

Please see **4 IMPORTANT ANNOUNCEMENTS** below regarding: 1) 2013-2014 SEE/S2E2 Application Now Available, 2) Students Not Tested Opens Next Week, 3) REMINDER: Points of Pride Due, and 4) REMINDER: 6th Cohort of FAME Coaches Now Forming

## **1) 2013-2014 SEE/S2E2 Application Now Available**

The 2013-2014 Shared Educational Entity (SEE) and Specialized Shared Educational Entity (S2E2) application is now available. If your district operates or participates in a school or program that is exclusively for one of the following purposes and provides services to students from more than one district:

- Alternative Education
- Early/Middle College
- Gifted & Talented
- Special Education

your school or program may benefit from participating in the "Sending Scores Back" accountability policy. SEEs and S2E2s that are approved to participate in the "Sending Scores Back" policy will not receive an accountability scorecard, accreditation grade, or Top-to-Bottom school ranking for the 2013-2014 school year. Programs that participated in the "Sending Scores Back" policy for the 2012-2013 must reapply to maintain their status as a SEE or S2E2 for the 2013-2014 school year.

The 2012-2013 SEE/S2E2 application and supporting resources are available at [www.michigan.gov/sees](http://www.michigan.gov/sees). The deadline to apply is **Wednesday, August 21, 2013**.

## **2) Students Not Tested Opens Next Week**

The Students Not Tested screen for spring 2013 assessments will open on **Thursday, May 9, 2013** and will remain open until **5:00 p.m. on Wednesday, May 15, 2013**.

### Purpose of Students Not Tested

During the Students Not Tested window, it is very important for schools to provide a reason why a student was not assessed in spring 2013. "Not Tested" issues for the Michigan Merit Examination (MME) are submitted by day (i.e., Day 1, Day 2, or Day 3). Grade 11 MI-Access "Not Tested" issues are submitted by content area. Information submitted during the Students Not Tested window is used to meet federal reporting requirements and for use in accountability calculations.

### How to Complete Students Not Tested

The Students Not Tested screen on the BAA Secure Site ([www.michigan.gov/baa-secure](http://www.michigan.gov/baa-secure)) will display a list of students who have been identified through the Michigan Student Data System (MSDS) as being enrolled in the school during the spring 2013 assessment window. A red "N" will display for a student who did not test on MME Day 1, Day 2, or Day 3, or who did not test in a MI-Access content area. Where a red "N" is displayed, a reason why the student did not test needs to be submitted. **The screen will remain available for you to enter responses until**

**5:00p.m. on Friday, May 15, 2013.** Closing the Students Not Tested window on May 15<sup>th</sup>, allows accountability calculations to be run sooner and accountability preliminary results to be provided earlier.

The information provided on the Students Not Tested screen will be used for accountability calculations; however, it is **very important** to understand that not all reasons listed in the drop down menu are valid student exemptions for accountability purposes. When a "Not Tested" reason is selected which cannot be considered a valid rationale for student exemption, a message will be displayed on the screen informing the user that the reason provided does not substantiate an exemption for accountability purposes. Selections from the drop down menu that may be a valid accountability exemption reason will be submitted electronically for review. You can check the status of requested exemptions in the "Not Tested Issues" screen.

Detailed instructions and information about the "Students Not Tested" function can be found in the *BAA Secure Site User Manual* (found on the login page at the URL listed above), and we strongly encourage you to read it thoroughly. Additionally, there is video content available on how to use and submit issues for the Students Not Tested screen at:

<http://www.mistreamnet.com/vidflv.php?who=oeaa101410n01> (*NOTE: Students Not Tested is Part 8*).

During the Tested Roster review period, schools were asked to review the roster and verify that all answer documents for the school were received and scanned by the contractor. Schools were required to submit any issues relating to **missing answer documents** through the Tested Roster screen. Some schools also submitted "missing test" or "missing student" issues and provided an explanation of why the student did not test at that time. This was not the correct method to provide information on students not assessed; **therefore, even if you submitted this information during Tested Roster, you will need to provide the information on the "Students Not Tested" screen.**

Student demographic and exit date issues needed to be resolved during the MSDS Maintenance Window for Spring Assessments. ***If an MSDS student record update was needed, and that update was not made in the MSDS prior to the May 1, 2013 deadline, submit "Administrative Error" as the reason for not testing.***

#### Assessment Participation Summary Report

Once "Not Tested" reasons have been selected for all students and all exemptions for mathematics and reading have been reviewed and processed, schools can get an Assessment Participation Summary Report by clicking on the REPORT button on the "Students Not Tested" page. This will give the school an accurate reporting of participation for accountability purposes.

### **3) REMINDER: Points of Pride Due**

On April 9, 2013, the *2012-2013 Points of Pride (PoP) Worksheet* was distributed to schools and districts. Completion of this worksheet is **optional**, and gives school leaders the opportunity to display "Points of Pride" about their school on 2012-2013 Accountability Scorecard.

The 2012-2013 PoP submission window in the Educational Entity Master (EEM) runs from **May 1<sup>st</sup> through 11:59 p.m. on May 31, 2013.** *Please ensure your PoP Worksheet is submitted to your EEM authorized user early enough for data entry to occur before the May 31 deadline.*

For a copy of the PoP worksheet, please visit the School Report Card webpage at:  
[http://www.michigan.gov/documents/mde/PoP\\_Worksheet\\_417044\\_7.pdf?20130502143426](http://www.michigan.gov/documents/mde/PoP_Worksheet_417044_7.pdf?20130502143426).

#### **4) REMINDER: 6th Cohort of FAME Coaches Now Forming**

The Formative Assessment for Michigan Educators (FAME) initiative is a professional development opportunity for learning teams of educators, led by a coach-colleague, to learn, implement, and reflect on the formative assessment process. The Bureau of Assessment & Accountability (BAA) is now accepting applications for the 6<sup>th</sup> cohort of new FAME Coaches.

The application for new coaches (and the training schedule for 2013-14) can be found under the "What's New" heading of the Formative Assessment Process website at [http://www.michigan.gov/mde/0,4615,7-140-22709\\_55936---,00.html](http://www.michigan.gov/mde/0,4615,7-140-22709_55936---,00.html). The application deadline for new FAME Coaches is **May 13, 2013**.

#### **Questions?**

For assessment questions, please email [baa@michigan.gov](mailto:baa@michigan.gov).

For accountability questions, please email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov).

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.