

This communication is in response to various concerns raised on the Michigan Student Data System (MSDS) listserv regarding the communication sent by the Office of Educational Assessment and Accountability (OEAA) on October 14, 2010 entitled "IMPORTANT Information on UIC and Student Demographics for Fall Testing".

First and foremost, the process changes outlined in the 10/14 communication do NOT create a new collection. OEAA is using the data you submit for your Fall General Collection, and any record maintenance collections submitted within the specified time frame, to populate student records in the OEAA Secure Site. Historically, changes to student records were made directly in the OEAA Secure Site and not necessarily updated elsewhere, which led to discrepancies between student data used for assessment purposes and student data submitted by pupil accounting personnel. The Center for Educational Performance and Information (CEPI) and the Michigan Department of Education (MDE) heard from numerous districts concerned about these discrepancies.

Both agencies have been working diligently in response to these concerns to put in place processes which will ultimately minimize the amount of updates taking place during the assessment window, including the number of Unique Identification Code (UIC) assignments needed. The success of these new processes is dependant upon collaboration between assessment coordinators and MSDS authorized users.

- 1. Timelines** – Questions were raised about the timing of the OEAA data import from MSDS in relationship to MSDS collection/certification dates.
 - a. November 3: MSDS Fall General Collection submission deadline
 - b. November 5: OEAA Request for UIC collection loaded
 - c. November 5-16: District UIC Resolution
 - d. November 17: MSDS Fall General Collection certification deadline
 - e. November 18: OEAA INITIAL import of demographic data from MSDS –These data will be displayed in the OEAA Secure Site during Tested Roster.
 - f. November 18: OEAA MEAP Tested Roster and Enrollment Verification open
 - g. November 29: OEAA final Request for UIC collection loaded
 - h. November 29- December 2: District UIC Resolution
 - i. November 30: OEAA MEAP Tested Roster closes
 - j. December 2: OEAA FINAL import of enrollment, exit, and demographic updates from MSDS
 - k. OEAA MI-Access Tested Roster – December 13 – 17, 2010
 - l. OEAA Students Not Tested Window – December 20, 2010 – January 31, 2011

- 2. Student Record Maintenance (SRM) Requirements**
 - a. OEAA INITIAL (Nov. 18) and FINAL (Dec. 2) imports from MSDS will import to the OEAA Secure Site only those changes that took place from the fall count (September 29) to the end of the fall testing window (October 29, 2010)
 - b. These changes should be limited to new enrollments after the fall count; students who exited after the fall count; and any demographic updates
 - i. The "AS OF" date is the date the change was applicable

- ii. The "AS OF" date **must be between 9/29 and 10/29**
- iii. The SRM records **must be certified by December 2, 2010**
- iv. Use of an SRM Collection will NOT "cancel out" what you submitted during the Fall General Collection.

3. Student Information System Concerns

- a. Updating enrollments, exits, demographics, and program participation for assessment purposes is not a new function. Assessment coordinators have had to do this for several years in the OEAA Secure Site. What has changed is that the MSDS is now the tool used to make these changes. This is why collaboration between the assessment coordinator and the MSDS authorized user is critical. The OEAA Secure Site allowed for online changes, while the MSDS allows for online changes or data uploads via the Student Record Maintenance (SRM) Collection. If your local Student Information System cannot accommodate data uploads via the SRM for those records with demographic changes, the changes can still be made via the MSDS online interface.
- b. The OEAA Secure Site will import information from the Fall General Collection on November 18. OEAA will then supplement the demographics and enrollments from the fall collection with changes submitted in the SRM collection as described above. The use of SRM and the "AS OF" date is simply to allow districts to provide MSDS updates in a single source that accurately reflect the tested population.

4. Unique Identification Code (UIC) Resolution and Early Roster Collection

- a. With the assistance of some local districts, OEAA conducted a pilot project to test the use of the MSDS Early Roster file as the OEAA pre-ID data source. The benefit of using the Early Roster Collection to create the pre-ID file is that all records have an assigned and resolved UIC.
- b. OEAA anticipates at some point districts statewide will participate in the Early Roster Collection, which will result in a substantial decline in the UIC resolutions needed during the testing window, since these records will have already been assigned a UIC via the Early Roster collection.

If you have questions about MSDS or UIC resolution, please contact CEPI at 517-335-0505 and follow the prompts or email cepi@michigan.gov. Online resources for MSDS are available on the CEPI website at www.michigan.gov/cepi.

Questions regarding this email or the OEAA Secure Site should be directed to OEAA at 877-560-8378, option 2 for MEAP, or option 4 for MI-Access, or email oeaa@michigan.gov. Online resources for the OEAA Secure Site are available on the login page of the OEAA Secure Site at www.michigan.gov/oeaa-secure.

Sincerely,

Office of Educational Assessment and Accountability
Michigan Department of Education