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OFFICE OF GOVERNOR RONNIE MUSGROVE  
INTEROFFICE MEMORANDUM

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**TO:** GOVERNOR  
**FROM:** RILEY  
**SUBJECT:** MDE CAN'T PROVIDE CLEAN DATA FOR US TO SEND LETTER TO 2003 GRADUATES  
**DATE** 7/3/03  
**CC:** TELL

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Armerita shared with me your inquiry as to sending letters to our 2003 high school graduates. I have checked into this and found that MDE cannot provide us with a clean database of the data needed to do this.

I contacted Dr. John Jordan the last week of May to request a database of graduates' names, addresses and high school names. He told me that this info was due from schools on June 10 and a few additional days would be needed to obtain late reports from districts, but that he should have the data for us by June 15<sup>th</sup>. I contacted Dr. Jordan again after the 15<sup>th</sup> to check on the status of the database.

According to MDE's ITS Director, districts did not do a good job of entering the needed data. MDE is still working with these districts to clean up the data, but the data is only about 75% clean right now. Many of the district personnel that are needed on the local level to clean up the data are not working full schedules or do not work during the summer. Address info on graduates is about 85% clean. According to MDE, it will be the 2<sup>nd</sup> or 3<sup>rd</sup> week of August before they have clean data that we could use.

We could still get the clean data the middle of August, we would just need to change the tone of letter from "congratulations for graduation" to "best of luck as you begin your college or professional career." The problem with this will be that many college freshmen will already be at school, so their parents will have to forward their letters or hold the letters until the student comes home for the first time. However, parents will know that you have sent the letter.

Please advise as to if you want to go this route or if you want me to scratch plans for a letter.

Send August letter \_\_\_\_\_ Don't do letter at all \_\_\_\_\_