Auditors Take Note

Leslie Shamel
Lapeer County Intermediate School District
MPAAA Fall 2019

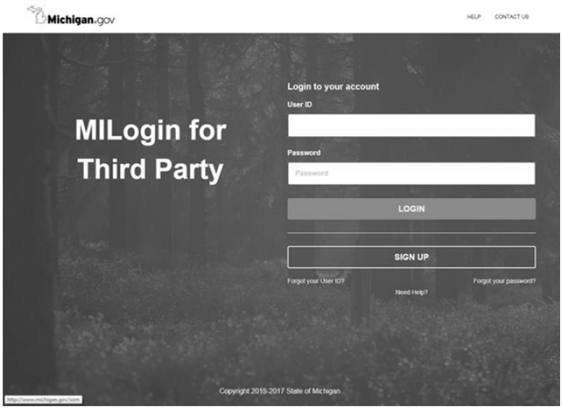
CEPI Applications and Auditing

- MSDS – Michigan Student Data Systems
  - Audit Form (DS4061/DS4120)
  - Audit Narrative
  - Data Reports/Collection Status Reports
  - Teacher Credential Verification Report
  - FTE Conflict Resolution
  - Section 25e
  - Grad Cohort Report
- GAD – Graduation and Dropout Application
- EEM – Educational Entity Master

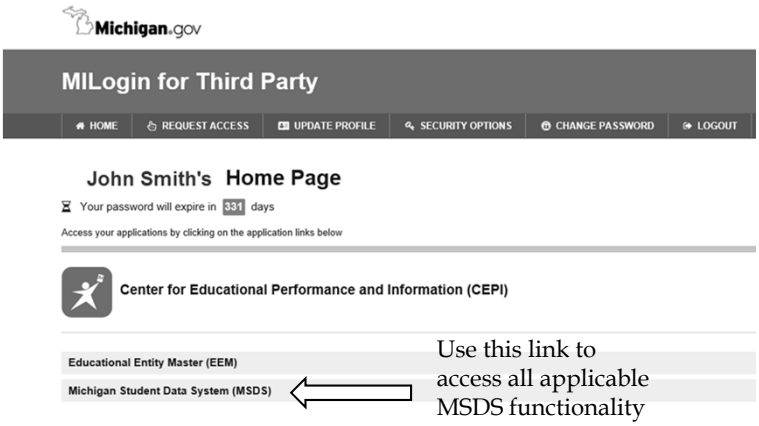
MSDS

- Audit Form (DS4061/DS4120)
- Audit Narrative
- Data Reports/Collection Status Reports
- Teacher Credential Verification Report
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- Grad Cohort Report

Audit Form



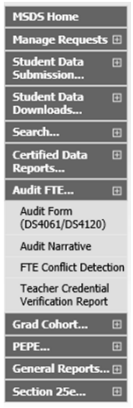
Audit Form



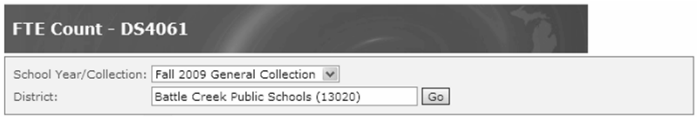
Audit Form



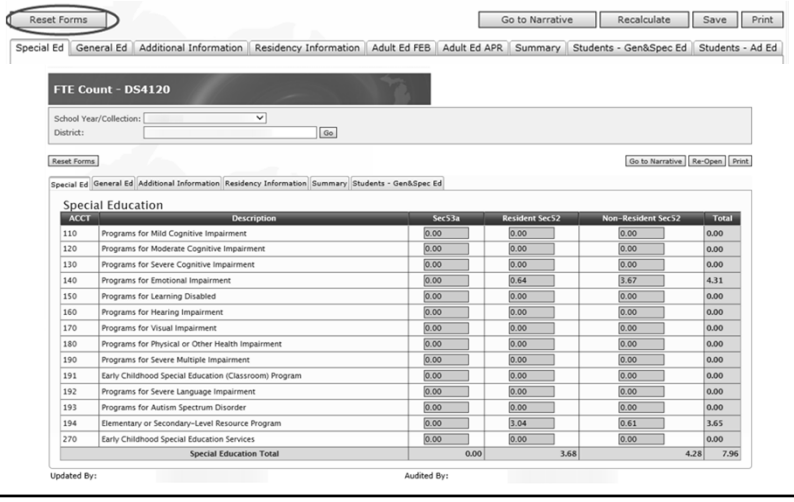
Audit Form



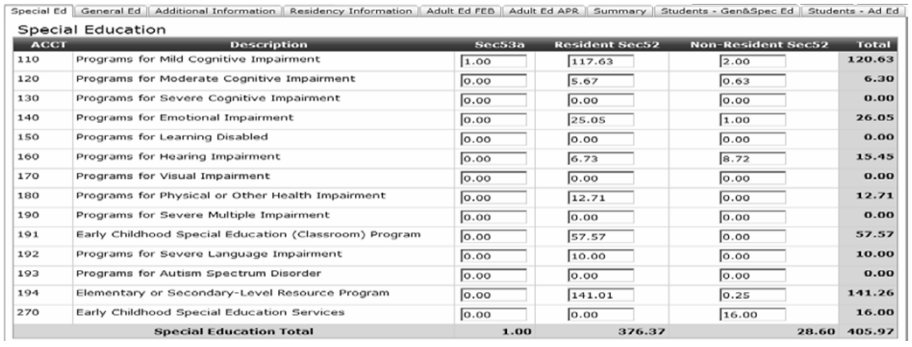
- From the left menu, select Audit Form
- Choose School Year/Collection
- Enter District (name or 5-digit number)
- Click "Go"



Audit Form



Audit Form-Special Ed

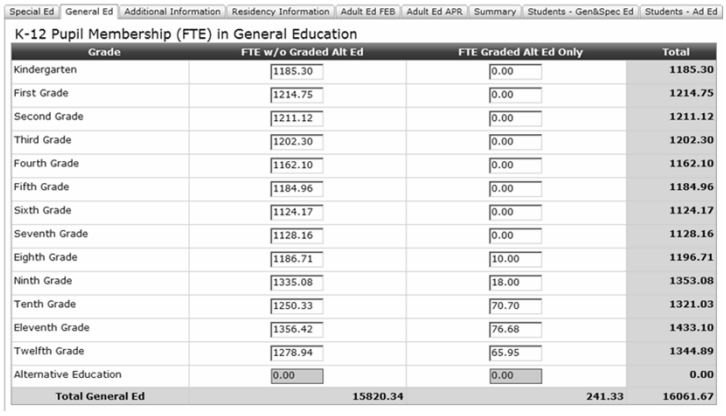


Special Ed | General Ed | Additional Information | Residency Information | Adult Ed FEB | Adult Ed APR | Summary | Students - Gen&Spec Ed | Students - Ad Ed

Special Education

ACCT	Description	Sec53a	Resident Sec52	Non-Resident Sec52	Total
110	Programs for Mild Cognitive Impairment	1.00	117.63	2.00	120.63
120	Programs for Moderate Cognitive Impairment	0.00	5.67	0.63	6.30
130	Programs for Severe Cognitive Impairment	0.00	0.00	0.00	0.00
140	Programs for Emotional Impairment	0.00	25.05	1.00	26.05
150	Programs for Learning Disabled	0.00	0.00	0.00	0.00
160	Programs for Hearing Impairment	0.00	6.73	8.72	15.45
170	Programs for Visual Impairment	0.00	0.00	0.00	0.00
180	Programs for Physical or Other Health Impairment	0.00	12.71	0.00	12.71
190	Programs for Severe Multiple Impairment	0.00	0.00	0.00	0.00
191	Early Childhood Special Education (Classroom) Program	0.00	57.57	0.00	57.57
192	Programs for Severe Language Impairment	0.00	10.00	0.00	10.00
193	Programs for Autism Spectrum Disorder	0.00	0.00	0.00	0.00
194	Elementary or Secondary-Level Resource Program	0.00	141.01	0.25	141.26
270	Early Childhood Special Education Services	0.00	0.00	16.00	16.00
	Special Education Total	1.00	376.37	28.60	405.97

Audit Form-General Ed



Special Ed | General Ed | Additional Information | Residency Information | Adult Ed FEB | Adult Ed APR | Summary | Students - Gen&Spec Ed | Students - Ad Ed

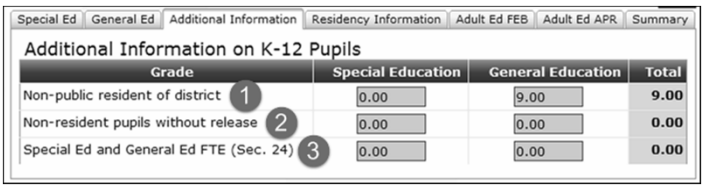
K-12 Pupil Membership (FTE) in General Education

Grade	FTE w/o Graded Alt Ed	FTE Graded Alt Ed Only	Total
Kindergarten	1185.30	0.00	1185.30
First Grade	1214.75	0.00	1214.75
Second Grade	1211.12	0.00	1211.12
Third Grade	1202.30	0.00	1202.30
Fourth Grade	1162.10	0.00	1162.10
Fifth Grade	1184.96	0.00	1184.96
Sixth Grade	1124.17	0.00	1124.17
Seventh Grade	1128.16	0.00	1128.16
Eighth Grade	1186.71	10.00	1196.71
Ninth Grade	1335.08	18.00	1353.08
Tenth Grade	1250.33	70.70	1321.03
Eleventh Grade	1356.42	76.68	1433.10
Twelfth Grade	1278.94	65.95	1344.89
Alternative Education	0.00	0.00	0.00
Total General Ed	15820.34	241.33	16061.67

Make aggregate changes at appropriate grade level only when absolutely necessary

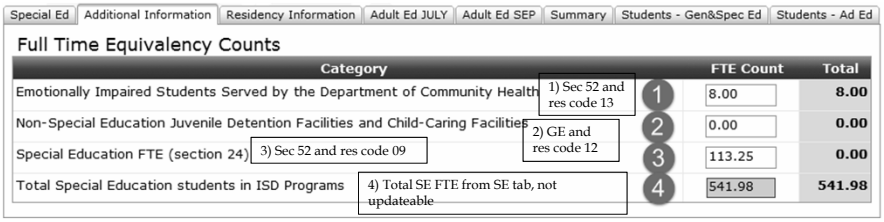
Audit Form-Add'l Info

LEA



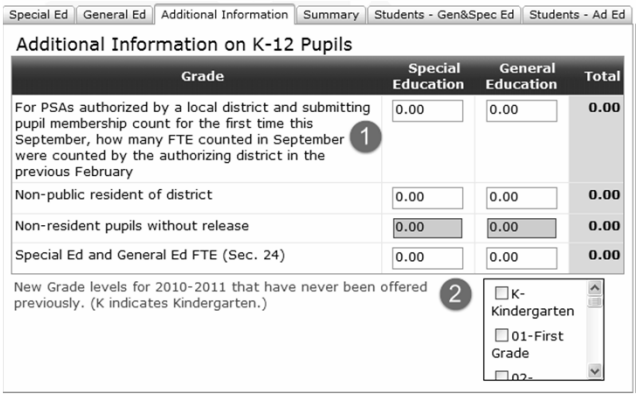
1) Res code 08 or 15
2) Res code 05
3) Res code 09

ISD



Audit Form-Add'l Info

PSA

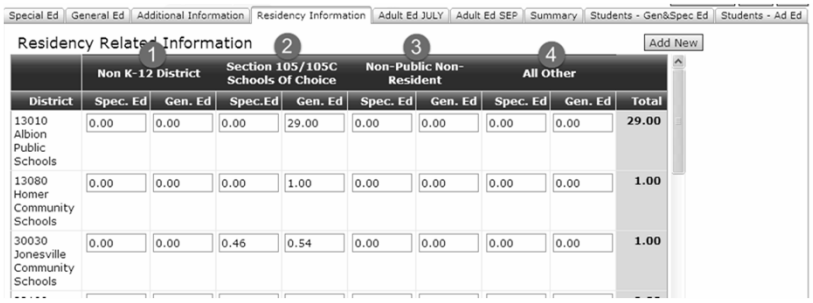


Fall General Collection ONLY

1) Populated for students submitted with Res code 10
2) Manual field-new grade levels being offered

Audit Form-Residency

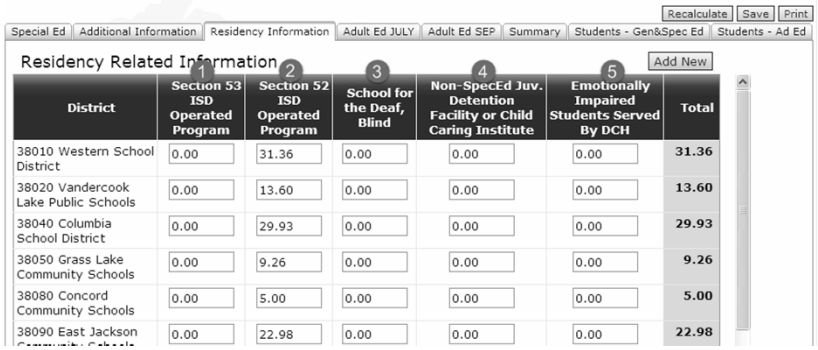
LEA



1) Res code 01
2) Res code 02 or 03
3) Res code 04 or 07 (NP/HS)
4) Res code 06

Audit Form-Residency

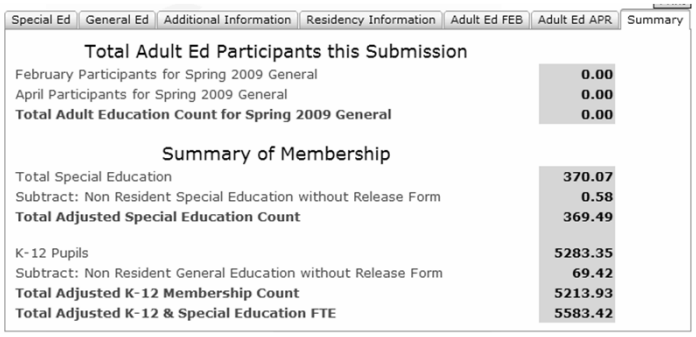
ISD



1) Total all Section 53 FTE
2) Total Section 52 without res code 11 or 13
3) Res code 11
4) Res code 12
5) Res code 13

Audit Form-Summary

LEA and PSA Display



Special Ed | General Ed | Additional Information | Residency Information | Adult Ed FEB | Adult Ed APR | Summary

Total Adult Ed Participants this Submission

February Participants for Spring 2009 General	**0.00**
April Participants for Spring 2009 General	**0.00**
Total Adult Education Count for Spring 2009 General	**0.00**

Summary of Membership

Total Special Education	**370.07**
Subtract: Non Resident Special Education without Release Form	**0.58**
Total Adjusted Special Education Count	**369.49**
K-12 Pupils	**5283.35**
Subtract: Non Resident General Education without Release Form	**69.42**
Total Adjusted K-12 Membership Count	**5213.93**
Total Adjusted K-12 & Special Education FTE	**5583.42**

Audit Form-Summary

ISD Display



Special Ed | Additional Information | Residency Information | Adult Ed FEB | Adult Ed APR | Summary | Students - Gen&Spec Ed | Students - Ad Ed

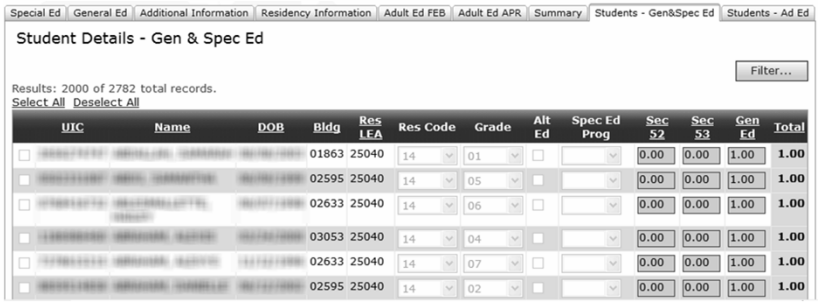
Total Adult Ed Participants this Submission

February Participants for Spring 2009 General	**0.00**
April Participants for Spring 2009 General	**0.00**
Total Adult Education Count for Spring 2009 General	**0.00**

Summary of Membership

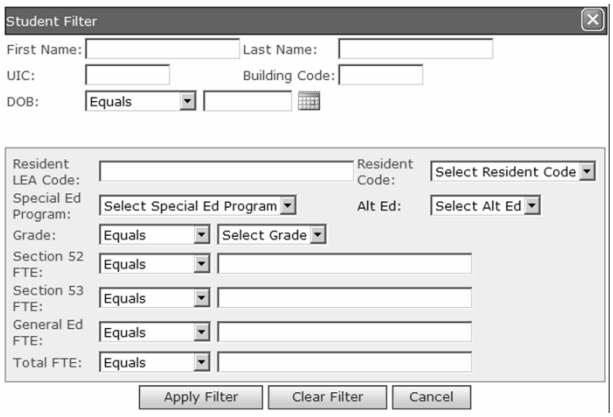
Total Special Education	**246.83**
Total Adjusted Special Education Count	**246.83**
K-12 Pupils	**0.00**
Total Adjusted K-12 Membership Count	**0.00**
Total Adjusted K-12 & Special Education FTE	**246.83**

Audit Form-Students

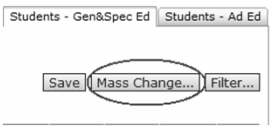


Audit Form-Students

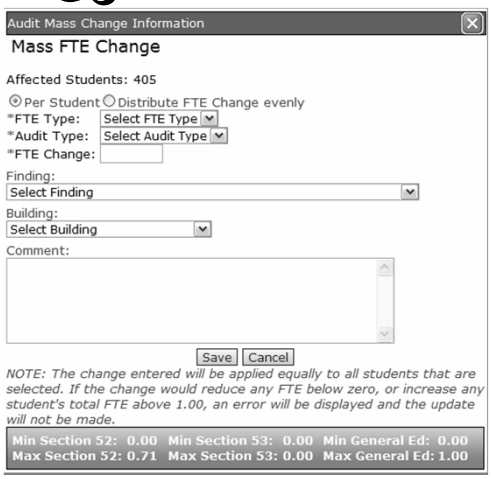
- Filter Options:



Audit Form-Students



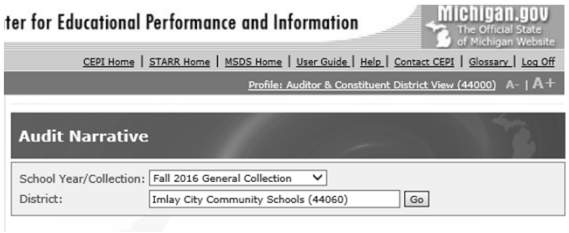
Can use to mass change a few specific records or all students



Audit Narrative



- From the left menu, select Audit Narrative
- Choose School Year/Collection
- Enter District (name or 5-digit number)
- Click "Go"



Audit Narrative-Section I



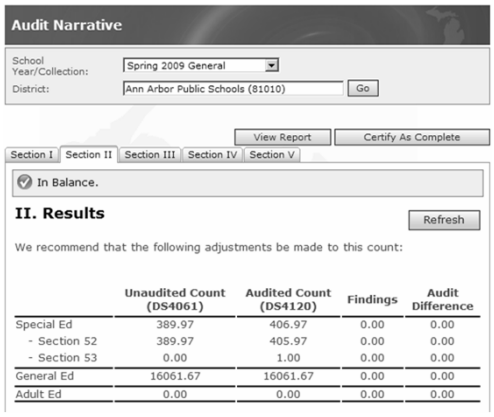
- Use count date to populate "Date of Prior Field Audit"
- Audit Hours
  - Desk-total for district
  - Field-total per building
- Percent tested based on Risk Factor
  - High-15%, 20%, 20%
  - Moderate-10%, 15%, 15%
  - Low-2%, 10%, 10%

Audit Narrative-Section II

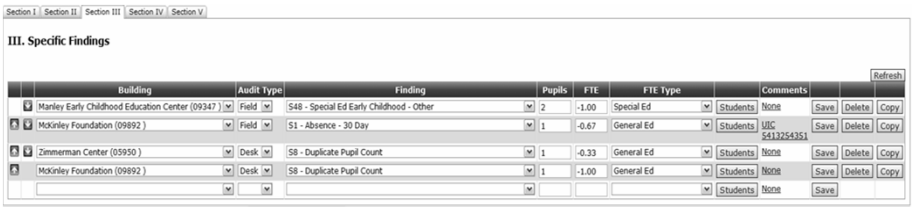
Audit Difference:

- If all differences are zero, then the form is in balance and the audit can be certified as complete.

- If the differences are less than or greater than zero, an "Out of Balance" status message appears in red above the tab title "II. Results." *Adjustments to the findings in Section III and/or to the Audit Form are required.*

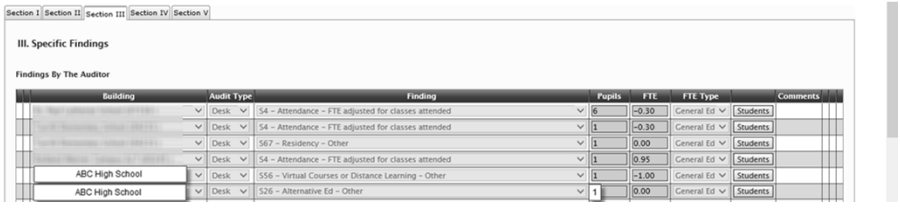


Audit Narrative-Section III



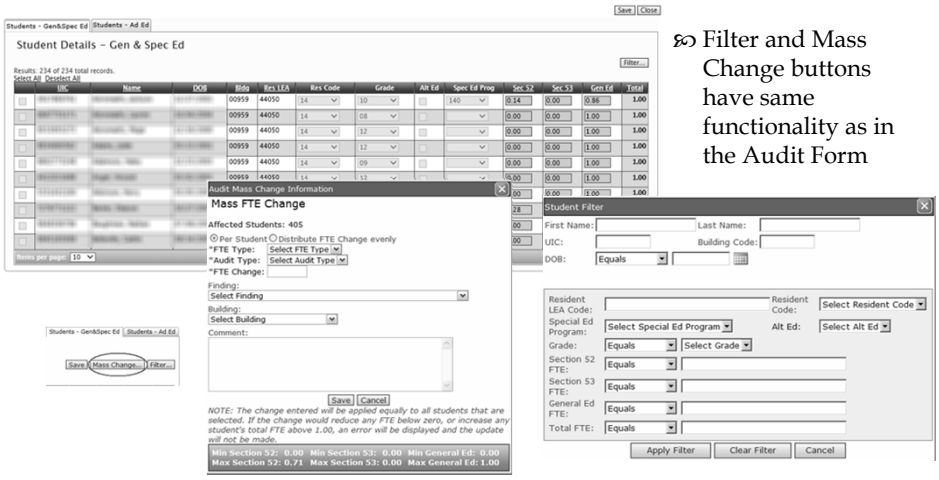
The list of Specific Findings can be found in the 2018-19 Pupil Auditing Manual on pages 76-83

Audit Narrative-Section III



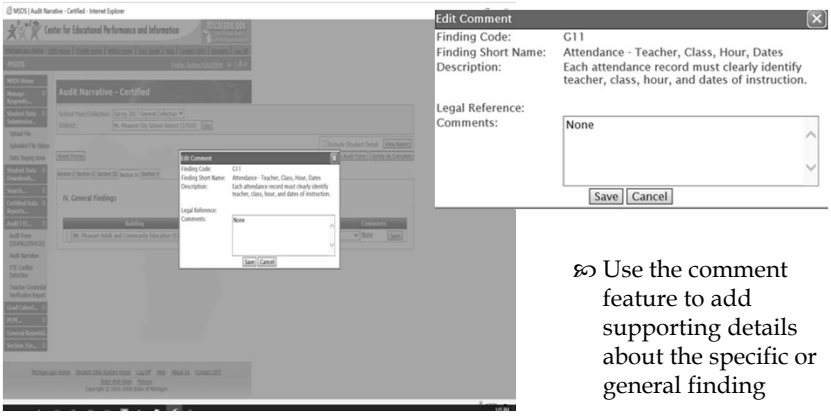
Work Around for Multiple Findings per Student(s): Add a second finding line, but make sure FTE 0.00. In comments, note UIC and FTE deduct was made in other finding line.

Audit Narrative - Students



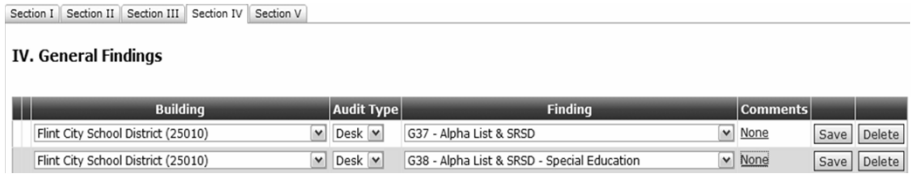
- Filter and Mass Change buttons have same functionality as in the Audit Form

Audit Narrative-Section III



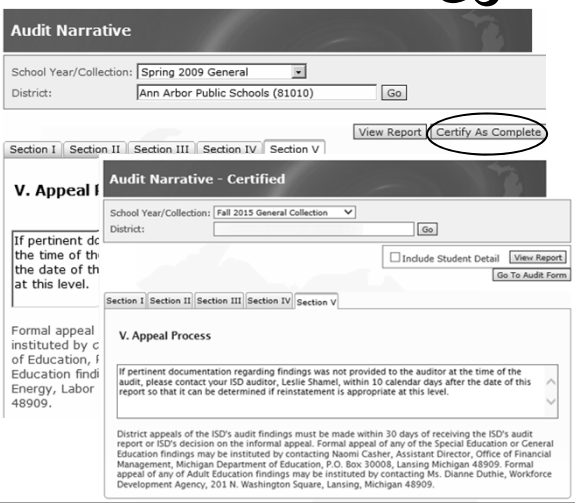
- Use the comment feature to add supporting details about the specific or general finding

Audit Narrative-Section IV



The list of General Findings can be found in the Pupil Auditing Manual on pages 73-75

Audit Narrative-Section V



- "View Report" generates in .pdf only
- "View Report" can include student detail by checking box
- When complete with audit, be sure to "Certify As Complete"
- "Re-Open" button appears if auditors are still able to make changes

Data Reports

- Certified Collection Reports
  - Formats: .PDF, .XLS, .CSV and some Drill-down
- Collection Status Reports
  - Formats: .PDF, .XLS and .CSV
- Teacher Credential Verification Report
  - Formats: .PDF, .XLS and .CSV

Certified Collection Reports



Many reports available:

- Alpha List (Pupil Membership with FTE > 0
- Alpha List for Download
- Homeless Student Summary
- Program Participation Count

Alpha List-FTE > 0

Center for Educational Performance and Information - Michigan Student Data System

Alpha List (Pupil Membership) with FTE > 0

Certified Data

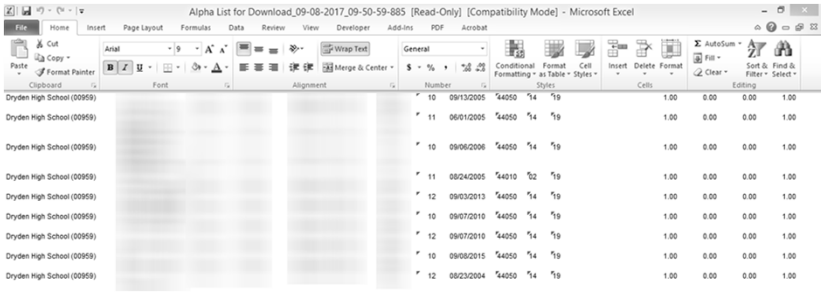
Entity:

Collection: Fall 2016 General Collection 2016-2017

Grade 12

Student	Address	City	Zip	UIC	Stu. ID	DOB	Gr.	Enrollment	LEA	Res. Code	Exit Status	Exit Date	SpEd Prog Code	Gen. FTE	SpEd 52 FTE	SpEd 53 FTE	Total K-12 FTE
[redacted]								11/14/2012		14	19			1.00	0.00	0.00	1.00
[redacted]								9/7/2004		14	19			1.00	0.00	0.00	1.00
[redacted]								9/8/2015		06	19			1.00	0.00	0.00	1.00
[redacted]								9/2/2014		03	19			1.00	0.00	0.00	1.00
[redacted]								9/5/2006		14	19			1.00	0.00	0.00	1.00
[redacted]								11/28/2011		14	19			1.00	0.00	0.00	1.00
Summary for Grade : 12								**Total Records: 21**						**20.11**	**0.00**	**0.00**	**20.11**

Alpha List for Download



Homeless Summary

Center for Educational Performance and Information - Michigan Student Data System

Certified Data

Homeless Student Summary

Collection:

Submitting Entity:

Description: Count of students reported as homeless by collection

UIC	Last Name	First Name	DOB	School / Facility	Grade	Primary Nighttime Residence	Unaccompanied Youth

Totals:

School Code	School Name	Total Homeless	Total Unaccompanied Youth
		2	0
	District Totals	2	0

Program Participation

Center for Educational Performance and Information - Michigan Student Data System

Program Participation Count

Certified Data

Collection: Fall 2016 General Collection 2016-2017

Entity: Imlay City Community Schools (44060)

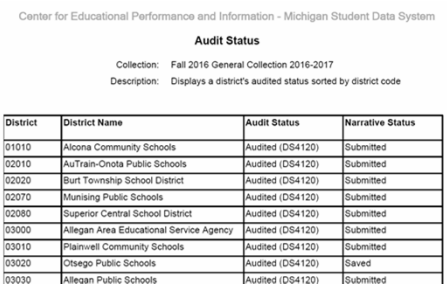
Description: Counts of students reported as participants in special programs.

	Count
⊟ Imlay City Community Schools (44060)	
⊞ Borland Elementary School (06413)	
⊞ Imlay City Christian School (01809)	
⊟ Imlay City High School (01811)	
⊞ 9220 Alternative Education	
⊟ 3500 Early/Middle College Participant	

LastName	First Name	Grade	Gender	DOB	UIC	Local Student ID	
		11	F				
		11	M				
		11	M				
		11	F				
		11	M				
		11	F				

Collection Reports-Audit Status





Center for Educational Performance and Information - Michigan Student Data System

Audit Status

Collection: Fall 2016 General Collection 2016-2017

Description: Displays a district's audited status sorted by district code

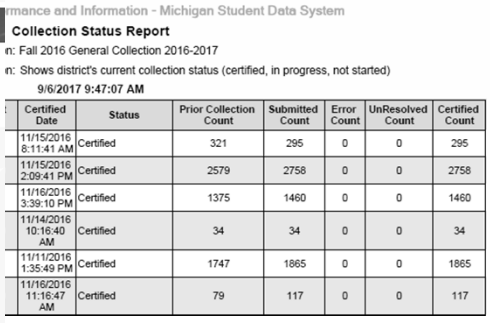
District	District Name	Audit Status	Narrative Status
01010	Alcona Community Schools	Audited (DS4120)	Submitted
02010	AuTrain-Onota Public Schools	Audited (DS4120)	Submitted
02020	Burt Township School District	Audited (DS4120)	Submitted
02070	Munising Public Schools	Audited (DS4120)	Submitted
02080	Superior Central School District	Audited (DS4120)	Submitted
03000	Allegan Area Educational Service Agency	Audited (DS4120)	Submitted
03010	Plainwell Community Schools	Audited (DS4120)	Submitted
03020	Otsego Public Schools	Audited (DS4120)	Saved
03030	Allegan Public Schools	Audited (DS4120)	Submitted

Audit Statuses: Unaudited (DS4061) and Audited (DS4120)

Narrative Statuses: Open, Submitted, Saved

Collection Reports-Collection Status





rmance and Information - Michigan Student Data System

Collection Status Report

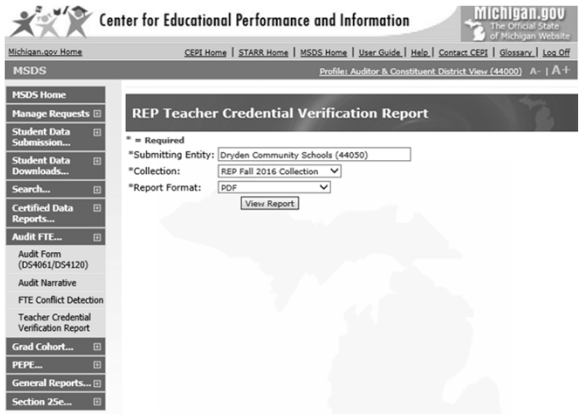
n: Fall 2016 General Collection 2016-2017

n: Shows district's current collection status (certified, in progress, not started)

9/6/2017 9:47:07 AM

Certified Date	Status	Prior Collection Count	Submitted Count	Error Count	UnResolved Count	Certified Count
11/15/2016 8:11:41 AM	Certified	321	295	0	0	295
11/15/2016 2:09:41 PM	Certified	2579	2758	0	0	2758
11/16/2016 3:39:10 PM	Certified	1375	1460	0	0	1460
11/14/2016 10:16:40 AM	Certified	34	34	0	0	34
11/11/2016 1:35:49 PM	Certified	1747	1865	0	0	1865
11/16/2016 11:16:47 AM	Certified	79	117	0	0	117

Teacher Credential Verification



Teacher Credential Verification

Center for Educational Performance and Information - Michigan Student Data System

Teacher Credential Verification Report

Collection: REP FALL 2017 Collection

Entity:

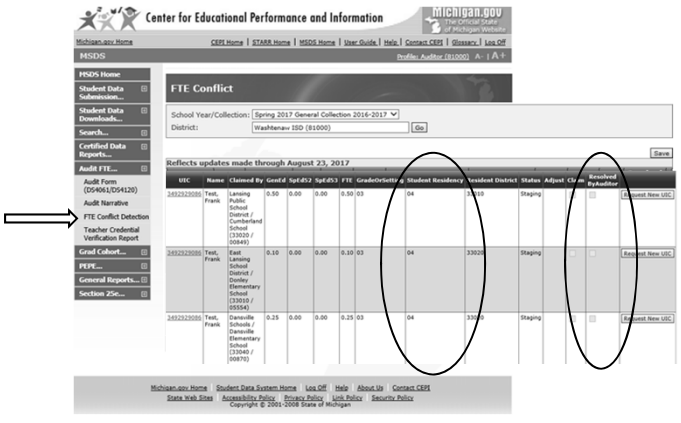
Description: List of teachers and reported credentials from the Fall REP Collection

Building Code	Building Name	PIC	Last Name	First Name	Type of Credential	Date Of Hire	Date Of Termination	On Leave	Certificate Type	Program	Issue Date	Expiration Date
				DARYL		09/16/2013		No	Standard Teaching Certificate Renewal	Secondary	06/09/2017	06/30/2020
				LORAINE		08/21/2017		No	Professional Teaching Certificate (Has Standard)	Secondary	04/22/2015	06/30/2020
				JOSEPH		09/01/2015	09/15/2017	No	Standard Teaching Certificate Renewal	Secondary	06/14/2016	06/30/2019
				STEPHANIE		08/15/2017		No	Professional Renewal	Elementary K-5 all subjects (K-8 All Subjects Self Contained Classroom)	06/14/2017	06/30/2022
				DAVID		09/25/2017		No	Professional Renewal	Secondary 7-8 all subjects	08/17/2017	06/30/2022
				SHERYL		08/26/1996		No	Professional Renewal	Secondary	01/13/2017	06/30/2022
				MELANIE		08/15/2017		No	Professional Renewal	Secondary	01/22/2016	06/30/2021

FTE Conflict Resolution

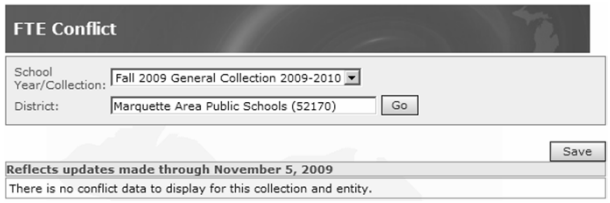
- Detects a single student (UIC) being reported with more than 1.00 FTE (looks at both Staging and Certified data)
  - Can occur if two different students are claimed using the same UIC
  - Or if one student is claimed by more than one district with FTE totaling more than 1.0
- Detects a shared-time student reported with more than 0.75 FTE (looks at both Staging and Certified data)
  - Residency field added

FTE Conflict Resolution



- Districts can resolve through certification day
- Overnight process
- Claim box notifies auditor that the districts involved cannot resolve issue
- **New**: Student Residency-shared time conflicts
- **New**: Resolved by Auditor

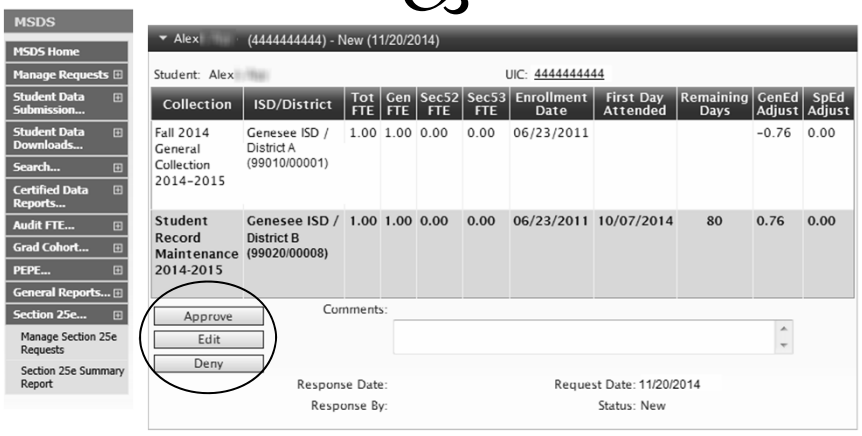
FTE Conflict Resolution



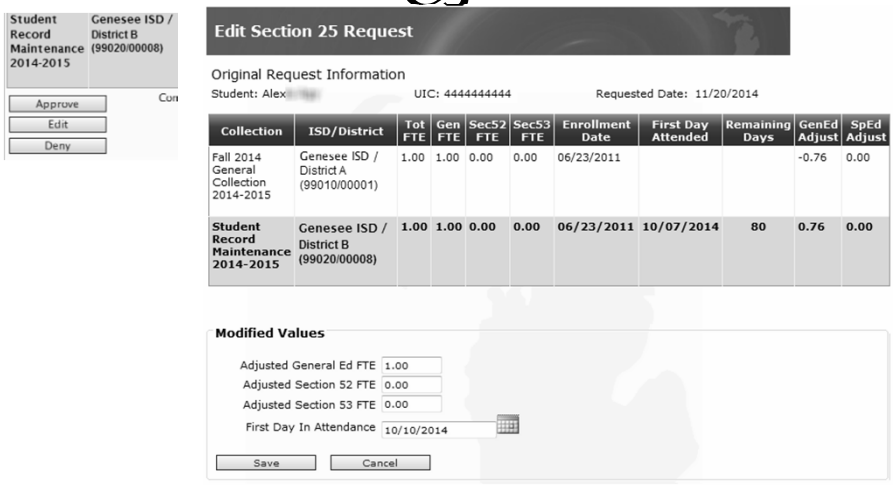
Section 25e

- Pro-rated transfer of FTE for students who were eligible for FTE on the Fall Pupil Membership count date and transferred to the new district between the Fall and Spring count dates.
- Financial Calendar on CEPI's webpage
  - Used to see "countable" days
  - Used to determine "remaining days"

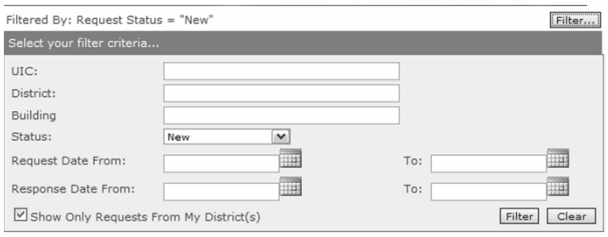
Section 25e-Requests



Section 25e-Edit Request



Section 25e-Filters



The possible status options are as follows:
- **New:** The auditor has yet to approve or deny the request.
- **Approved:** The auditor has approved the request.
- **Denied:** The auditor has denied the request.
- **Denied by System:** The system automatically denied the request

Section 25e-Manual Adj.

- **Manual adjustments should only be done when absolutely necessary and must be accompanied by a Section 25e request.**
  - Calculate the gain/loss FTE
  - Notify the other auditor (if outside your county)
  - Adjust the DS-4061
  - Add a finding to the Narrative

Section 25e

DS4061/4120
Summary tab

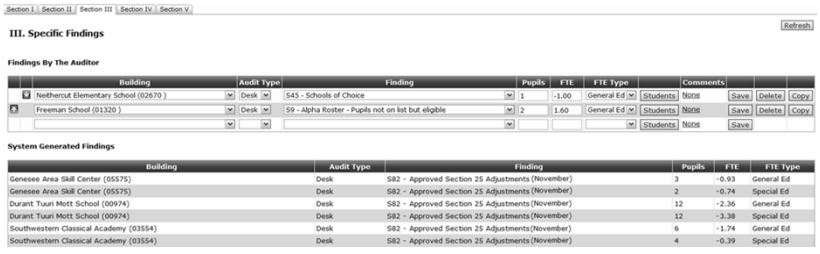
Total Adult Ed Participants this Submission	
July Participants for Fall 2013 General Collection	**0.00**
September Participants for Fall 2013 General Collection	**0.00**
Total Adult Education Count for Fall 2013 General Collection	**0.00**

Summary of Membership	
Total Special Education	**431.12**
Subtract: Non Resident Special Education without Release Form	**0.00**
Total Adjusted Special Education Count	**431.12**
K-12 Pupils	**9128.74**
Subtract: Non Resident General Education without Release Form	**0.00**
Total Adjusted K-12 Membership Count	**9128.74**
Total Adjusted K-12 & Special Education FTE	**9559.86**

Section 25 Net Adjustments	
Special Education Section 25 Adjustments	**-0.43**
General Education Section 25 Adjustments	**-0.31**
Total Section 25 Adjustments	**-0.74**

Section 25e

Section 25e findings as displayed in the Narrative (system approved requests)


Section I | Section II | Section III | Section IV | Section V

III. Specific Findings

Refresh

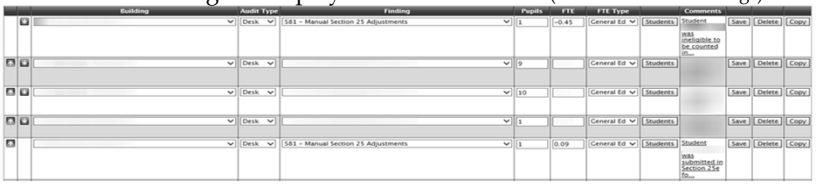
Findings By The Auditor

Building	Audit Type	Finding	Pupils	FTE	FTE Type		Comments			
Nethercut Elementary School (02670)	Desk	545 - Schools of Choice	1	-1.00	General Ed	Students	None	Save	Delete	Copy
Freeman School (01320)	Desk	59 - Alpha Roster - Pupils not on list but eligible	2	1.60	General Ed	Students	None	Save	Delete	Copy
						Students	None	Save		

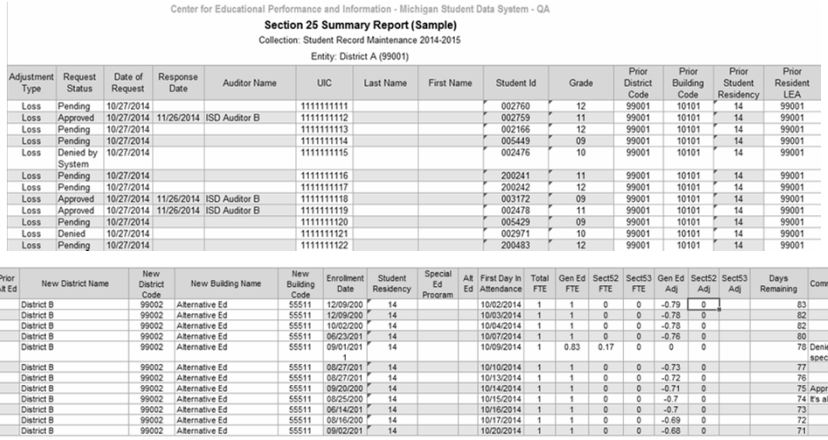
System Generated Findings

Building	Audit Type	Finding	Pupils	FTE	FTE Type
Genesee Area Skill Center (05575)	Desk	S82 - Approved Section 25 Adjustments (November)	3	-0.93	General Ed
Genesee Area Skill Center (05575)	Desk	S82 - Approved Section 25 Adjustments (November)	2	-0.74	Special Ed
Durant Tuuri Mott School (00974)	Desk	S82 - Approved Section 25 Adjustments (November)	12	-2.36	General Ed
Durant Tuuri Mott School (00974)	Desk	S82 - Approved Section 25 Adjustments (November)	12	-3.38	Special Ed
Southwestern Classical Academy (03S54)	Desk	S82 - Approved Section 25 Adjustments (November)	6	-1.74	General Ed
Southwestern Classical Academy (03S54)	Desk	S82 - Approved Section 25 Adjustments (November)	4	-0.39	Special Ed

Section 25e findings as displayed in the Narrative (auditor entered findings)


Building	Audit Type	Finding	Pupils	FTE	FTE Type		Comments			
	Desk	581 - Manual Section 25 Adjustments	1	-0.45	General Ed	Students	Student was ineligible to be counted in...	Save	Delete	Copy
	Desk		9		General Ed	Students		Save	Delete	Copy
	Desk		10		General Ed	Students		Save	Delete	Copy
	Desk		1		General Ed	Students		Save	Delete	Copy
	Desk	581 - Manual Section 25 Adjustments	1	0.09	General Ed	Students	Student was submitted in Section 2 be no...	Save	Delete	Copy

Section 25e-Summary Report



Center for Educational Performance and Information - Michigan Student Data System - QA

Section 25 Summary Report (Sample)

Collection: Student Record Maintenance 2014-2015

Entity: District A (99001)

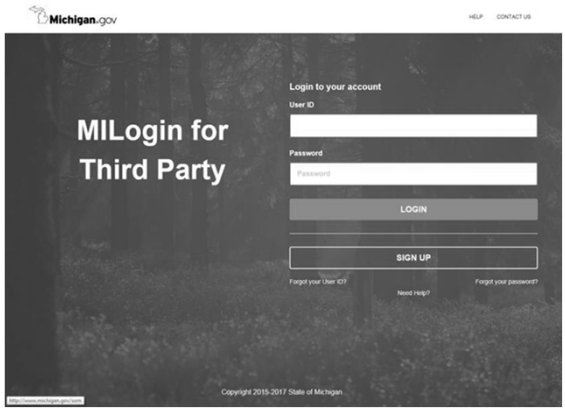
Adjustment Type	Request Status	Date of Request	Response Date	Auditor Name	UIC	Last Name	First Name	Student Id	Grade	Prior District Code	Prior Building Code	Prior Student Residency	Prior Resident LEA
Loss	Pending	10/27/2014			1111111111			002760	12	99001	10101	14	99001
Loss	Approved	10/27/2014	11/26/2014	ISD Auditor B	1111111112			002759	11	99001	10101	14	99001
Loss	Pending	10/27/2014			1111111113			002166	12	99001	10101	14	99001
Loss	Pending	10/27/2014			1111111114			005449	09	99001	10101	14	99001
Loss	Denied by System	10/27/2014			1111111115			002476	10	99001	10101	14	99001
Loss	Pending	10/27/2014			1111111116			200241	11	99001	10101	14	99001
Loss	Pending	10/27/2014			1111111117			200242	12	99001	10101	14	99001
Loss	Approved	10/27/2014	11/26/2014	ISD Auditor B	1111111118			003172	09	99001	10101	14	99001
Loss	Approved	10/27/2014	11/26/2014	ISD Auditor B	1111111119			002478	11	99001	10101	14	99001
Loss	Pending	10/27/2014			1111111120			005429	09	99001	10101	14	99001
Loss	Denied	10/27/2014			1111111121			002971	10	99001	10101	14	99001
Loss	Pending	10/27/2014			1111111122			200483	12	99001	10101	14	99001

Prior Special Ed Program	Prior Alt Ed	New District Name	New District Code	New Building Name	New Building Code	Enrollment Date	Student Residency	Special Ed Program	Alt Ed	First Day in Attendance	Total FTE	Gen Ed FTE	Sect52 FTE	Sect53 FTE	Gen Ed Adj	Sect52 Adj	Sect53 Adj	Days Remaining	Comments
		District B	99002	Alternative Ed	55511	12/09/200	14			10/02/2014	1	1	0	0	-0.79	0		83	
		District B	99002	Alternative Ed	55511	12/09/200	14			10/03/2014	1	1	0	0	-0.78	0		82	
		District B	99002	Alternative Ed	55511	10/02/200	14			10/04/2014	1	1	0	0	-0.78	0		82	
		District B	99002	Alternative Ed	55511	06/23/201	14			10/07/2014	1	1	0	0	-0.76	0		80	
194		District B	99002	Alternative Ed	55511	09/01/201 1	14			10/09/2014	1	0.83	0.17	0	0	0		78	Denied by System - specific first date i
		District B	99002	Alternative Ed	55511	08/27/201	14			10/10/2014	1	1	0	0	-0.73	0		77	
		District B	99002	Alternative Ed	55511	08/27/201	14			10/13/2014	1	1	0	0	-0.72	0		76	
		District B	99002	Alternative Ed	55511	09/20/200	14			10/14/2014	1	1	0	0	-0.71	0		75	Approved
		District B	99002	Alternative Ed	55511	08/25/200	14			10/15/2014	1	1	0	0	-0.7	0		74	It's all good!
		District B	99002	Alternative Ed	55511	06/14/201	14			10/16/2014	1	1	0	0	-0.7	0		73	
		District B	99002	Alternative Ed	55511	08/16/200	14			10/17/2014	1	1	0	0	-0.69	0		72	
		District B	99002	Alternative Ed	55511	09/02/201	14			10/20/2014	1	1	0	0	-0.68	0		71	

GAD Audit

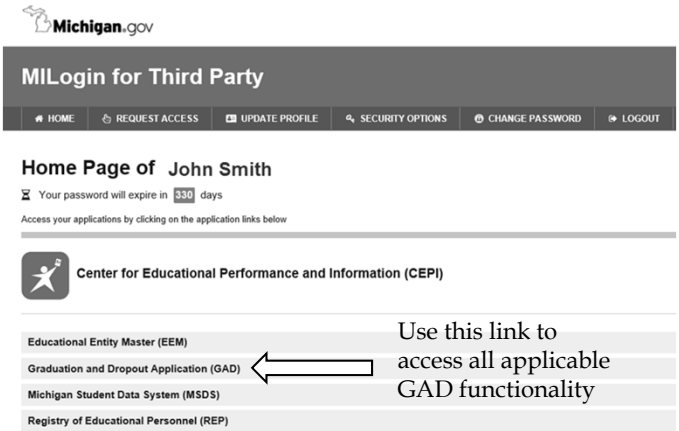
- Annual audit of active cohorts
- Can be done as a desk or field audit
- Select a sample from high school buildings scheduled for a field audit in the current year
  - Graduates and Completers
    - Select a representative 2% sample from all graduate and completer exit codes (01-06, 20-21, 40-41)
  - Exempt Pupils
    - Select a representative 5% sample from all exempt exit codes (09, 12, 14, 15)
  - Review supporting documentation for compliance
  - Enter findings in GAD application

GAD



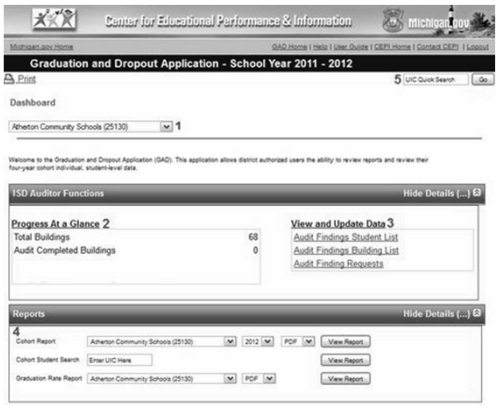
Requires a MEIS account for sign-in – different from MSDS login

GAD

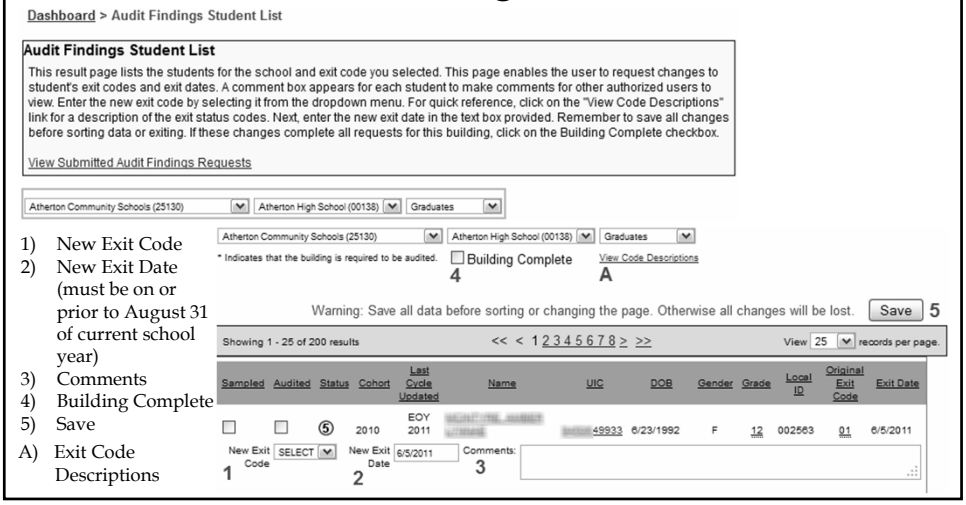


Use this link to access all applicable GAD functionality

GAD



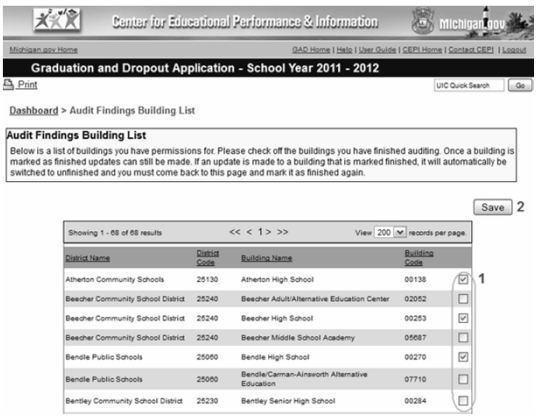
GAD



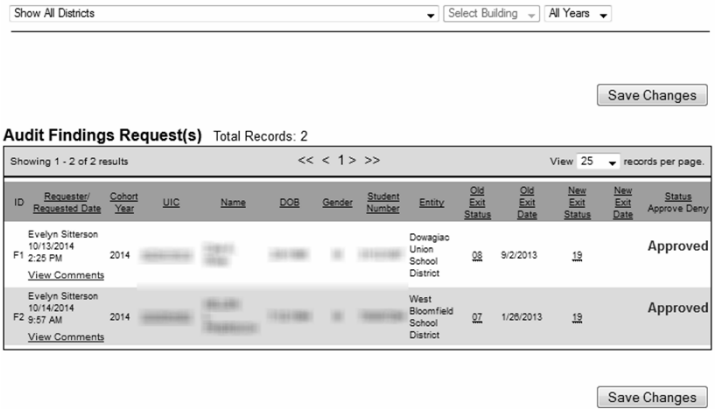
1) New Exit Code
2) New Exit Date (must be on or prior to August 31 of current school year)
3) Comments
4) Building Complete
5) Save

A) Exit Code Descriptions

GAD

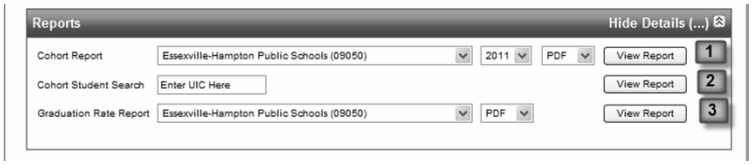

Center for Educational Performance & Information
Michigan.gov
Michigan.gov Home
GAD Home | Help | User Guide | CEPI Home | Contact CEPI | Logout
Graduation and Dropout Application - School Year 2011 - 2012
Print
UIC Quick Search
Go
Dashboard > Audit Findings Building List
Audit Findings Building List
Below is a list of buildings you have permissions for. Please check off the buildings you have finished auditing. Once a building is marked as finished updates can still be made. If an update is made to a building that is marked finished, it will automatically be switched to unfinished and you must come back to this page and mark it as finished again.
Save
2
Showing 1 - 68 of 68 results
<< < 1 > >>
View 200 records per page.
District Name
District Code
Building Name
Building Code
Atherton Community Schools 25130 Atherton High School 00138
Beecher Community School District 25240 Beecher Adult/Alternative Education Center 02052
Beecher Community School District 25240 Beecher High School 00253
Beecher Community School District 25240 Beecher Middle School Academy 05687
Bendle Public Schools 25060 Bendle High School 00270
Bendle Public Schools 25060 Bendle/Carman-Ainsworth Alternative Education 07710
Bentley Community School District 25230 Bentley Senior High School 00284
1

GAD

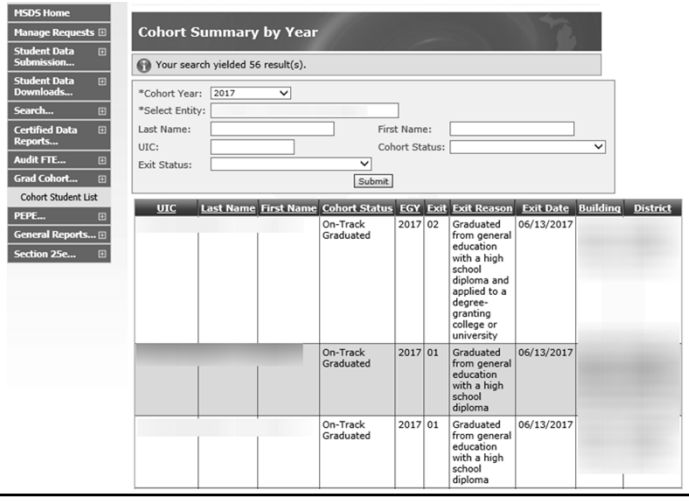

Show All Districts
Select Building
All Years
Save Changes
Audit Findings Request(s) Total Records: 2
Showing 1 - 2 of 2 results
<< < 1 > >>
View 25 records per page.
ID
Requester/ Requested Date
Cohort Year
UIC
Name
DOB
Gender
Student Number
Entity
Old Exit Status
Old Exit Date
New Exit Status
New Exit Date
Status Approve Deny
F1 Evelyn Sitterson 10/13/2014 2:25 PM View Comments 2014 Dowagiac Union School District 08 9/2/2013 19 Approved
F2 Evelyn Sitterson 10/14/2014 9:57 AM View Comments 2014 West Bloomfield School District 07 1/26/2013 19 Approved
Save Changes

GAD

- Reports
  1. Cohort Report (Student level list for a particular cohort)
  2. Cohort Student Search (Individual student history)
  3. Graduation Rate Report (4-, 5- and 6- year graduation and dropout rates for current year)



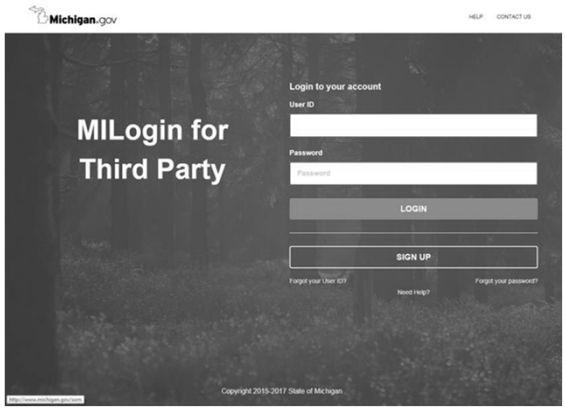
Grad Cohort Report- MSDS



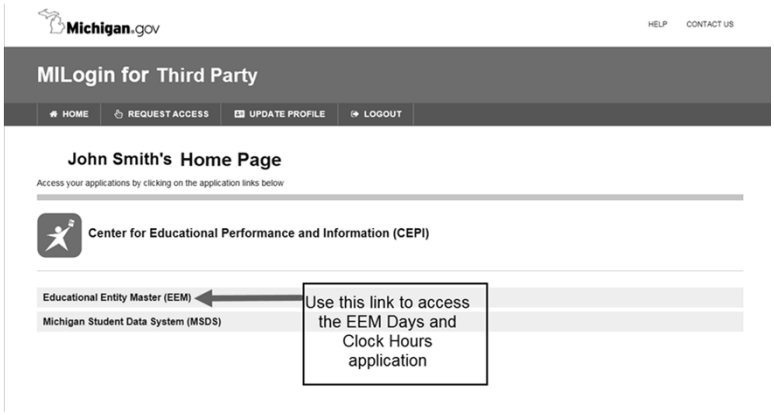
EEM

- Used to record and certify the number of instructional days and hours of an entity
  - Must obtain access by completing EEM Security Agreement and subscribing to EEM
  - District certification due by July 15
  - Auditor certification due by August 1

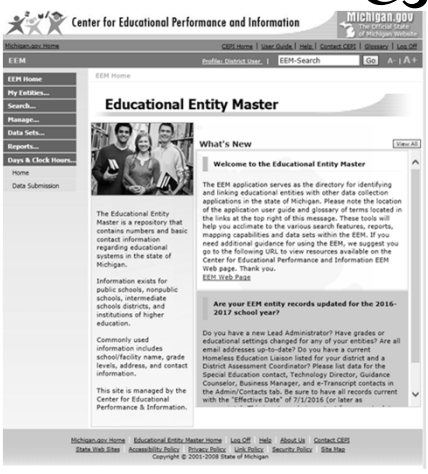
EEM

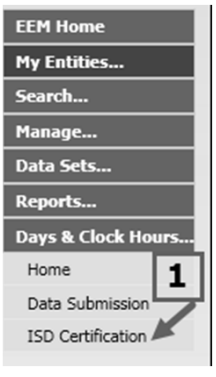


EEM

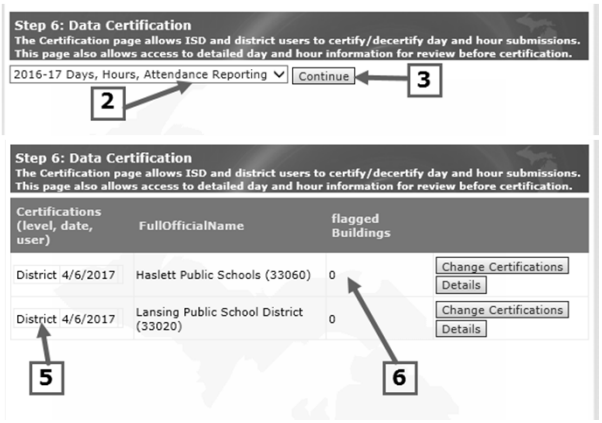

Michigan.gov
HELP
CONTACT US
MILogin for Third Party
HOME
REQUEST ACCESS
UPDATE PROFILE
LOGOUT
John Smith's Home Page
Access your applications by clicking on the application links below
Center for Educational Performance and Information (CEPI)
Educational Entity Master (EEM)
Michigan Student Data System (MSDS)
Use this link to access the EEM Days and Clock Hours application

EEM


Center for Educational Performance and Information
Michigan.gov
EEM Home
My Entities...
Search...
Manage...
Data Sets...
Reports...
Days & Clock Hours...
Home
Data Submission
Educational Entity Master
What's New
Welcome to the Educational Entity Master


EEM Home
My Entities...
Search...
Manage...
Data Sets...
Reports...
Days & Clock Hours...
Home
Data Submission
ISD Certification
1

EEM



2) Select collection

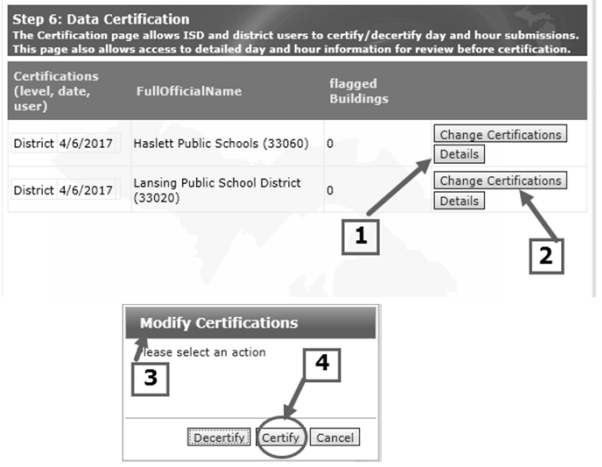
3) Click "Continue"

4) Data Certification window appears

5) Districts that have submitted their report will display*

6) Flagged buildings

EEM



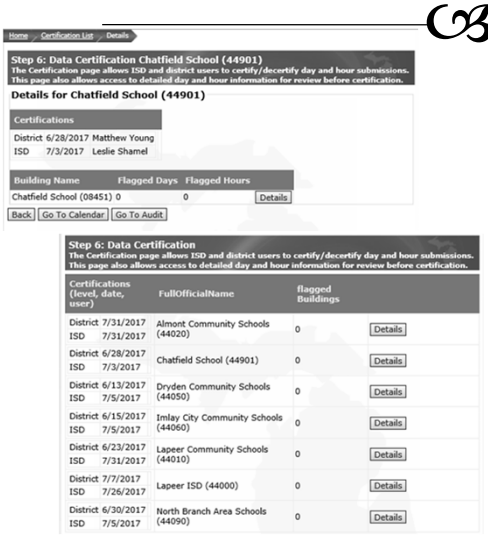
1) Review submission details

2) If accurate or district changes required, click "Change Certifications"

3) The "Modify Certifications" window appears.

4) Select the appropriate action

EEM


Home / Certification List / Details

Step 6: Data Certification Chatfield School (44901)
The Certification page allows ISD and district users to certify/decertify day and hour submissions. This page also allows access to detailed day and hour information for review before certification.

Details for Chatfield School (44901)

Certifications

District 6/28/2017 Matthew Young
ISD 7/3/2017 Leslie Shamel

Building Name	Flagged Days	Flagged Hours	
Chatfield School (08451)	0	0	Details

Back | Go To Calendar | Go To Audit

Step 6: Data Certification
The Certification page allows ISD and district users to certify/decertify day and hour submissions. This page also allows access to detailed day and hour information for review before certification.

Certifications (level, date, user)	FullOfficialName	flagged Buildings	
District 7/31/2017 ISD 7/31/2017	Almont Community Schools (44020)	0	Details
District 6/28/2017 ISD 7/3/2017	Chatfield School (44901)	0	Details
District 6/13/2017 ISD 7/5/2017	Dryden Community Schools (44050)	0	Details
District 6/15/2017 ISD 7/5/2017	Imlay City Community Schools (44060)	0	Details
District 6/23/2017 ISD 7/31/2017	Lapeer Community Schools (44010)	0	Details
District 7/7/2017 ISD 7/26/2017	Lapeer ISD (44000)	0	Details
District 6/30/2017 ISD 7/5/2017	North Branch Area Schools (44090)	0	Details

Certification and Audit


Home / Start Page / Audit

Audit Record for Chatfield School (44901)
This module allows users to record and review events that are relevant to the current collection. Users will use this module to document concerns and/or changes that have occurred.

Chatfield School (44901)

Back

Certification - 7/3/2017 3:29:28 PM - Leslie Shamel (4929)
Certification - 6/28/2017 1:38:05 PM - Matthew Young (2609)
SYSTEM CREATED MESSAGE: Chatfield School (44901) was Certified at the District level on 6/28/2017 1:38:05 PM
SubmissionCreate - 6/20/2017 2:07:30 PM - Matthew Young (2609)

Back

EEM

- Audit Trail
  - Adding Comments
    - Click "Go To Audit"
    - Click "Add Item"
    - Enter comment
    - Click "Add"
  - Reviewing Comments
    - Click "Go To Audit"
    - Click "+" sign to view expanded detail
    - Click "-" sign to minimize the audit detail

Important Dates

- Graduation and Dropout Appeal Window
  - Mid-July thru Mid-September (usually about 2nd week)
    - 2019-20 Appeal Window ended 9/11/19
- Graduation and Dropout Exit Status Audit
  - Mid-October thru Early December (usually first week)
    - 2019-20 Exit Status Audit Window 10/2/19 – 12/5/19
- 2019-20 Count Days
  - Fall 2019 is 10/2/19
  - Spring 2020 is 2/12/20
- 2018-19 Audit Narrative Deadline is 11/1/19
- Field Audit Planning Schedule due to MDE on 11/1/19

Important Dates

- Section 25e
  - LEAs, ISDs, PSAs: Generally last week of November thru 2/11/20
  - Auditors: Generally 1st week of December thru 4/15/20
- Spring 2019 Audit Deadline was 7/31/19 (24 weeks after count)
- Fall 2019 Audit Deadline is 3/18/20 (24 weeks after count)
- Days and Hours
  - Due for LEAs, ISDs, PSAs: 7/15
  - Auditors: 8/3/20

Additional Resources

- *MSDS District User Training Manual*
  - http://www.michigan.gov/documents/cepi/MSDS_District_User_Training_Manual_298669_7.pdf#Audit_FTE_and_Narrative
- *Graduation and Dropout Application-Auditor Guide*
  - http://www.michigan.gov/documents/cepi/GAD_auditor_guide_434815_7.pdf
- *D/CH Application User Guide*
  - http://www.michigan.gov/documents/cepi/DCH_User_Guide_393617_7.pdf
- *CEPI Master Calendar*
  - http://www.michigan.gov/cepi/0,4546,7-113-72089---,00.html

Additional Resources

- *Pupil Membership Auditing Manual*
  - http://www.michigan.gov/documents/mde/MDE_PUPIL_MEMBERSHIP_AUDITING_MANUAL_2015-16_3_524263_7.pdf
- *Pupil Accounting Manual (PAM)*
  - https://www.michigan.gov/documents/mde/MDE_PUPIL_MEMBERSHIP_AUDITING_MANUAL_2018-19_641269_7.pdf
- *MSDS Report List*
  - http://www.michigan.gov/cepi/0,4546,7-113-986_50502---,00.html

Questions????

