# INFORMATION FOR
# DISTRICT MI-ACCESS COORDINATORS

## Worksheet for Spring 2012 MI-Access Grade 11
## Initial Material Orders

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

Spring 2012 initial material orders should be entered in the BAA Secure Site from December 5, 2011 to January 13, 2012. This worksheet has been designed to assist District MI-Access Coordinators with collecting initial material order information for the schools in their district. A copy of this worksheet can be printed and distributed to each School MI-Access Coordinator for recording assessment administrator, student, and test administrator manual counts.

This worksheet should be used to collect initial material orders for all of the Spring 2012 MI-Access assessments: Participation, Supported Independence, and Functional Independence assessments in the content areas of English language arts (P/SI), accessing print and expressing ideas (FI), mathematics, and science. Please note the following:

- Counts must be entered in order for districts to receive assessment materials.
- The pre-identification of students does not take the place of entering counts.
- For MI-Access assessments, only district-level users may enter an initial material order at the BAA Secure Site.
- 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 students in grade 11 participating in MI-Access.
- Counts must be entered for both *assessment administrators* **and** *students* in order for you to receive sufficient materials for the administration.
- 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). Please check with your district's authorized EEM user if the shipping address in the BAA Secure Site is not accurate. The shipping address shown in the BAA Secure Site is pulled from the "Addresses" tab in the EEM.
- Test Administrator Manual counts and assessment administrator counts must be entered for all FI Assessment Administrators and for all P/SI Primary Assessment Administrators (PAA).
- For P/SI assessments, counts are entered **only** for the PAA. Counts **do not need** to be entered for the Shadow Assessment Administrator (SAA).
- **Do not** enter Test Administrator Manual counts for District and School MI-Access Coordinators. Questar Assessment, Inc., the MI-Access contractor, will automatically send a manual for each District and School MI-Access Coordinator.
- The use of an accommodated version assessment must be specified in a student's IEP **and** should match accommodations used during daily instruction.
- 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.
- Braille assessments **cannot** be ordered at the BAA Secure Site. To order Braille assessments, please contact the MI-Access Call Center at 877-560-8378, option 4. Ordering a Braille version will require the student name and UIC at the time of the order.

Please establish a deadline for schools in your district to return their completed worksheets to you so that all of your district's initial material orders may be entered into the **BAA Secure Site no later than January 13, 2012**. All initial material orders must be submitted using the BAA Secure Site.

# INFORMATION FOR
# SCHOOL MI-ACCESS COORDINATORS

## Worksheet for Spring 2012 MI-Access Grade 11
## Initial Material Orders

**INSTRUCTIONS FOR SCHOOL MI-ACCESS COORDINATORS:**

1. Print your district and school code on the lines provided at the top of the worksheet (see the following page).
2. Enter the number of Test Administrator Manuals needed for assessment administrators in your school.
3. Enter the number of assessment administrators and students who will be participating in the Spring 2012 MI-Access assessments in the table below. Student counts should be based on IEP Team determinations for students who will be administered the MI-Access Participation, Supported Independence, and Functional Independence assessments in grade 11.

   **Column 1:** Enter the number of assessment administrators who will be administering MI-Access assessments in the content areas of English language arts (P/SI), accessing print and expressing ideas (FI), mathematics, and science for grade 11.

   **Note that for Participation and Supported Independence assessments, counts need to be entered *only* for the Primary Assessment Administrator. Counts *do not* need to be entered for the Shadow Assessment Administrator.

   **Column 2:** Enter the number of students who will be assessed with the MI-Access Participation, Supported Independence, or Functional Independence assessments in the content areas of English language arts (P/SI), accessing print and expressing ideas (FI), mathematics, and science in grade 11.

   **Column 3, 4 and 5:** Enter the number of students who will be assessed with MI-Access FI accommodations. Note: All accommodations must be documents in the student IEP. Also Braille will need to ordered through the district by calling the MI-Access call center.

This information is needed in order to print sufficient quantities of materials and, to the greatest extent possible, to ensure your school receives adequate quantities of assessment materials for assessment administrators and students. You will receive an itemized list of materials with your initial material order for your school. This list will be helpful when inventorying your shipment of Spring 2012 materials.

**Please do not over-estimate your initial material order. An overage is routinely shipped to your district along with your order shipment**.

Return this worksheet to your district coordinator when completed so that your order may be processed.

# Worksheet for Spring 2012 MI-Access Grade 11 Initial Material Orders

**School Name and Code:** _____

**District Name and Code:** _____

**MI-Access Test Administration Manual Counts**

Enter 2011/2012 MI-Access Test Administrator Manual Counts: ☐

| Grade 11 | | | | | | |
|---|---|---|---|---|---|---|
| | Number of Assessment Administrators | Test Booklets | Enlarged Print Kit* | Audio CD Kit* | Braille Kit** | |
| Participation ELA and Math | ☐ | ☐ | N/A | N/A | N/A | Participation ELA and Math |
| Supported Ind. ELA and Math | ☐ | ☐ | N/A | N/A | N/A | Supported Ind. ELA and Math |
| Participation Science | ☐ | ☐ | N/A | N/A | N/A | Participation Science |
| Supported Ind. Science | ☐ | ☐ | N/A | N/A | N/A | Supported Ind. Science |
| Functional Ind. Accessing Print and Expressing Ideas | ☐ | ☐ | ☐ | ☐ | ☐ | Functional Ind. Accessing Print and Expressing Ideas |
| Functional Ind. Math | ☐ | ☐ | ☐ | ☐ | ☐ | Functional Ind. Math |
| Functional Ind. Science | ☐ | ☐ | ☐ | ☐ | ☐ | Functional Ind. Science |

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Return this worksheet to your district coordinator when completed.