



INFORMATION FOR DISTRICT MI-ACCESS COORDINATORS

Worksheet for Fall 2011 Grades 3-8 MI-Access Assessments Initial Material Orders

INSTRUCTIONS FOR DISTRICT MI-ACCESS COORDINATORS:

Fall 2011 initial material orders should be entered in the OEAA Secure Site from May 16, 2011 through September 15, 2011. This worksheet has been designed to assist District MI-Access Coordinators with collecting initial material order information for the schools in their districts. A copy of this worksheet can be printed and distributed to each School MI-Access Coordinator for recording assessment administrator, student, and manual counts.

This worksheet should be used to collect initial material orders for all of the Fall 2011 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:

- Counts must be entered in order for districts to receive assessment materials. The pre-identification of students does not take the place of entering counts.
- For MI-Access assessments, only district-level users may enter counts at the OEAA Secure Site.
- Counts must be entered for each participating school in your district. When selecting a school building from the drop-down list, please be sure that the school has students in grades 3-8 participating in MI-Access.
- Counts must be entered for both *assessment administrators* **and** *students* in order for you to receive materials.
- All MI-Access assessment materials will be shipped to the address of the District MI-Access Coordinator, which is listed in the Educational Entity Master (EEM). Please check with your district's authorized EEM user if the shipping address in the Secure is not accurate. The shipping address shown in the Secure Site is pulled from the "Addresses" tab in the EEM.
- Manual and assessment administrator counts must be entered for all Functional Independence Assessment Administrators and for all Participation and Supported Independence Primary Assessment Administrators (PAA).
- 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.
- The use of an accommodated version assessment must be specified in a student's IEP **and** should match accommodations used during daily instruction.
- All assessment administrator materials are provided when an accommodated version is ordered; therefore, you **do not** need to enter counts for a separate test booklet when ordering an accommodated version.
- Braille assessments can no longer be entered into the order screen at the Secure Site. To order Braille assessments, please contact the MI-Access Hotline at 877-560-8378, option 4. Ordering a Braille version will require the student name and UIC at the time of the order.

Please establish a deadline for schools in your district to return their completed worksheets to you so that all of your district's initial material orders may be entered into the **OEAA Secure Site no later than September 15, 2011 at 5:00 p.m.** All initial material orders must be submitted using the OEAA Secure Site.



INFORMATION FOR SCHOOL MI-ACCESS COORDINATORS

Worksheet for Fall 2011 Grades 3-8 MI-Access Assessments Initial Material Orders

INSTRUCTIONS 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 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 2011 MI-Access Participation, Supported Independence, and Functional Independence assessments in Grades 3-8 of 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 MI-Access Participation, Supported Independence, or Functional Independence assessments 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 2011 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, option 4, or send an e-mail message to oeaa@michigan.gov should you need any assistance.

Worksheet for Fall 2011 Grades 3-8 MI-Access Assessments – Initial Material Orders

School Name and Code: _____

District Name and Code: _____

Manual Counts

MI-Access Test Administrator Manual Counts	
Enter 2011/2012 MI-Access Test Administrator Manual Counts:	<input style="width: 50px; height: 20px;" type="text"/>

Grade 3 MI -Access Student Counts

Grade 3						
	Number of Assessment Administrators	Test Booklets	Enlarged Print Kit*	Audio CD Kit*	Braille Kit**	
Participation ELA and Math	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	N/A	N/A	N/A	Participation ELA and Math
Supported Ind. ELA and Math		<input style="width: 40px; height: 20px;" type="text"/>	N/A	N/A	N/A	Supported Ind. ELA and Math
Functional Ind. Accessing Print	<input style="width: 40px; height: 20px;" type="text"/>	Functional Ind. Accessing Print				
Functional Ind. Math	<input style="width: 40px; height: 20px;" type="text"/>	Functional Ind. Math				

Grade 4 MI -Access Student Counts

Grade 4						
	Number of Assessment Administrators	Test Booklets	Enlarged Print Kit*	Audio CD Kit*	Braille Kit**	
Participation ELA and Math	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	N/A	N/A	N/A	Participation ELA and Math
Supported Ind. ELA and Math		<input style="width: 40px; 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: 40px; height: 20px;" type="text"/>	Functional Ind. Accessing Print and Expressing Ideas				
Functional Ind. Math	<input style="width: 40px; height: 20px;" type="text"/>	Functional Ind. Math				

Grade 5 MI -Access Student Counts

Grade 5						
	Number of Assessment Administrators	Test Booklets	Enlarged Print Kit*	Audio CD Kit*	Braille Kit**	
Participation ELA and Math	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	N/A	N/A	N/A	Participation ELA and Math
Supported Ind. ELA and Math		<input style="width: 50px; height: 20px;" type="text"/>	N/A	N/A	N/A	Supported Ind. ELA and Math
Participation Science	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	N/A	N/A	N/A	Participation Science
Supported Ind. Science		<input style="width: 50px; height: 20px;" type="text"/>	N/A	N/A	N/A	Supported Ind. Science
Functional Ind. Accessing Print	<input style="width: 50px; height: 20px;" type="text"/>	Functional Ind. Accessing Print				
Functional Ind. Math	<input style="width: 50px; height: 20px;" type="text"/>	Functional Ind. Math				
Functional Ind. Science	<input style="width: 50px; height: 20px;" type="text"/>	Functional Ind. Science				

Grade 6 MI -Access Student Counts

Grade 6						
	Number of Assessment Administrators	Test Booklets	Enlarged Print Kit*	Audio CD Kit*	Braille Kit**	
Participation ELA and Math	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	N/A	N/A	N/A	Participation ELA and Math
Supported Ind. ELA and Math		<input style="width: 50px; height: 20px;" type="text"/>	N/A	N/A	N/A	Supported Ind. ELA and Math
Functional Ind. Accessing Print	<input style="width: 50px; height: 20px;" type="text"/>	Functional Ind. Accessing Print				
Functional Ind. Math	<input style="width: 50px; height: 20px;" type="text"/>	Functional Ind. Math				

Grade 7 MI -Access Student Counts

Grade 7						
	Number of Assessment Administrators	Test Booklets	Enlarged Print Kit*	Audio CD Kit*	Braille Kit**	
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	Test Booklets	Enlarged Print Kit*	Audio CD Kit*	Braille Kit**	
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