

## Spring 2010 MI-Access Steps for Pre-ID and Student Counts

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

- Identify students and ensure that IEPs for students eligible to take the MI-Access are in place.
- 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.
- The methods available for pre-identification of students can be found in the OEAA Secure Site User Manual.
- Verify the assessment coordinator name, physical address, and email address in the Educational Entity Master (EEM) and update as necessary.

### **Step 2 Student Counts December 3, 2009 – January 14, 2010**

- Districts need to enter approximate student counts on the OEAA Secure Site in order to receive the appropriate amount of materials and accommodated versions of the assessment.
  - Student counts can only be entered by a district level user of the OEAA Secure Site.
  - Enter counts for all grade levels to be assessed and for accommodated versions of the assessment.
  - We are aware that approximate student counts will be entered at this time and ask that you use your best judgment when entering counts. 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.
  - Entering student counts must be done on the OEAA Secure Site ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) by clicking on the “**Student Counts**” link on the left.
- All initial material shipments will be sent to the district office.
- If you do not enter student counts, you will not receive MI-Access materials.
- This step is important to ensure that appropriate quantities of assessment materials are printed and shipped to your schools in the spring.

### **Step 3 Pre-Identification of Students December 3, 2009 – January 14, 2010**

- Schools will be receiving barcode labels for students identified on the OEAA Secure Site to be placed on the student answer document(s).
  - On **12-1-09**, OEAA will load the Fall 2009 MSDS data for the test cycle. Districts/schools can then **MOVE** students from the Spring 2010 MME test cycle to the Spring 2010 MI-Access test cycle using the PreID Mass Update screen.
  - Students identified successfully on the OEAA Secure Site by districts and schools between **December 3, 2009 – January 14, 2010**, will receive printed barcode labels from the contractor.
  - Students identified on the OEAA Secure Site after **January 14, 2010**, will need to have barcode labels printed at the school and placed on their answer document.
- 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 student counts by **January 14, 2009**.

You can find additional information and instructions on entering Student Counts and Pre-Identification of Students in the OEAA Secure Site User Manual. The manual is located on the login page of the OEAA Secure Site ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) and also at the bottom of the Announcement page after logging in.