

## INFORMATION FOR DISTRICT MI-ACCESS COORDINATORS

### Worksheet for Spring 2010 Grade 11 MI-Access Assessments Projected Assessment Administrator/Student/Manual Counts

#### INSTRUCTIONS FOR DISTRICT MI-ACCESS COORDINATORS:

Spring 2010 counts should be entered in the OEAA Secure Site from December 3, 2009 through January 14, 2010. This worksheet has been designed to assist District MI-Access Coordinators with collecting counts information for the schools in your district. A copy of this worksheet can be printed and distributed to each School MI-Access Coordinator for recording Administrator, Student, and *MI-Access Coordinator and Assessment Administrator Manual* counts.

Please be sure to determine a deadline for schools to return their completed worksheets to you so that all of your district's counts may be entered into the **OEAA Secure Site no later than January 14, 2010**. All counts must be submitted using the OEAA Secure Site.

<b>SPRING 2010 MI-ACCESS GRADE 11 ASSESSMENTS</b>			
<b>Population</b>	<b>Content Area</b>	<b>Content Area</b>	<b>Content Area</b>
Participation	English Language Arts	Mathematics	Science
Supported Independence	English Language Arts	Mathematics	Science
Functional Independence	Accessing Print and Expressing Ideas	Mathematics	Science

#### PLEASE NOTE THE FOLLOWING:

1. Counts must be entered for districts to receive assessment materials. The pre-identification of students does not take the place of entering counts.
2. For MI-Access assessments, only district-level users may enter counts on the OEAA Secure Site.
3. 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 grade 11 students participating in MI-Access.
4. Counts must be entered for both *administrators* **and** *students* in order for you to receive materials.

5. 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), [www.michigan.gov/eem](http://www.michigan.gov/eem). Please check with your district's authorized EEM user if the shipping address in the OEAA Secure is not accurate. The shipping address shown in the OEAA Secure Site is pulled from the "Addresses" tab in the EEM.
6. The use of an accommodated version assessment must be specified in a student's IEP **and** should match accommodations used during daily instruction.
7. All assessment administrator materials are provided when an accommodated version is ordered; therefore, you DO NOT need to enter counts for a separate standard print assessment when ordering an accommodated version.
8. When entering counts for Participation and Supported Independence assessments, please submit counts only for the PRIMARY Assessment Administrator. Counts for the Shadow Assessment Administrator DO NOT need to be entered.
9. Manual counts need to be entered only for assessment administrators. DO NOT enter manual counts for District and School Coordinators, as these items will be shipped automatically.