

Early Middle College Reporting

MPAAA 2026 Spring Conference



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Early Middle College (EMC) Unit Staff



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Agenda

- EMC 101
- Reporting requirements for EMC students
- Available resources
- Q & A



EMC 101

What is an EMC?

MDE-approved five-year program of study, that may begin as early as grade 9, is designed to allow a pupil to earn a high school diploma while also earning one or more of the following outcomes:

- 60 transferable college credits
- Associate Degree
- A professional certification
- MEMCA technical certificate
- Participation in a registered apprenticeship



EMC Outcome	Criteria
Associate Degree	Associate Degree was conferred to the student by the college, and it appears on the college transcript.
60 Transferable College Credits	Student earned 60 or more college credits but did not earn an associate degree.
Professional Certification	Certificate was conferred to the student by the college, and it appears on the college transcript.
MEMCA Technical Certificate	The EMC is approved by MEMCA and the student earned at least 15 college credits and required community service and/or career exploration hours that has been documented by the EMC.
Participation in a Registered Apprenticeship	The student must be enrolled in Department of Labor approved apprenticeship program.

What is MEMCA?



The Michigan Early Middle College Association (MEMCA) is a voluntary alliance of educators actively working toward significantly increasing the collegiate and postsecondary success and completion rate of Michigan youth. MEMCA's role is to provide:

- Professional Development
- Peer-to-Peer Networking
- College & Career Readiness (MEMCA Technical Certification)



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MEMCA Technical Certificate



- One of the 5 EMC graduate outcomes that can only be awarded by EMCs that have presented to and had their college and career readiness curriculum approved by the MEMCA Leadership Council
- Provides EMCs an additional outcome for students who may not complete an associate degree, 60 transferable college credits, a professional certificate, or participate in a registered apprenticeship
- **Allows flexibility to support students** in achieving a credential as part of their EMC experience



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MEMCA Technical Certificate Requirements



To receive a MEMCA technical certificate, a student must complete the following:

- The Michigan Merit Curriculum (MMC)
- A minimum of 15 non-remedial college credits
- Member school's MEMCA-approved college readiness curriculum and one of the following options:
 - 100 hours of verified community service
 - Minimum 40 hours of verified career exploration, internship, job shadowing, or clinical experience
 - Or a combination of community service and career exploration that equals 70+ hours



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Program of Study

- Must meet the Michigan Merit Curriculum requirements
- Identify the 5th-year math or math-related experience
- Identify a course in both count periods of the 5th year that counts for high school credit
- Identify projected EMC outcome to be earned
- Identify postsecondary partner

Sample EMC Student Five-Year Program of Study
Michigan School District Early Middle College

Student Name:	Michigan Student	Certificate/Degree Program:	Associate Degree Business Administration
Career Cluster:	Business	College:	Michigan Community College
Secondary CIP Code:	52.0201	Total College Credits Available:	63

9 th Grade		10 th Grade		11 th Grade	
1 st Semester	2 nd Semester	1 st Semester	2 nd Semester	1 st Semester	2 nd Semester
English	English	English	English	English 101 3 credits	COMM 131 3 credits
Math	Math	Math	Math	Math	Math
Science	Science	Science	Science	Science	Science
Social Studies	Social Studies	Social Studies	Social Studies	SOCY 191 3 credits	PSYC 281 3 credits
World Language Elective(s)	World Language Elective(s)	Physical Education Elective(s)	Health Elective(s)	World Language CTE Business Class	World Language CTE Business Class
Total College Credits 0		Total College Credits 0		Total College Credits 12	

12 th Grade		Fifth Year	
1 st Semester	2 nd Semester	1 st Semester	2 nd Semester
CTE Business Class/ACCT 201 3 credits	CTE Business Class/BUSN 104 3 credits	ECON 221* 3 credits	MGMT 283 3 credits
Math 115 4 credits	Math 130 4 credits	MGMT 181 3 credits	BUSN 294** 4 credits
MKTG 108 3 credits	BUSN 106 3 credits	MGMT 186 3 credits	MKTG 253 3 credits
ENG 102 3 credits	BUSN 261 3 credits	MKTG 250 3 credits	MKTG 257 3 credits
Total College Credits 26		Total College Credits 25	

*Final year math & counts for high school credit **counts for high school credit

Michigan Merit Curriculum (MMC) = 4 credits English, 4 credits math (math experience in the final year), 1 credit physical education & health, 3 credits science, 3 credits social studies, 2 credits world language, 1 credit visual performing, & applied arts (VPAA), ½ credit Personal Finance and an online learning experience. Students completing state approved CTE programs may meet some MMC, world language, and VPAA requirements. Reference MCL 380.1278a and MCL 380.1278b- Leveraging Career and Technical Education to Support Implementation of the Michigan Merit Curriculum: Pupil Membership Requirement.

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Early College, Middle College, or Both?

“In Michigan, EMCs are **encouraged to support** first-generation, underrepresented, underserved, underperforming, and at-risk students, but each individual school can determine the focus and acceptance requirements of the EMC.”

Michigan EMCs **blend** the Early College model with the Middle College model.



Source: EMC Administrator Manual

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EMC Entity Types



High School



An EMC that is a stand-alone public high school, where 100% of the pupils are enrolled as EMC pupils.

Program



An EMC designed to serve less than 100% of the high school population.

Consortium



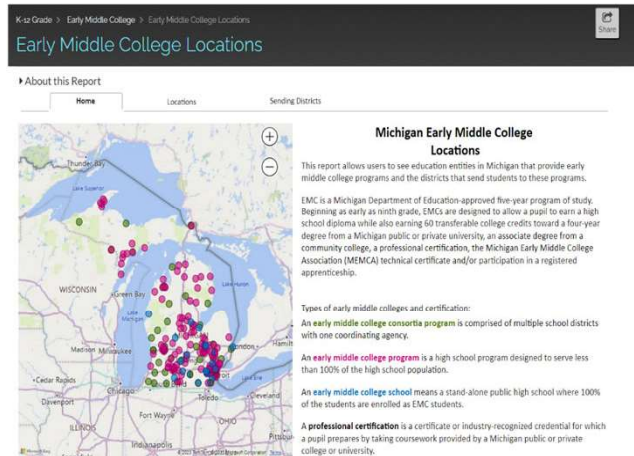
An EMC comprised of multiple school districts with one coordinating agency.

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Does my High School have an EMC?

- School districts must apply to open an EMC with MDE and be approved
- Search EMC Locations on [MI School Data](#)
- List of EMCs on MDE-EMC website



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Educational Entity Master (EEM)



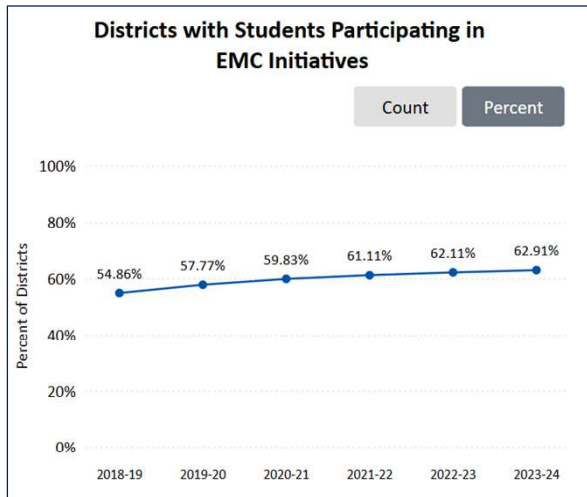
- EMC Type
- College Affiliations
- EMC Coordinator Contact
- Member Schools (Consortia Only)
- MEMCA Certification

Early/Middle College	Early/Middle College Type
True	Early middle college program
Early/Middle College Start Date	Early/Middle College End Date
07/01/2015	College Affiliations
	Mott Community College (04863)

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District EMC Participation



As of 2023-2024, **62.91% of districts** have students participating in EMC initiatives. This is an **8.05% increase** since 2018-2019.

Source: [College Opportunities in High School dashboard, MI School Data](#)

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EMC Coordinator



EMC Administrator



School Counselor



Student Reporting &
Pupil Accounting Staff



Mentors & Advisors



EMC Champion

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How You Support EMCs

- Accurate coding of EMC students with 3500 code
- Exiting students from EMC properly
- Understanding EMC Outcomes in order to report students during the End of Year Collection
- Working with EMC team to make sure all required EMC documentation is maintained by the district

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Questions about EMC



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EMC Reporting

Reporting Basics

- Common Terms
 - MSDS = Michigan Student Data System
 - TSDL = Teacher Student Data Link
 - STARR = Student Transcript and Academic Record Repository
 - CEPI = Center for Educational Performance and Information
- EMC Students are reported in MSDS, TSDL, and STARR

Ineligible Students

**Homeschool &
Nonpublic
Students**

**Students who
turn 20 before
September 1st of
their 13th year**

**Students who are
not coded 3500 by
fall count of their
11th grade year**

What Changes a Student to a Five-Year Cohort EMC Student?

- The high school enters the 3500 code into the EMC student's record in the student information system.
- The 3500 code switches the EMC student to a five-year graduation cohort instead of four-year cohort.
- An EMC student can be coded as early as 9th grade, but must be coded no later than the fall count of 11th grade.

**3500
Code!**

Impact of Program Participation 3500

When student is first reported with the 3500 Program Participation code, one year is added to the students' Cohort Year

Report the Program Participation code "3500" in every subsequent collection, unless the student has officially withdrawn from EMC

When not reported with the Program Participation code, the additional Cohort year will be reverted

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Student Reporting: EMC Program

- EMC Program at local HS reporting and directly claiming Student FTE
- Not all students within the HS participate in the EMC
- Report: School or Facility code of HS
- EEM Settings:

Early/Middle College	Early/Middle College Type
True	Early middle college program

Staging Area Maintain

* = Required

Submitting Entity: Haslett Public Schools (33060)
 Collection: Fall 2020 General Collection 2020-2021
 PEPE District: Haslett Public Schools (33060)
 PEPE Building: Haslett High School (06207)

*Last Name:
 Last Name Suffix:
 Middle Name:
 *First Name:
 *Date of Birth:
 *Gender:
 Multiple Birth Order:
 *UTC:

School Demographics | Personal Demographics | Enrollment | Membership

*Operating District Number 33060
 School or Facility 06207
 Student ID Number
 *GradeSetting 11-Eleventh Grade
 S2E2 Code
 Building Pupil Would Otherwise Attend

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Student Reporting: EMC School

- EMC School at local district reporting and directly claiming Student FTE
- All students within the school participate in EMC
- Report: School or Facility of EMC School
- EEM Settings:

Early/Middle College	Early/Middle College Type
True	Early middle college

Staging Area Maintain

* = Required

Submitting Entity: Washtenaw Technical Middle College (81903)
Collection: Fall 2020 General Collection 2020-2021
PEPE District: Washtenaw Technical Middle College (81903)
PEPE Building: Washtenaw Technical Middle College (08483)

*Last Name:
Last Name Suffix:
Middle Name:
*First Name:
*Date of Birth:
*Gender: M - Male
Multiple Birth Order: 0
UIC: 751

School Demographics | Personal Demographics | Enrollment | Membership | GeneralEdFTE

Program Participation

*Operating District Number: 81903
School or Facility: 08483
Student ID Number: 674788
*Gradesetting: 09-Ninth Grade
S2E2 Code:
Building Pupil Would Otherwise Attend:

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Student Reporting: EMC School (SEE)

- EMC Consortia
- All students within the School/Unique Education Provider (UEP) participate in EMC
- Participating Districts Report: School or Facility of EMC School SEE building code
- District must be listed as a "Member" within EEM
- EEM Settings:

Early/Middle College	Early/Middle College Type
True	Early middle college

Shared Educational Entity (SEE) Participation	Shared Educational Entity (SEE) Subtype
Shared Educational Entity	Student Reporting and Accountability

Staging Area Maintain

* = Required

Submitting Entity: Haslett Public Schools (33060)
Collection: Fall 2020 General Collection 2020-2021
PEPE District: Haslett Public Schools (33060)
PEPE Building: Haslett High School (06207)

*Last Name:
Last Name Suffix:
Middle Name:
*First Name:
*Date of Birth:
*Gender:
Multiple Birth Order:
*UIC:

School Demographics | Personal Demographics | Enrollment | Membership

*Operating District Number: 33060
School or Facility: 00800
Student ID Number:
*Gradesetting: 11-Eleventh Grade
S2E2 Code:
Building Pupil Would Otherwise Attend:

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Student Reporting: EMC School (S2E2)

- EMC Consortia
- Participating Districts Report: School or Facility of local HS AND S2E2 Code of EMC Consortia building
- District must be listed as a “Member” Within EEM
- EEM Settings:

Early/Middle College	Early/Middle College Type
True	Early middle college

Shared Educational Entity (SEE) Participation	Shared Educational Entity (SEE) Subtype
Specialized Shared Educational Entity	Student Reporting Only

Staging Area Maintain

*** Required**

Submitting Entity: Haslett Public Schools (33060)
 Collection: Fall 2020 General Collection 2020-2021
 PEPE District: Haslett Public Schools (33060)
 PEPE Building: Haslett High School (06207)

*Last Name:
 Last Name Suffix:
 Middle Name:
 *First Name:
 *Date of Birth:
 *Gender:
 Multiple Birth Order:
 *UIC:

Submit Cancel Select Component Add Component

School Demographics Personal Demographics Enrollment Membership

*Operating District Number: 33060

School or Facility: 06207

Student ID Number:

*GradeSetting: 11-Eleventh Grade

S2E2 Code: 03770

Building pupil Would Otherwise Attend:

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Program Participation Errors



- If receiving an error reporting 3500 Program Participation, take the following steps to resolve:
 - Verify the building code is correct in the School or Facility Characteristic of School Demographics
 - If reporting a SEE/S2E2, ensure the building is properly marked, and the local district is listed as a Member District
 - If EEM is correct and School Demographics is correct, contact CEPI Customer Support (cepi@michigan.gov)



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Best Practices for Consortia Reporting

Have a staff member with the auditor profile at the ISD for the consortium run the EMC Roster Report for each district and send to the local for review.

OR

Have staff at the local high schools run the EMC Roster Report and share with the EMC Coordinator. The report is run by collection for fall, spring, end-of-year, and SRM. Recommend not certifying until it is reviewed and approved.

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What Leads to Coding Errors?



- Lack of systems and processes
 - Identify who is on the EMC team
 - Identify who is responsible for what
- Lack of communication or understanding between EMC and local district staff responsible for data entry
 - Identify the local district data entry staff and communicate directly with them
- Lack of understanding
 - Staff turnover
 - No one attends professional development



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Coding Appeals



- If a district fails to correctly code EMC students 3500 in MSDS in the fall of the student's junior year (11th grade), the EMC, in partnership with the district, may file an appeal to submit corrections.
- Coding process and forms are on the [MDE website](#).
- All forms and required documentation can be sent to Jennifer Thomas by mail or emailed to ThomasJ85@Michigan.gov.

**The last day to submit coding appeals
for 2025-2026 is June 30, 2026.**



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2025-2026 Pupil Accounting Manual EMC Updates (5-G-B)



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Pupil Membership Requirements for Fifth-Year EMC Students



- Language added to the Pupil Accounting Memo to clarify pupil membership requirements for fifth-year EMC Students
- Language is new to the 2025-2026 Pupil Accounting Manual, and a Memo was released by MDE on March 26, 2026



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Requirements for Counting in Membership Section



- Number Three
 - Addition of language to clarify how all EMC types (schools, programs, and consortia) are **designated in the EEM**.
- Number Five
 - From: "The pupil has not satisfied all graduation requirements."
 - To "The pupil has not satisfied the **five-year Program of Study** and graduation requirements."



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Requirements for Board of Education Meetings Clarified



“All Early Middle Colleges (EMCs) must maintain board of education meeting minutes approving the 5-year program of study for Early Middle College pupils. **For consortium EMCs, each participating school district must maintain minutes from its own board of education approving a 5-year program of study for EMC pupils.**

The minutes must reflect that, pursuant to the district’s board-approved EMC graduation requirements, EMC pupils are enrolled in a math or math-related course during the fifth year of enrollment. The fifth-year math or math-related course is required to generate high school credit only if the pupil is not enrolled in any high school credit-bearing courses during that year.”



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Early Middle College vs. Fifth-Year High School Pupil (Fifth-Year Senior) Section



- New language added to clarify that EMC students who are coded 3500 are in a 5-year program of study.
- **“The 3500 code moves the pupil to a five-year graduation cohort, thus transitioning the pupil’s Program of Study and Education Development Plan to a five-year plan.”**



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Membership & Finance

- EMC students are eligible for a total of 5.0 FTE across all 5 years of high school
- A pupil who graduates at least a semester early is eligible for the remaining 5.0 FTE.
 - Business rules in MSDS prevent claiming more than 1.0 FTE
 - Contact your auditor about this FTE
- Students who have not completed EMC by the end of their 5th year are not eligible for additional FTE



Exiting a Student from EMC

Students can exit EMC in three different ways:

1. Successfully complete EMC – earn a diploma and an Additional Award(s)
 - Associate Degree
 - 60 Transferable College Credits
 - Professional Certification
 - Michigan Early Middle College (MEMCA) Certificate
 - Participation in a registered apprenticeship
2. Unsuccessfully complete EMC – earn a diploma and no Additional Award
3. Exit EMC program participation

Exit Codes

Exit Code 40 is used for EMC graduates who earn their high school diploma **and** one of the five MDE-approved EMC outcomes:

1. 60 transferable college credits
2. Associate Degree
3. A professional certification
4. MEMCA technical certificate
5. Participation in a registered apprenticeship

Exit Code 41 is used for EMC graduates who **only** earn their high school diploma

Successful EMC Completion

Successfully complete EMC by earning a high school diploma and an Additional Award(s)

- Students can earn more than one award
 - Associate's Degree and MEMCA Certificate
- Keep documentation for student file
- Most students should complete EMC at the end of year 13, but some may finish early

Documentation for Student File

1. The 5-year program of study
2. An educational development plan (EDP)
3. College and high school transcripts showing that the student earned a high school diploma and one or more of the EMC outcomes
4. MEMCA Certificate (if applicable)

The district should also keep the following documents on file:

1. A signed Memorandum of Understanding (MOU) with each postsecondary partner
2. The board of education minutes approving the 5-year program of study for EMC students. If a consortia, each participating school district must maintain minutes from its own board of education meeting

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Student reporting: EMC Completion

- Exit Code 40 is successful EMC completion – student earned a diploma AND an Award
- Select the code(s) that represents the award(s) that the student obtained
- Leave the student coded 3500

School Demographics Personal Demographics Contacts Enrollment Membership **Program Participation** Attendance

EnrollmentDate: 7/26/2022

DistrictExitStatus: 40-Graduated from a Middle College with both a high school diploma and an Associates Degree or

District Exit Date: 05/30/2024

Additional Graduation Award:

- ☒ 01-Associate Degree
- ☐ 02-60 Transferrable College Credits
- ☐ 03-Professional Certification
- ☒ 04-Michigan Early Middle College Association (MEMCA) Certificate
- ☐ 05-Registered Apprenticeship Program

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Reporting: Unsuccessful Completion

- Exit Code 41 is unsuccessful EMC completion – student earned a diploma but no Award
 - Use for Grade 12 End of Year General Collection (Do not remove 3500 code)
 - Use for all Grade 13 Collections (Do not remove 3500 code)
- Student will be an off-track graduate

School Demographics Personal Demographics Contacts Enrollment Membership **Program Participation** Attendance

EnrollmentDate: 7/26/2022

DistrictExitStatus: 41-Graduated from a Middle College with only a high school diploma

District Exit Date: 05/30/2024

Additional Graduation Award:

- ☐ 01-Associate Degree
- ☐ 02-60 Transferrable College Credits
- ☐ 03-Professional Certification
- ☐ 04-Michigan Early Middle College Association (MEMCA) Certificate

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Student reporting: Program Exit

- For students in grades 9-12 for all General and SRM collections
 - Remove code 3500 from Program Participation
 - Note in student's file reason for exiting the EMC
 - Report student as Continuing

School Demographics Personal Demographics Contacts Enrollment Membership **Program Participation** Attendance

EnrollmentDate: 7/26/2022

DistrictExitStatus: 19-Expected to continue in the same school district

District Exit Date:

Additional Graduation Award:

- ☐ 01-Associate Degree
- ☐ 02-60 Transferrable College Credits
- ☐ 03-Professional Certification
- ☐ 04-Michigan Early Middle College Association (MEMCA) Certificate

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Reporting High Quality Data: EMC Exiting Best Practices



Report late summer graduates as continuing at EOY and graduate them when complete with a Student Record Maintenance (SRM).



If graduated by 8/31, the student will be on-track.



Report their courses as Incomplete in TSDL, then report the final completion in the following TSDL collection.



Review the EMC Student Roster Report prior to certifying every MSDS collection.

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EMC Roster Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Early Middle College Roster Report																			
2	Collection: Spring 2025 General Collection 2024-2025																			
3	School Facility	EMC Consortia	Student Name	UIC	DOB	Gender	Ethnicity	Grade	Res LEA	Res Cd	First Reported	Exit Cd	Exit Date	SE Prog Code	LEP Prog Code	Associate Degree Award	60 College Credits Award	Professional Certification Award	MEMCA Certificate Award	Registered Apprenticeship Award
4	Allegan High School (00062)	Early College Allegan County (03816)				F	White	12	03030	14	Fall 2022	40	2/5/2025			X			X	
5	Allegan High School (00062)	Early College Allegan County (03816)				M	White	12	03030	14	Fall 2022	19								
6	Allegan High School (00062)	Early College Allegan County (03816)				F	Hispanic or Latino	12	03030	14	Fall 2022	40	2/5/2025						X	
7	Allegan High School (00062)	Early College Allegan County (03816)				F	Hispanic or Latino	12	03030	14	Fall 2023	41	2/5/2025							

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MSDS EMC Business Rules: *Certification*

- 100.53 (Warning) - Notifies if an EMC participant is reported twice in grades 9-11
 - Only grade 12 twice will exclude EMC students from the retained in grade report
- 100.54 (Warning) – Notifies if a student who was reported in a prior collection with code “3500” but is not reported with it in the current collection.

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Data Quality (DQ) Alerts

- External:
 - EMC in EEM but reporting no EMC students
 - EMC Consortia Summary
- Internal:
 - MDE or CEPI outreach as needed
- Review DQs with member districts.
- Investigate:
 - EMC Roster Report
 - Program Participation Report



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Data Quality Alerts

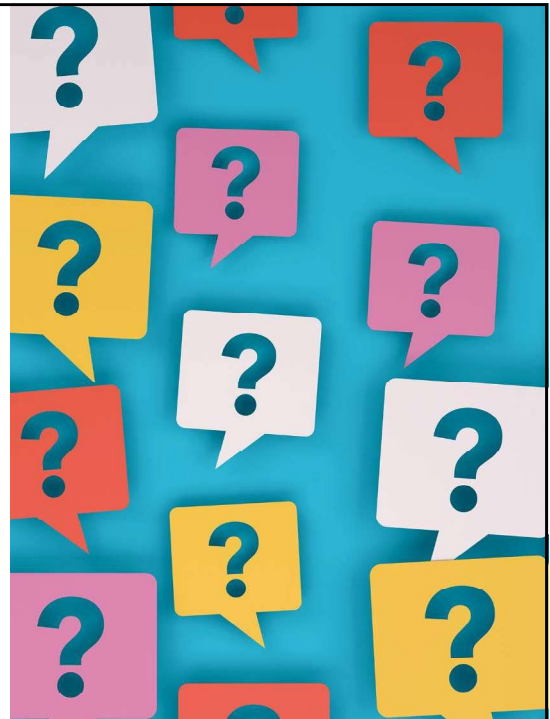
- Each year in March: College Credit comparison
 - EMC graduates from the previous school year
 - College Credits reported in TSDL by school districts
 - College Credits Reported in STARR by colleges/universities
 - Sent to EMC Coordinator
- Action steps:
 - Review the data for alignment
 - Work with the appropriate K12 and Postsecondary EMC partners to understand the reason for the discrepancy
 - Modify appropriate processes to ensure data is accurate in future TSDL/STARR collections



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Questions about EMC Student Reporting



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MDE EMC Website

Early Middle College High
School Opportunities



[Home](#) > [Services](#) > [Flexible Learning Options](#) > [Early Middle College High School Opportunities](#)

Office of CTE Quick Links: [About Us](#) [Educators](#) [Data and Reports](#) [Memos](#) [Partners](#) [Students and Families](#) [Home](#)

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Early Middle College Resources



Opening a New EMC

Opening an Early Middle College Workshop Announcement

[Sample EMC Application](#)

Early Middle College Application Required Documents

- Memorandum of Understanding
- Program of Study
- Board Minutes
- Organization Chart

[Opening a New EMC Documents](#)



EMC Guidance

[Coding Appeals](#)

[EMC Administrator Manual](#)

[EMC and Students in Special Populations Manual](#)

[EMC Apprenticeships](#)

[EMC Communications Toolkit](#)

[EMC National School Lunch Program](#)

[High Quality EMC Framework](#)

[Earning College Credit in High School and the Michigan Achievement Scholarship](#)



EMC Events

[EMC Update Presentation Spring 2025](#)

[EMC Update Minutes Spring 2025](#)

[EMC Update Session Schedule 2025-26](#)

[EMC Events Schedule 2025-26](#)



Pupil Accounting Guidance

[EMC Student 5th Year Early Middle College Pupil Membership Requirements](#)

[EMC Student 5th Year FAQ Tip Sheet](#)

[EMC Student Exiting from MSDS Tip Sheet](#)

[Pupil Accounting Manual](#)

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Exiting and Reporting Outcomes for EMC Students in the MSDS Tip Sheet



1. Student Transfers from One EMC to Another
2. Student Not Coded 3500 in the MSDS
3. Student Dropped Out/Dismissed from EMC
4. Reporting EMC Student Outcomes in the MSDS



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Opening an Early Middle College Workshop Announcement

[Registration](#)

[Sample EMC Application](#)

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[EMC Apprenticeships](#)

[EMC Communications Toolkit](#)

[EMC National School Lunch Program](#)

[High Quality EMC Framework](#)

[Earning College Credit in High](#)



EMC Events

[EMC Student Reporting Presentation 8-14-25](#)

[EMC Student Reporting Notes 8-14-25](#)

[EMC Update Session Schedule 2025-26](#)

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[EMC Student 5th Year FAQ Tip Sheet](#)

[EMC Student Exiting from MSDS Tip Sheet](#)

[Pupil Accounting Manual](#)

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Upcoming Events



EMC Spring Update

- May 7, 2026
- 10:30 - 11:30 a.m.
- Virtual
- No registration required

EMC 101

- September 17, 2026
- 9:00 - 11:00 a.m.
- Virtual
- No registration required

2026-2027 EMC Updates

- September 24, 2026
- February 4, 2027
- May 6, 2027
- 10:30 – 11:30 a.m.
- Virtual



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