



## Directions

1. Verify all preprinted information. If the preprinted district name and/or code is incorrect, please ask your district MSDS (formerly known as SRSD) coordinator to notify CEPI of any changes.
2. If the preprinted information for the District MI-Access Coordinator is incorrect, please change it in the Educational Entity Master (EEM).
3. Mark whether the assessment results should be returned to the District Superintendent or the District MI-Access Coordinator.
4. Verify that the preprinted code is correct.



- Return to Questar Assessment, Inc., the MI-Access contractor. (See instructions on the *Return of Materials Packet* and in the *Coordinator and Assessment Administrator Manual*.)

Funded by the Michigan Department of Education and the U.S. Education Department.



USE A No. 2 PENCIL

**CORRECT:**

**INCORRECT:**



## DISTRICT NAME:

DISTRICT CODE:

This is the District MI-Access Coordinator information that is on file in the Education Entity Master (EEM). If it is incorrect, the EEM must be used to update information. MAKE NO CHANGES BELOW.

District Manager Access Coordinator:

Phone:

E-mail:

## District Superintendent

○ District MI-Access Coordinator

## Verify District Code

[illegible]

**CONTRACTOR  
USE ONLY**

C

C  
DID-M

DID-NC

SID-M

SID-NC

TID-M

TID-NC

PCS

MIB

DNP

A



Q A T 0 4 2 9 9

## DISTRICT IDENTIFICATION SHEET

### Directions ( *continued* )

5. Verify the information preprinted below. Add the name and code of any participating school that is not listed. If you need additional lines, use the *District Continuation Sheet(s)*. Each preprinted school name and code on this form must match those on the *School Identification Sheets* submitted with the completed student answer documents.
6. Transfer the number of *Teacher Return Envelopes* submitted for each school by taking the number in Section 6 of the *School Identification Sheet* and placing it in Column 6 below. After transferring the numbers for each school, total Column 6.
7. Verify and transfer the number of completed student answer documents submitted for each school by taking the number in Section 7 of the *School Identification Sheet* and placing it in Column 7 below. After transferring the numbers for each school, total Column 7.

| 5. School Name and School Code | 6. No. of Teacher Return Envelopes | CONTRACTOR USE ONLY | 7. No. of Completed Student Answer Documents                          | CONTRACTOR USE ONLY |
|--------------------------------|------------------------------------|---------------------|-----------------------------------------------------------------------|---------------------|
|                                |                                    |                     | Participation, Supported Independence, and/or Functional Independence |                     |
| 1.                             |                                    |                     |                                                                       |                     |
| 2.                             |                                    |                     |                                                                       |                     |
| 3.                             |                                    |                     |                                                                       |                     |
| 4.                             |                                    |                     |                                                                       |                     |
| 5.                             |                                    |                     |                                                                       |                     |
| 6.                             |                                    |                     |                                                                       |                     |
| 7.                             |                                    |                     |                                                                       |                     |
| 8.                             |                                    |                     |                                                                       |                     |
| 9.                             |                                    |                     |                                                                       |                     |
| 10.                            |                                    |                     |                                                                       |                     |
| 11.                            |                                    |                     |                                                                       |                     |
| 12.                            |                                    |                     |                                                                       |                     |
| 13.                            |                                    |                     |                                                                       |                     |
| 14.                            |                                    |                     |                                                                       |                     |
| 15.                            |                                    |                     |                                                                       |                     |
|                                | TOTAL no. of envelopes             |                     | TOTAL no. of answer documents                                         |                     |