



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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PUBLIC INSTRUCTION

To: Local and Intermediate School District Superintendents, Public School Academy Directors, Nonpublic School Principals

From: James Griffiths 
Manager, Assessment Administration & Reporting

Date: April 22, 2010

Subject: Fall 2010 MEAP and MI-Access Pre-Identification and Initial Material Orders

This notice is intended exclusively for schools (public and nonpublic) that will administer the MEAP or MI-Access assessments in Fall 2010. *If you are a nonpublic school and will NOT administer the MEAP or MI-Access in Fall 2010, please email nonpublicschools@michigan.gov to have your testing status updated to "Not Testing" in the Educational Entity Master (EEM).* If your EEM testing status is not changed, you will continue to receive Fall 2010 assessment information. Due to the historically large number of emails returned undeliverable and the importance of this annual announcement, a paper copy will also be sent. **NOTE:** As previously announced, MEAP-Access will not be administered in Fall 2010; therefore, no MEAP-Access Pre-Id or order instructions are provided.

To ensure continued communications about Fall 2010 assessments, please do not delay in checking the Educational Entity Master (EEM) (www.michigan.gov/eem) and assuring all of the following have been correctly identified and their contact information is up-to-date, including an email address for the following roles: 1) District MEAP Coordinator, 2) District MI-Access Coordinator, and 3) District ELPA Coordinator. Building-level assessment coordinator information should also be entered in the EEM. **Email addresses for coordinators are very important since email is our primary method of communication.** Anyone can access the EEM to review information; however, only the authorized EEM user for your district can make changes in the EEM. To learn the name of the EEM authorized user for your district, or if you have questions about the EEM, please send an email message to CEPI@michigan.gov or call 517-335-0505 and select option 3. Please provide your name, district name and code, your telephone number (including area code and extension), your email address, and your specific question.

The accompanying documents contain important information regarding pre-identification of students and initial material orders for the Fall 2010 MEAP and MI-Access assessments:

- Fall 2010 MEAP Pre-Id Options
- Fall 2010 MEAP - Steps for Pre-Id and placing Initial Material Orders
- Fall 2010 MI-Access - Steps for Pre-Id and placing Initial Material Orders

Material overages will be built into your order automatically, so there is no need to "pad" your orders. Please order only the assessment materials that you need. In previous assessment cycles, districts were asked to select a Pre-Id option and return a form to OEAA to indicate which Pre-Id option the district would use. These paper forms have been eliminated for Fall 2010. Instead, please follow the Pre-Id and initial material order instructions provided on the following pages.

For any other questions or concerns about the Fall 2010 MEAP and MI-Access assessments, please contact OEAA at OEAA@michigan.gov or 877-560-8378.

cc: District MEAP Coordinators
District MI-Access Coordinators

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Fall 2010 MI-Access

Steps for Pre-Identification and Initial Material Orders

Step 1 Determine how the district will pre-identify students and ensure that IEPs are in place for Fall 2010 MI-Access

- Identify students and ensure that IEPs for students eligible to take the MI-Access are in place.
- The decision for pre-identification of students on the OEAA Secure Site (www.michigan.gov/oeaa-secure) needs to be made by the Superintendent and District Assessment Coordinator.
 - The different methods available for Fall 2010 MI-Access pre-identification of students are:
 - 1) Schools that have chosen to have OEAA load student data for the Fall 2010 MEAP assessment from the February MSDS using the MEAP Pre-Id options screen on the OEAA Secure, will be able to move MI-Access students from the MEAP to the MI-Access test cycle. This can be done after OEAA has loaded the student data on May 10, 2010 using the Pre-Id Mass Update screen.
 - 2) The district or school can load a Pre-Id file to the OEAA Secure Site.
 - 3) The district or school can use other tools available (MSDS Copy or Student Search) on the OEAA Secure Site to pre-identify students.
 - The district or individual schools are solely responsible for the pre-identification of MI-Access students because it is impossible for OEAA to know which students are eligible to take the MI-Access which is based on a student's IEP. You do not need to notify OEAA of the method that you will use to pre-identify students.
 - Detailed directions for each of these options can be found in the OEAA Secure Site User Manual.

Step 2 Pre-Identification of Students May 11 – September 16, 2010

- Students must be pre-identified on the OEAA Secure Site for schools to receive pre-printed barcode labels to be placed on the student answer document(s).
 - On **May 10, 2010**, OEAA will load the spring 2010 MSDS data for schools that selected this option for MEAP. Districts/schools can then MOVE students from the Fall 2010 MEAP test cycle to the Fall 2010 MI-Access test cycle using the Pre-Id Mass Update screen.
 - Students identified successfully on the OEAA Secure Site by districts and schools between **May 11 – September 16, 2010**, will receive pre-printed barcode labels from the contractor.
 - Students identified on the OEAA Secure Site after **September 16, 2010**, will need to have barcode labels printed at the school and placed on the student's answer document(s).
- All students must have the appropriate barcode affixed to their answer document to ensure scoring without delays and fees.
- Even though you pre-identify students by the posted dates, you must still enter your Initial Material Orders by **September 16, 2010** or you will not receive MI-Access materials.

Step 3 Initial Material Orders May 11 – September 16, 2010

- Districts need to order materials from the OEAA Secure Site.
 - Initial Material Orders can only be entered by a district level user of the OEAA Secure Site.
 - Order Initial Materials for all grade levels, standard print or accommodated versions, for each assessment. Material overages will be built into your order automatically, so there is no need to "pad" your orders.
 - We are aware that approximate counts for the Initial Materials Orders will be entered at this time and ask that you use your best judgment when ordering materials. There will be an opportunity just prior to the assessment to order additional materials. Do NOT wait until the additional order period to order all materials needed.
 - The Initial Material Orders must be completed on the OEAA Secure Site (www.michigan.gov/oeaa-secure) by clicking on the "**Initial Material Orders**" link on the left.
- All initial material orders will be shipped to the district office.
- If you do not complete the Initial Material Orders, you will not receive any MI-Access materials.
- This step is important to ensure that appropriate quantities of assessment materials are printed and shipped to your district in the fall.

Instruction for entering Initial Material Orders and Pre-Identification of Students can be found in the OEAA Secure Site User Manual located on the login page of the OEAA Secure Site (www.michigan.gov/oeaa-secure).