provides instructional services to children before kindergarten, supplemental instruction, or provide support education pre K through 12, or adult education services. Generally it has: • Administrator, supervisor, coordinator, or director who reports to a principal or another administrator • Teachers who may have special endorsements beyond those normally required for Pre K – 12 • Students select to attend or are referred by another public agency/school • Students who are not necessarily in full time attendance • The location does not administer these state assessments: MEAP, MME, MI-Access and/or ELPA, but may administer other state assessments. • The location does not offer a Michigan Merit diploma (if 9-12) Supplements or is a primary legal entity receiving funds through MDE. (i.e. Non Public School, Private School, Other State Agency, Higher Education Institute, Other Recipient of Funds through MDE.)	These are environments (Buildings/Complex/Virtual Learning) that may or may not be owned and operated by the entity that is utilizing them. Examples include: • Area Career Centers • Math/Science Centers • Child Care/Early Education Facilities • Environmental Centers • Alternative Education Programs • Special Education programs serving preschool children • Short Term Juvenile Detention Centers, • Adult Education Centers • On-Line/Web Based Programs These entities provide various services to the Educational Entities (ISD, LEA, PSA, Higher Education, Non-public, private, and state agencies). The ultimate responsibility for use of financial resources falls on the fiscal agent receiving state school aid and/or local, state or federal grant funds on behalf of these entities. Many times these entities charge tuition or a fee for service to the educational entity sending the pupils. Accountability for student performance on the state wide assessments falls to the educational entity sending pupils to the unique education provider.

Entity Type	Definition	Business Requirements
Non-Instructional Ancillary Facility (NIAF)	This entity does not provide instruction but is affiliated with the LEA, ISD, PSA, State, or Other and does get an entity code for reporting purposes. Examples: entities serving as a bus garage, transportation center, plant/maintenance facility, administrative support, food service, communications/media, sports/recreation, health services, family/community center, professional training center, agriscience/natural resources center, treatment center.	

DEFINITIONS:

(In the state of Michigan we several ways we look at gathering elementary, middle & high school data, but the best way to look at the data is to retrieve it by the grade you are wanting to look at which is a characteristic)

Elementary School: An administrative unit including any single grade K- 6 or combining of grades from Developmental K to fifth or sixth grade, or sometimes up to eighth.

Middle School: An administrative unit including any single grade or combination of grades usually from fifth grade through ninth grade.

High School: An administrative unit including any single grade or combination of grades from ninth grade through twelfth grade.

Recommendation:

All data related to the administrative unit/school should be reported in the same school code for reporting SRSD, REP, MEAP, and FID data to CEPI.

From: Vogel, Janice (MDE)