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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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SUPERINTENDENT OF
PUBLIC INSTRUCTION

REVISED

August 14, 2012

MEMORANDUM

TO: Local and Intermediate School District Superintendents, Public School Academy Directors, and NonPublic School Administrators

FROM: Joseph Martineau, Ph.D., Executive Director *JM*
Bureau of Assessment & Accountability

SUBJECT: Pre-ID and Initial Material Orders for Fall 2012 Assessments

This notice is intended for all public schools and for nonpublic schools that will administer the Michigan Educational Assessment Program (MEAP), MEAP-Access, or MI-Access assessments in fall 2012. To ensure continued communications in 2012-2013, please do not delay in checking the Educational Entity Master (EEM) at www.michigan.gov/eem and ensuring all of the following contacts are identified and their contact information (especially email address) is accurate:

- Superintendent
- Principal
- **NEW!** District Assessment Coordinator
- ELPA Coordinator
- MEAP Coordinator (District and Building)
- MEAP-Access Coordinator
- MI-Access Coordinator
- School Report Card Contact
- Technology Director (District and Building)

District Assessment Coordinator (DAC) is a recently-added role. In the past, the district-level MEAP Coordinator has been unofficially used as the DAC; however, this practice is not reflective of the entire continuum of state assessments available as part of the Michigan Educational Assessment System. We encourage districts to add a DAC to the EEM. DACs will receive copies of all assessment-related announcements. Also, as we transition to online testing, it will be important to ensure a Technology Director is designated at the district level, and if appropriate, at the building level.

To add a contact, or update any existing contacts, please notify your district's EEM authorized user. If the change is not effective until the start of the 2012-13 school year, the authorized user should enter the Effective Date as 7/1/2012. If you need additional assistance with the EEM, please send an email to CEPI@michigan.gov or call 517-335-0505 and select option 3. Please provide your name, district name and code, telephone number (including area code and extension) and email address, along with your specific question.

The EEM also contains three key contacts for the Michigan Merit Examination (MME); however, MME contacts cannot be changed by your EEM authorized user. MME contacts can

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only be changed using a specific form that will be provided in the MME packet sent to high school principals in fall 2012.

Options for the Pre-Identification of Students for Fall 2012 Assessments

1) MSDS Early Roster Pre-ID

The Early Roster Collection in the Michigan Student Data System (MSDS) opened on May 9, 2012. Districts could begin using Early Roster to pre-ID students at that time. BAA strongly recommends the use of Early Roster for assessment pre-ID due to the following benefits:

- Submission of the Early Roster Collection is required to participate in the National School Lunch Program, so a large percentage of districts already submit the Early Roster Collection and would not need to submit a separate pre-ID file to BAA; and
- UICs are assigned and resolved early which avoids UIC resolution tasks during the already busy time period leading up to and during Tested Roster.

Information on the Early Roster Collection can be accessed at:

http://www.michigan.gov/cepi/0,1607,7-113-986_50502_53551---,00.html.

2) BAA Secure Site Pre-ID

Although use of Early Roster is encouraged, districts can opt to pre-ID using the BAA Secure Site. Instructions for pre-identifying students using the BAA Secure Site can be found in the *BAA Secure Site User Manual* at (www.michigan.gov/baa-secure). **NOTE:** The pre-ID file format has changed for 2012. The new file format is posted to the BAA Secure Site.

MEAP Pre-ID Window:	May 14 – July 26, 2012 (pre-printed answer documents) July 27 – September 11, 2012 (barcode labels)
MI-Access Pre-ID Window:	May 14 – September 11, 2012
MEAP-Access Pre-ID Window:	May 14 – September 11, 2012

Fall 2012 Assessment Material Orders

Beginning today, Monday, May 14, 2012, initial materials orders (IMOs) can be placed via the BAA Secure Site for all fall 2012 assessments. Instructions for this process can be found in the *BAA Secure Site User Manual*. Please remember that material overages are calculated into your order automatically – there is no need to “pad” your assessment material orders.

District coordinators should work with school staff to determine the materials needed for fall testing, including the number and type of accommodated materials needed for students with Individualized Education Programs (IEPs), Section 504 Plans, or English language learner instruction. To ensure all districts receive the correct materials in a timely manner, districts should place an IMO for all fall assessments as early as possible.

MEAP IMO Window:	May 14 – July 26, 2012
MI-Access IMO Window:	May 14 – September 11, 2012
MEAP-Access:	May 14 – September 11, 2012

NOTE: Pre-ID and IMO should be completed as soon as possible, even for schools that may participate in the Fall 2012 MEAP Online Social Studies Pilot. BAA can adjust pre-ID and IMO submissions for schools that are selected as pilot sites.

If you have further questions, please email baa@michigan.gov or call 877-560-8378, select option 2 for MEAP or MEAP-Access, or option 4 for MI-Access.

cc: District MEAP Coordinators
District MEAP-Access Coordinators
District MI-Access Coordinators