



STATE OF MICHIGAN
OFFICE OF THE STATE BUDGET
LANSING




CENTER FOR EDUCATIONAL
PERFORMANCE AND INFORMATION


JENNIFER M. GRANHOLM
GOVERNOR

MARGARET M. ROPP
DIRECTOR

DATE: April 26, 2006

TO: School District Superintendents and Public School Academy Administrators

FROM:  Margaret M. Ropp, Ph.D., director, Center for Educational Performance and Information

 Jeremy M. Hughes, Ph.D., deputy superintendent/chief academic officer, Michigan Department of Education

SUBJECT: Graduation and Dropout Rates for School Year 2004-2005

We are pleased to announce that the Graduation and Dropout Review and Comment Application is expected to open at 12:01 a.m., Monday, May 1, 2006 and will close at 11:59 p.m., Wednesday, May 31, 2006. The application has been pre-populated utilizing the Single Record Student Database (SRSD) submissions. A document containing the business rules utilized to pre-populate the application entitled "Details of Michigan's 2004-2005 Graduation and Dropout Methodology" is available via the Center for Educational Performance and Information (CEPI) Web site at www.michigan.gov/cepi. From the CEPI home page, click on "Graduation and Dropout Rates Information" on the right-hand "Quick Links" navigation bar.

Per our previous correspondence, this application contains the data that will be used to calculate the graduation and dropout rates for the 2004-2005 school year. The application will close temporarily at the end of May to allow the data to be transferred from CEPI to the Michigan Department of Education for population into the Michigan School Report Cards. However, the application will re-open and serve as the appeal mechanism for the high school graduation rates.

To prepare for the Graduation and Dropout Review and Comment Application opening, we suggest the following actions:

- 1) Ensure that the appropriate staff members have completed and submitted the security agreement. In order to access the application, a security agreement must be completed and faxed to the Department of Information Technology (DIT). The security agreement is located on the CEPI Web site, as referenced in the second paragraph above.
- 2) CEPI will be conducting an online training session on Monday, May 8, 2006, to assist authorized users with using the Graduation and Dropout Review and Comment Application. The session will include detailed step-by-step instructions to assist the users with the data submission. For information and to register for the training, visit the CEPI Web site, as referenced in the second paragraph above.

As always, thank you for your continued collaboration with CEPI and MDE.

cc: ISD superintendents
PSA authorizers