



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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PUBLIC INSTRUCTION

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MEMORANDUM

TO: Intermediate School District Directors of Special Education and
Preschool Special Educators and Service Providers

FROM: Lindy Buch, Ph.D., Director
Office of Early Childhood Education and Family Services

Eleanor White, Ph.D., Director
Office of Special Education and Early Intervention Services

SUBJECT: Early Childhood Coding in the Michigan Student Data System (MSDS)

The purpose of this memorandum is to highlight reporting procedures in the Michigan Student Data System (MSDS) for prekindergarten programs for the special education child count that will occur on the third Wednesday in November (3WiN). All children enrolled in prekindergarten programs and services that are entered in MSDS should be entered as Code "30."

Code "30" is intended for children entered into MSDS who are enrolled in prekindergarten early childhood programs, including *Early On*[®], Early Childhood Special Education (ECSE), Head Start, Great Start Readiness Program (GSRP), and group child care.

Recent data analysis indicates that Code "14" is being used frequently for prekindergarten children enrolled in the MSDS system. Code "14" is intended for Special Education: A special program where the student might not be age-appropriately placed in a grade level. Code "14" should be used for children receiving kindergarten-level services or above; it is not to be used for prekindergarten early childhood programs for children who are not yet age-eligible for kindergarten.

Please use the following codes when entering the following early childhood data:

- 00 Kindergarten
- 01 First grade
- 30 For all prekindergarten early childhood settings, including *Early On*, ECSE classrooms, Head Start, GSRP, or group child care.

Please refer to the MSDS Collection details for more information on how to report these data. If you have any questions about inputting student grade or setting into the MSDS, please contact CEPI customer support at cepi@michigan.gov or 517-335-0505.

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