

**Proposal for Off-Site Test Administration
MEAP, MEAP-Access, and MI-Access
Fall 2011**

Students enrolled in seat time waiver programs may participate in MEAP, MEAP-Access, or MI-Access at an off-site location when classroom space is limited. The Bureau of Assessment and Accountability approves off-site testing when the proposed location meets test guidelines and is a safe, quiet, secure testing site. Please complete the information below then fax it to James Griffiths, 517-335-1186, by **October 1, 2011**. Approval will be emailed to the contact name listed below. For questions, call our Call Center at 1-877-560-8378, option 2 for MEAP or MEAP-Access, or option 4 for MI-Access.

School District _____ District Code _____
School _____ School Code _____
Contact Name _____ Phone _____
Email Address _____
District MEAP Coordinator _____ Phone _____
Email Address _____

Check the program for which this proposal applies.

☐ Seat Time Waiver Program ☐ Other (explain) _____

Please provide the name, complete address, and type of facility for the proposed off-site testing location (community center, YMCA, etc.).

Name _____
Address _____

Type of facility _____

Please provide the name, certification, and contact information for the person who will oversee testing at the off-site location.

Test Center Supervisor _____
Certification _____
Telephone _____
Email _____

Which tests will be administered at the off-site location? Check all that apply.

☐ MEAP ☐ MEAP-Access ☐ MI-Access

Check the grade level(s) of the students who will be tested at the off-site location. Check all that apply.

☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9

Describe how this facility provides a safe, quiet, secure location for MEAP, MEAP-Access, and MI-Access test administration. _____

☐ Students with IEPs ☐ Students with Section 504 Plans

☐ Students receiving ELL instruction

[illegible]