

Please see **6 IMPORTANT ANNOUNCEMENTS** below regarding: 1) Spring 2013 ELPA Reports Now Available, 2) Kindergarten Entry Assessment Trainers Needed, 3) Reminder: BAA Secure Site Establish a District-Level Administrator, 4) BAA Fall Conference, 5) Reminder: ELPA Screener Materials, and 6) May/June Issue of *Smarter News* Now Available.

1) Spring 2013 ELPA Reports Now Available

PDF reports for the Spring 2013 English Language Proficiency Assessment (ELPA) are now available on the BAA Secure Site (www.michigan.gov/baa-secure) for downloading by schools and districts. If you have a User ID and Password for the BAA Secure Site, you may access your PDF reports by selecting "Student Test Scores" from the menu on the left and then selecting the appropriate test cycle. If you do not have Secure Site access, please contact your district assessment coordinator for assistance. Hard copies of the ELPA reports will be shipped to schools in the next two weeks. As soon as hard copies are received, schools should ensure Parent Reports are distributed to parents/guardians as quickly as possible.

2) Kindergarten Entry Assessment Trainers Needed

Michigan Department of Education's Bureau of Assessment and Accountability (BAA) is currently seeking trainers for the Fall 2013 Pilot of the Kindergarten Entry Assessment (KEA). This is a great opportunity for early childhood staff developers to gain significant knowledge about using a KEA to assess and evaluate student entering kindergarten and then use the data to inform instruction and program improvement. If you are interested in becoming a KEA Trainer, please watch for more information and an interest survey which will be posted on the KEA webpage by July 2, 2013.

http://www.michigan.gov/mde/0,4615,7-140-22709_65339---,00.html

3) Reminder: BAA Secure Site – Establish a District-Level Administrator

On June 13, 2013, the Bureau of Assessment and Accountability (BAA) provided a comprehensive message about the new BAA Secure Site and provided information about establishing a District-Level Administrator in the new system. The new system will open on **July 15, 2013**. To ensure you have an authorized district-level established, please follow the instructions below.

Establishing a BAA Secure Site District Administrator

Each district will need to establish one or more District Administrators for the new BAA Secure Site. The District Administrator will then be responsible for establishing all other needed users accounts/profiles for the district and for schools within the district. The process for establishing a new District Administrator is:

- 1) Establish a MEIS Account at <http://michigan.gov/meis>. If you had a MEIS account previously, please do not open a new account – use the self-help features available at <https://cepi.state.mi.us/MEIS/Login.aspx> or get helpdesk assistance to re-activate your existing account.
- 2) Complete the *District Administrator User ID* form at <https://baa.state.mi.us/meap/login.asp> (the form will be near the bottom of the Announcements page after secure login).
NOTE: This form is ONLY for District Authorized Users and must be signed by the District Superintendent. Do not complete this form unless you want the individual listed to have full access, including establishing/removing district and school users.
- 3) Log in to the new BAA Secure Site (URL will be provided in a later email) to verify your access on July 15th and begin establishing district and school users accounts needed for the 2013-14 school year.

New BAA Secure Site Training

To assist district-level users in learning the new system, including system navigation and new and enhanced functionality, the BAA is developing a new *BAA Secure Site User Manual* and will be hosting several in-person training events across the state during the month of August. The training events will be at no charge; however, space is limited so we must ask individuals planning to attend to register. Also, to the extent possible, we are asking that these events be used as a “train-the-trainer” event – meaning, our hope is that district-level users will be able to attend training and then host training opportunities for local school authorized users.

The registration survey can be accessed at <https://www.surveymonkey.com/s/baa-secure> and the survey contains all the details about the training locations, session times, and other important information about the event.

4) BAA Fall Conference

Inspire Growth, A Collaboration of Michigan Educators...this is the focus of the Michigan Department of Education’s Bureau of Assessment and Accountability Fall Conference. It is an opportunity for us to celebrate the successes of the past and work together toward the future of education for the students of Michigan. The conference will set the stage for the exchange of ideas about the next generation of student learning and assessment. There will be sessions in many formats – panel/round table discussions, mini skills, Q & A – on various topics. More information about the proposed sessions can be found at: http://michigan.gov/documents/mde/Fall_Conference_Sessions.6.24_425821_7.pdf.

The conference will be repeated four times around the state for the convenience of our participants. The dates and locations are as follows:

- **August 19:** Grand Valley State University Devos Campus, Grand Rapids [Register!](#)
- **August 23:** Saginaw Valley State University, Saginaw [Register!](#)
- **September 11:** Eastern Michigan University, Ypsilanti [Register!](#)
- **September 16:** Northern Michigan University, Marquette [Register!](#)

For more information, please visit the [2013 BAA Fall Conference website](#).

5) Reminder: ELPA Screener Materials

Due to the replacement of the ELPA Initial Screening with the WIDA Access Placement Test (W-APT) this fall, please remember to securely destroy any unused ELPA Initial Screening materials by July 26th. Please only return used materials (answer documents and booklets with student responses) to MDE. Unused materials such as Test Administration Manuals and Test Booklets that do not have student responses in them DO NOT need to be returned. If needed, the last date to order any ELPA Initial Screening Materials is **July 12th**. The last date to use the ELPA Initial Screening and enter scores into the Secure Site is **July 26th**.

Additional information about use of the W-APT for the upcoming school year will be forthcoming in the next few weeks.

6) May/June 2013 Issue of *Smarter News* Now Available

The May/June 2013 issue of *Smarter News* – the monthly newsletter from the Smarter Balanced Assessment Consortium – is now available. To access the newsletter, please click the link below:

<http://smarterbalancedcreatesend5.com/t/ViewEmail/r/1EDBDCC3D08270112540EF23F30FEDED/2C6463F20F003B3A74AF8F7A76570606>

Questions?

For assessment questions, please email baa@michigan.gov.

For accountability questions, please email MDE-Accountability@michigan.gov.

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.