

# 2012 MME – Home-schooled Student Checklist

Students who are home schooled and want to participate in the MME must contact their local public high school and arrange for their participation – including attending the Pretest Session. When eligible<sup>[1]</sup> home-schooled students contact their public high school, staff should answer their questions and assist with any necessary administrative activities.

Student responsibility:

- Students are required to contact the local public high school directly to arrange for participating in the MME

School responsibilities:

- The local public high school will assist students by:
  - Completing an 'Application for ACT-Approved Test Accommodations' form (*Fill-in all known information*)
    - Use these Special Instructions for Home-schooled Students:
      - A. Student Information:
        - Fill-in the 'Name of High School Where the Student Will Test' and 'ACT HS Code' field using the high school's information.
      - I. Current IEP or 504 Plan on File at School:
        - Submit the student's complete diagnostic documentation with the application for ACT Approved Accommodations in lieu of completing section I.
      - J. School Official's Signature:
        - Signature required. Alter the statement to affirm the student is home-schooled and will test at your school.
  - Schedule time for students to complete pre-test sessions BEFORE the MME is given.
  - Day 1 Answer Document
    - Block K: This section should only be completed for home-schooled students participating in the MME at your school. Enter and fill in the ovals with 969-999. These student scores will NOT be included in the scores for your school.
  - Day 2 Answer Document
    - Complete Block 17 with all applicable report codes.
  - Day 3 Answer Document
    - Complete Block 13 with all applicable report codes.

[1] Please refer to the document titled 'MME Student Eligibility' at [www.mi.gov/mme](http://www.mi.gov/mme) for additional detail.

