



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING


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GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: December 9, 2021

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Delsa D. Chapman, Ed.D., Deputy Superintendent 
Division of Educator, Student, and School Supports

SUBJECT: 2021-2022 Annual Education Report (AER): Frequently Asked Questions, Important Changes, and Revised Posting Deadlines

The Michigan Department of Education (MDE) is releasing its Frequently Asked Questions (FAQs) regarding the process to prepare and post the annual education report (AER). The AER is designed to meet the federal requirements for an annual report as part of the federal Every Student Succeeds Act (ESSA). All local educational agencies (LEAs), both traditional public school districts and public school academies (PSAs), and intermediate school districts (ISDs) or regional education service agencies (RESAs), are required to report their 2020-2021 performance using data results from the 2020-2021 school year and related information found in the annual education report and revised cover letter templates located at [MI School Data](#) in the annual education report section.

The timelines for the 2021-2022 AER are:

ACTIONS REQUIRED	TIMELINE
All annual education reports are available for <u>preview</u> but are embargoed (not to be saved for final AERs)	December 9 - 21, 2021
First date annual education reports and cover letters may be posted for public review – final data	December 21, 2021
AER Posting Deadline	February 15, 2022

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The annual education report, previously known as the combined report, provides detailed data on state-administered student assessment results, accountability results, educator qualification information, civil rights information, and the state results for the National Assessment of Educational Progress (NAEP). Note that accountability data are not included in the 2021-2022 AER due to federal waivers.

There is an annual education report populated with the appropriate information for the state, LEAs, and ISDs/RESAs. If used as designed, the annual education reports and cover letters also meet the state requirements for reporting to parents and communities in an annual education report.

If you have additional questions, please email Fred Williams at williamsf3@michigan.gov or David Judd at juddd@michigan.gov.

Attachment

cc: Michigan Education Alliance
Confederation of Michigan Tribal Education Directors

FREQUENTLY ASKED QUESTIONS
REGARDING THE ANNUAL EDUCATION REPORT (AER)
Updated 12/09/21

Q.1 What is the annual education report (AER)?

A.1 The annual education report (AER) is a report designed to meet federal requirements of the Every Student Succeeds Act (ESSA) for reporting on performance for the most recently completed school year to parents and communities. The 2021-2022 AERs are based on data from the 2020-2021 school year.

Q.2 Who is required to produce the annual education report (AER), and what is its purpose?

A.2 All local educational agencies (LEAs), both traditional public school districts and public school academies (PSAs), and intermediate school districts (ISDs) or regional education service agencies (RESAs), are required to report their 2020-2021 performance. If used as designed, this is how Michigan schools and LEAs will meet the requirement of the Every Student Succeeds Act (ESSA) and state law, Act 451, P.A. 1976 (and P.A. 25).

NOTE: If there is an annual education report found at MI School Data, then an AER cover letter is required to be prepared and posted along with the annual education report.

Q.3 What is required of each LEA and each school to meet reporting requirements?

A.3 Each LEA must:

- Save the final district annual education report and post it to the district website or provide a link to the report on the [MI School Data website](#).
- Edit the current district template cover letter addressing all the requirements and post this with the district AER. The letter should be dated to include when the AER was posted/sent <Month/Day/Year>. (See Q.6/A.6 below for the location of the cover letter templates.)
- Make paper copies of the annual education report and the cover letter available to parents and members of the community that do not have internet access.
- Announce to the parents and community that both the district and the school AERs are available and how to access them.

Each school must:

- Save the final school annual education report and post it to the school website. If the school does not have its own website, these must be posted to the district website.
- Edit the current school template cover letter addressing all the requirements and post this with the school annual education report. The letter should be dated to include when the AER was posted/sent

<Month/Day/Year>. (See Q.6/A.6 below for the location of the cover letter templates.)

- Make paper copies of both documents available to parents and the school community members that do not have internet access.
- Notify parents that the AERs are available and how to access them.

Q.4 What are the components of the AER that LEAs and schools must use? Where is the information found?

A.4 LEA Required Components:

- The annual education report for the District, and
- A cover letter using the content outlined in the district template cover letter.
 - Designation of schools identified as TSI, ATS, CSI, or No Label (See Q.5/A.5 for definition of status designations.)

School Required Components:

- The annual education report for the school, and
- A cover letter using the content outlined in the school template cover letter.
 - Designation of schools identified as TSI, ATS, CSI, or No Label (See Q.5/A.5 for definition of status designations)

Location of Data for AERs

Both the annual education report and the cover letter templates provide information unique to the LEA or school and can be found on the [MI School Data website](#):

- The annual education report is different for each LEA or school. See A.14 below for a description of the content.
- Login to the secure [MI School Data website](#) is required to access the templates. (See Q.6/A.6 below.)

Q.5 How do districts and schools report status designations of Targeted Support and Improvement (TSI), Comprehensive Support and Improvement (CSI), Additional Targeted Support (ATS), and those identified as No Label in cover letters?

- A.5 For the 2020-2021 school year, schools were identified using definitions and labels as required in the federal Every Student Succeeds Act (ESSA).
- A Targeted Support and Improvement (TSI) school is one that has at least one student subgroup performing in the bottom 25% within each applicable accountability index component.
 - An Additional Targeted Support (ATS) school has at least one subgroup performing at the same level as a lowest-performing 5% school.
 - A Comprehensive Support and Improvement (CSI) school is one whose performance is the lowest 5% of all schools in the state or has a graduation rate at or below 67%.
 - Some schools are not identified with any of these labels. In these cases, no label is given.

For TSI schools, schools are identified every year. It is up to the local district to determine how and when its school(s) exit TSI status. MDE last identified a group of TSI schools for 2020-2021 (based on 2018-19 data). If your school was included in this identification group and was not exited by your district after being identified in 2018-2019, you must continue to report your school with a TSI status. ATS schools were last identified for 2018-2019 based on federal requirements. CSI schools were last identified in 2016-2017. CSI and ATS schools that have not been exited by MDE must continue to be reported with that status for the AER.

TSI status for 2020-2021 can be found by checking your schools' [index report](#) on MI School Data or the 2018-19 accountability master results file on the [MDE Accountability](#) page. CSI and ATS statuses can be found in the Comprehensive Support and Improvement School Identification List for 2016-2017, and Additional Targeted Support School Identification List for 2017-2018 on the [MDE Accountability](#) page.

Q.6 Where will I find the cover letter templates to be used?

A.6 The cover letter templates are updated yearly. Please do not use a template from a previous year.

The templates are available only to secure users on [MI School Data](#).

- If you do not have a secure login and require one, or if you do not remember your username/password, please contact the [Technical Contact for your ISD](#) for assistance. (For access issues, refer to A.10 below.)
- Once logged in:
 - Click on the 'K-12 Grade' tab in the top navigation.
 - Click on 'School Accountability' within the drop down.
 - Click on annual education report.
 - Click on the 'Cover Letters' tab.
 - Click on the link to the appropriate cover letter:
 - 'Click here to download the District template in English'
 - 'Click here to download the School template in English'

 - 'Click here to download the District template in Spanish'
 - 'Click here to download the School template in Spanish'

 - 'Click here to download the District template in Arabic'
 - 'Click here to download the School template in Arabic'
 - Retrieve the appropriate cover letter template.
 - Save the letter to your hard drive, then edit your letter.

NOTE: The district letter is used for districts with more than one school. The school letter is used for all schools and used for single building school districts.

Q.7 Linking the annual education report to the district's or school's website was prohibited in the past. We've heard that a direct link is now acceptable.

A.7 Yes, districts and schools can now provide a link to their specific annual education report on the [MI School Data website](#).

DISTRICT AER COMBINED REPORT

- Log in at [MI School Data website](#).
- Click on the 'K-12 Grade' tab in the top navigation.
- Click on 'School Accountability' within the drop down.
- Click on annual education report.
- Click on the annual education report tab. You will see the 'Location and Report Settings' box.
- Using the ISD dropdown menu, choose your ISD.
- Using the District dropdown menu, choose your district.
- For the District report, leave 'School' dropdown at 'All Schools in District.'
- Click 'Update Report'. This is your District report.
 - TO LINK REPORT:
Click the 'Share' button. Copy and paste the link into the District cover letter.
 - TO POST PDF REPORT:
Click 'Download/Print'. Click on 'As a PDF' and open District Annual education report. Save PDF with the specific name of the district. Link report into District cover letter.

SCHOOL AER COMBINED REPORT

- Log in at [MI School Data website](#).
- Click on the 'K-12 Grade' tab in the top navigation.
- Click on 'School Accountability' within the drop down.
- Click on annual education report.
- Click on the annual education report tab. You will see the 'Location and Report Settings' box.
- Using the ISD dropdown menu, choose your ISD.
- Using the District dropdown menu, choose your district.
- Using the School dropdown menu, choose the appropriate school name.
- Click 'Update Report'. This is your School Combined Report.
 - TO LINK REPORT:
 - Click the 'Share' button. Copy and paste link into appropriate School cover letter.
 - TO POST PDF REPORT:
Click 'Download/Print'. Click on 'As a PDF' and open School Combined Report. Save PDF with the specific name of the school. Link report into the letter.

Reminder: Linking ensures the most current data are reflected. A PDF copy may become outdated since it is current only as of the date the report was retrieved and saved.

The data are important to provide parents and the public with detailed information that is easy to find and compliant with AER requirements. It also helps school districts package all the required data elements needed for federal reporting in one location, saving valuable time and resources.

Q.8 Can we retrieve our annual education report, save it as a PDF copy, and then post it to our website as in the past?

A.8 Yes, that is still possible. MDE is attempting to make it easier for schools to post their AERs by allowing them to **link** directly to their own unique annual education report on the [MI School Data website](#), BUT if districts prefer a static PDF copy, they may use that method (see A.7 above).

Q.9 When must the annual education reports and cover letters be posted and available?

A.9 LEAs and schools must post and make copies available no sooner than December 21, 2021, but no later than February 15, 2022. Providing this information may help parents work with teachers, principals, and administrators to better meet the unique needs of their children. This information should remain available on the website(s) until the next year's report is prepared.

Q.10 If my staff does not have a log-in name and password to the [MI School Data website](#), how do I establish one for them?

A.10 [Contact your ISD/RESA](#). For a list of these contacts, find the technical contact for your specific ISD. The technical contact listed will be able to create new accounts and reset passwords.

Q.11 How will the state monitor implementation of the reporting requirements?

A.11 Both the state and the federal government will be monitoring district and school websites for annual education reports and cover letters.

Q.12 How do school staff members PREVIEW the AER to help prepare the template cover letters?

A.12 **Expect to have the embargoed data available to prepare your cover letters beginning December 9, 2021, but please do not link or post any annual education reports prior to December 21, 2021.**

MDE will provide early access to the annual education reports so that LEAs can **PREVIEW** their embargoed data at the [MI School Data website](#) beginning December 9, 2021, as the assigned district and school staff members responsible for these reports prepare the cover letters.

The cover letter templates reflect specific data used to complete the 2021-2022 AERs (based on data from the 2020-2021 school year).

The annual education reports linked into the letter must be final data. Final data become available as of December 21, 2021.

Q.13 Where do I find the embargoed data during the PREVIEW time

A.13 During the embargoed period, users can access the AER from the 'K-12 Grade > School Accountability > Annual Education Report' navigation menu.
Annual education report tab - remember, the data are embargoed and just available for review/preview. Do not save and post these data as changes could occur during this time.

Q.14 What will we find in the annual education report on the [MI School Data website?](#)

A.14 The content of the report is presented in several sections:

Educator Qualifications: Identifies the number and percentage of inexperienced teachers, principals, and other school leaders. Reports teachers who are teaching with emergency or provisional credentials. Includes teachers who are not teaching in the subject or field for which they are certified.

Student Assessment: Includes the following four assessments: M-STEP (Michigan Student Test of Educational Progress), College Board PSAT, MI-Access (Alternate Assessment), and College Board SAT. This section presents assessment information for English language arts and mathematics for grades 3 to 8 and 11, and MI-Access science for grades 4, 7, and 11, compared to state averages for all students as well as subgroups of students. The report helps users to understand achievement performance within grades and schools and to make comparisons to district, state, and national achievement benchmarks.

NAEP Report (2021 administration of the NAEP assessment was postponed to 2022): Provides state results of the national assessment in mathematics and reading every other year in grades 4 and 8. The NAEP (National Assessment of Educational Progress), commonly referred to as 'the Nation's Report Card,' is another important assessment tool used to determine student progress. NAEP results cannot be directly compared with M-STEP results for the same grade. There are no national standards. NAEP uses a different assessment framework from Michigan. NAEP and M-STEP define their performance level descriptions differently, and performance levels do not correspond between the two assessments. NAEP is given in the winter, M-STEP is given in the spring.

Accountability (WAIVED. NOT AVAILABLE FOR 2021-2022 AER): The accountability portion of the AER includes assessment proficiency and participation rates, graduation or attendance rates, as well as accountability index values showing school performance on a 0-100 scale. Here, districts can identify how well the school and district are serving the overall academic needs of students. More information is available at [MDE Accountability](#).

Civil Rights: This is a new federal ESSA requirement. Information is available through a linked data file and covers school environment areas like discipline, safety, and chronic absenteeism.

***NOTE:** The AER has been developed to prevent the display of data that might allow for the identification of individual student-level information. The report utilizes two sets of suppression rules.

Assessment Data – If there is a subgroup that has less than 10 students, the entire row will show asterisks. Additional suppression is applied; for further details, please see the AER M-STEP, PSAT, SAT, and MI-ACCESS suppression rules documentation.

Accountability Data (Not available for 2021-2022 AER) – If there is a subgroup that has less than 10 students, you will see a label of <10 in place of the data.

Q.15 Where do the data come from? Will we have a chance to appeal the data presented?

A.15 The data in the annual education report has been extracted directly from a variety of state databases. For example, the assessment data* come directly from the M-STEP, MI-Access, PSAT, SAT, and NAEP reports prepared by MDE’s Office of Educational Assessment and Accountability (OEAA). Educator qualifications data come from the state’s Center for Educational Performance and Information (CEPI) as reported in the registry for educational performance (REP). Some accountability data come from OEAA, and some data come from CEPI. Civil rights data is submitted by schools and districts directly to the federal Office of Civil Rights.

LEAs and schools have had the opportunity to appeal these data during the appeal or correction windows of the source reports. For example, a district that wanted to appeal graduation rates or participation rates had the opportunity to do so during the appropriate appeals windows. Districts that wanted to correct the teacher quality data had the opportunity to do so shortly after submitting the REP data.

To appeal or correct next year’s data, take full advantage of the assessment and accountability appeal or CEPI data correction opportunities. There are no appeals of data once it is part of the AER.

*Note accountability portions of the AER have been waived for 2021-2022.

Q.16 What can I do to prepare for the release of the 2021-2022 AER (based on data from the 2020-2021 school year) while the data are embargoed for preview?

A.16 Go to the [MI School Data website](#) and log in as soon as data are available. (See Q.12.) Open the annual education report for your LEA or school.

Familiarize yourself with the data from last year. Learn how to navigate the reports. Identify how to print the annual education report and how to **link it** to your website.

Find the revised 2021-2022 district and school cover letter templates on the secure [MI School Data website](#). When you have assessment and accountability results, you can begin drafting your AER cover letters using the templates found on the website. (See A.6 above.)

Q.17 Why are there two dates referenced in AERs? What date do we use when we post the AER to our website?

A.17 The school year 2021-2022 refers to the name of the current AER due by February 15, 2022. It reports on data results from 2020-2021, the most recently completed school year. The AER should be posted on websites as the 2021-2022 annual education report.

Q.18 Does an LEA, PSA, or ISD/RESA that has ONLY ONE SCHOOL need to produce and distribute both district and school annual education reports and cover letters?

A.18 No. If your LEA, PSA, or ISD/RESA is a single building school district, you only need to produce and distribute a school level annual education report and a school level cover letter. Do NOT produce, post, or distribute district-level reports or district cover letters. If there is any question, please contact Fred Williams williamsf3@michigan.gov or Dave Judd juddd@michigan.gov.

Q.19 I'm new to the district. What are the necessary steps in the process?

A.19 Once the determination has been made as to the staff member(s) responsible for preparing and posting the AER, use the following the steps:

1. Provide access to [MI School Data](#). A login and password are required to access the AER cover letter templates at [MI School Data](#). If you do not have a secure login and require one, or if you do not remember your username/password, please contact the [Technical Contact for your ISD](#) for assistance. (For access issues, refer to A.10 above.)
2. Provide access to district and school data.
3. Log in to [MI School Data](#) to review the required information for the district and cover letter templates. These letters are updated annually. Do not use a cover letter from a previous year. The narrative on the cover letter page provides a good overview.
4. Retrieve a separate annual education report from [MI School Data](#) for the district and each of its schools. Either link the report into the cover letter (preferred) or save the report as a PDF. Linking ensures the most current data are reflected. A PDF copy may become outdated since it is current only as of the date the report was retrieved and saved. The annual education report "Help" pages provide a good overview of the data contained in the annual education report.
5. Prepare the district and school cover letters.

6. Post the AER for the district, including the district cover letter and the district annual education report, in a location that allows for easy access. NOTE: If the district is a single building district, use the school cover letter instead of the district letter for the district.
7. Post the AERs for each school, including the school cover letter and the school's annual education report, in a location that allows for easy access. It should follow a consistent pattern as the district's report to allow for easy access.
8. Make available paper copies of the AER in the main office for parents and members of the community that do not have internet access.
9. Announce to parents and the community that both the district and the school AERs are available and how to access them.