



INFORMATION FOR DISTRICT MI-ACCESS COORDINATORS

Worksheet for Fall 2009 Grades 3-8 MI-Access Assessments Projected Teacher/Student/Manual Counts

INSTRUCTIONS FOR DISTRICT MI-ACCESS COORDINATORS:

This worksheet has been designed to assist District MI-Access Coordinators with collecting counts information for the schools in your district. A copy of this worksheet can be printed and distributed to each School MI-Access Coordinator for recording teacher, student, and *MI-Access Coordinator and Assessment Administrator Manual* counts.

This worksheet should be used to collect counts for all of the Fall 2009 MI-Access assessments: Participation, Supported Independence, and Functional Independence assessments in the content areas of English language arts, accessing print, accessing print and expressing ideas, mathematics, and science. Please note the following:

- All assessment materials for each school will be sent to the attention of the District MI-Access Coordinator at the shipping address listed in the Educational Entity Master (EEM). **Please be sure to review your coordinator information in the Educational Entity Master and update it if needed.**
- Manual and assessment materials counts must be entered for all Functional Independence Assessment Administrators and Primary Assessment Administrators (PAA) who administer Participation and Supported Independence assessments.
- For Participation and Supported Independence assessments, counts are entered **only** for the PAA. Counts **do not** have to be entered for the Shadow Assessment Administrator (SAA).
- **Do not** enter manual counts for District and School MI-Access Coordinators. Questar Assessment, Inc., the MI-Access contractor, will automatically send a manual for each District and School MI-Access Coordinator.
- Please note that beginning with Fall 2009, audio cassette accommodated versions are no longer being produced. Districts should order CDs in the event that an audio accommodated version is required.

Please establish a deadline for schools in your district to return their completed worksheets to you so that all of your district's counts may be entered into the OEAA Secure Site by the specified deadline. All counts must be submitted using the OEAA Secure Site. No faxed copies of this form will be accepted.



INFORMATION FOR SCHOOL MI-ACCESS COORDINATORS

Worksheet for Fall 2009 Grades 3-8 MI-Access Assessments Projected Teacher/Student/Manual Counts

DIRECTIONS FOR SCHOOL MI-ACCESS COORDINATORS:

1. Print your district and school code on the lines provided at the top of the worksheet (see the following pages).
2. Enter the number of *2009/2010 MI-Access Coordinator and Assessment Administrator Manuals* needed for assessment administrators in your school.
3. Enter the projected number of assessment administrators and students by grade (based on IEP Team determinations) who will be administered the Fall 2009 Grades 3-8 MI-Access Participation, Supported Independence, and Functional Independence assessments in your school building in the tables below.

Step 1: Enter the number of assessment administrators who will be administering MI-Access assessments in the content areas of English language arts, accessing print, accessing print and expressing ideas, mathematics, and science for grades 3-8.

Note that for Participation and Supported Independence assessments, counts need to be entered *only* for the Primary Assessment Administrator. Counts *do not* need to be entered for the Shadow Assessment Administrator.

Step 2: Enter the number of students who will be assessed with the Participation, Supported Independence, or Functional Independence in the content areas of English language arts, accessing print, accessing print and expressing ideas, mathematics, and science in grades 3-8.

This information is needed in order to print sufficient quantities of materials and, to the greatest extent possible, to ensure your school receives adequate quantities of assessment materials for assessment administrators and students, including an itemized list of materials that will come with your shipment of MI-Access materials for your school. This list will be helpful when inventorying your shipment of Fall 2009 materials.

Please do not over-estimate your counts. An overage is routinely printed and shipped with your shipment.

You may contact the MI-Access Hotline at 877-560-8378 or send an e-mail message to mi-access@questarai.com should you need any assistance.

Worksheet for Fall 2009 Grades 3-8 MI -Access Assessments Projected Teacher/Student/Manual Counts

School Name and Code: _____

District Name and Code: _____

Manual Counts

MI-Access Coordinator and Assessment Administration Manual Counts	
Enter 2009/2010 MI-Access Coordinator and Assessment Administration Manual Counts:	<input style="width: 40px; height: 20px;" type="text"/>

Grade 3 MI -Access Student Counts

Grade 3						
	Number of Assessment Administrators	Standard Print	Enlarged Print	Braille	Audio CD	
Participation ELA and Math	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	N/A	N/A	N/A	Participation ELA and Math
Supported Ind. ELA and Math	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	N/A	N/A	N/A	Supported Ind. ELA and Math
Functional Ind. Accessing Print	<input style="width: 30px; height: 20px;" type="text"/>	Functional Ind. Accessing Print				
Functional Ind. Math	<input style="width: 30px; height: 20px;" type="text"/>	Functional Ind. Math				

Grade 4 MI -Access Student Counts

Grade 4						
	Number of Assessment Administrators	Standard Print	Enlarged Print	Braille	Audio CD	
Participation ELA and Math	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	N/A	N/A	N/A	Participation ELA and Math
Supported Ind. ELA and Math	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	N/A	N/A	N/A	Supported Ind. ELA and Math
Functional Ind. Accessing Print and Expressing Ideas	<input style="width: 30px; height: 20px;" type="text"/>	Functional Ind. Accessing Print and Expressing Ideas				
Functional Ind. Math	<input style="width: 30px; height: 20px;" type="text"/>	Functional Ind. Math				

Grade 5 MI -Access Student Counts

Grade 5						
	Number of Assessment Administrators	Standard Print	Enlarged Print	Braille	Audio CD	
Participation ELA and Math	<input type="text"/>	<input type="text"/>	N/A	N/A	N/A	Participation ELA and Math
Supported Ind. ELA and Math		<input type="text"/>	N/A	N/A	N/A	Supported Ind. ELA and Math
Participation Science	<input type="text"/>	<input type="text"/>	N/A	N/A	N/A	Participation Science
Supported Ind. Science		<input type="text"/>	N/A	N/A	N/A	Supported Ind. Science
Functional Ind. Accessing Print	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. Accessing Print
Functional Ind. Math	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. Math
Functional Ind. Science	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. Science

Grade 6 MI -Access Student Counts

Grade 6						
	Number of Assessment Administrators	Standard Print	Enlarged Print	Braille	Audio CD	
Participation ELA and Math	<input type="text"/>	<input type="text"/>	N/A	N/A	N/A	Participation ELA and Math
Supported Ind. ELA and Math		<input type="text"/>	N/A	N/A	N/A	Supported Ind. ELA and Math
Functional Ind. Accessing Print	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. Accessing Print
Functional Ind. Math	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. Math

Grade 7 MI -Access Student Counts

Grade 7						
	Number of Assessment Administrators	Standard Print	Enlarged Print	Braille	Audio CD	
Participation ELA and Math	<input type="text"/>	<input type="text"/>	N/A	N/A	N/A	Participation ELA and Math
Supported Ind. ELA and Math		<input type="text"/>	N/A	N/A	N/A	Supported Ind. ELA and Math
Functional Ind. Accessing Print and Expressing Ideas	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. Accessing Print and Expressing Ideas
Functional Ind. Math	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. Math

Grade 8 MI -Access Student Counts

Grade 8						
	Number of Assessment Administrators	Standard Print	Enlarged Print	Braille	Audio CD	
Participation ELA and Math	<input type="text"/>	<input type="text"/>	N/A	N/A	N/A	Participation ELA and Math
Supported Ind. ELA and Math		<input type="text"/>	N/A	N/A	N/A	Supported Ind. ELA and Math
Participation Science	<input type="text"/>	<input type="text"/>	N/A	N/A	N/A	Participation Science
Supported Ind. Science		<input type="text"/>	N/A	N/A	N/A	Supported Ind. Science
Functional Ind. Accessing Print	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. Accessing Print
Functional Ind. Math	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. Math
Functional Ind. Science	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. Science