Michigan Student Data System (MSDS)

Relevant assessments:

All Michigan state assessments:

- **M-STEP**
- **MME**
  - » ACT WorkKeys®
  - » SAT® with Essay
  - » M-STEP (Science and Social Studies)
- **MI-Access**
  - » MI-Access Functional Independence (FI)
  - » MI-Access Supported Independence (SI)
  - » MI-Access Participation (P)
- **WIDA™**
  - » WIDA ACCESS for ELLs
  - » WIDA Alternate ACCESS for ELLs
  - » WIDA ACCESS Placement Test (W-APT)
  - » WIDA Screener
- **PSAT™ 8/9 and 10**
- **Early Literacy and Mathematics Benchmark Assessments (K–2)**

☐ MSDS Overview

☐ How MSDS is Used

☐ Secure Site Data from MSDS

☐ Verifying MSDS Data

Assessment Coordinator Training Guide

Updated: September 2020

MICHIGAN Department of Education

NOTE to Reader:

The **Assessment Coordinator Training Guide** is composed of a series of documents published by the Michigan Department of Education (MDE) to provide information to District and Building Assessment Coordinators regarding their assessment-related roles and responsibilities. This guide provides the resources and knowledge base necessary to establish sound test administration practices and procedures that will allow for the reporting of valid and reliable test results. It will introduce you to Michigan's state assessment systems in general and will link you to the people, trainings, materials, tools, and resources needed throughout the process of coordinating state-provided assessments in your district.

This document is one chapter of the **Assessment Coordinator Training Guide** series. The **Assessment Coordinator Training Guide** is not meant to replace assessment-specific testing manuals, guides, training resources, or other documentation associated with each assessment program.

The web pages referenced in this document are active links. For the full URLs to these pages, please see the **Assessment Coordinator Training Guide Quick Reference** chapter. In that resource you will find an interactive list, along with the full URLs of the assessment-related web pages you will need to access, as well as:

- A preface for the **Assessment Coordinator Training Guide,** which includes information on how to use the guide
- An interactive **Table of Contents** for the training guide
- A reference list of acronym definitions, and
- Important contact information

It is recommended that you keep the **Quick Reference** chapter readily available for future use.

Intro

This chapter discusses how the **Michigan Student Data System (MSDS)** is used in state assessments, as well as how and when the MSDS is updated for assessment and accountability purposes, by answering the following questions.

▶ What is the Michigan Student Data System (MSDS)?

▶ What information is used from the MSDS?

▶ What student information from the MSDS is updated on the OEAA Secure Site?

▶ When and how do I verify my student enrollment and demographics for assessment and accountability reporting?

What is the Michigan Student Data System (MSDS)?

The Michigan Student Data System (MSDS) is a collaborative effort between the Center for Educational Performance and Information (CEPI), the Michigan Department of Education (MDE), and local school districts. The MSDS is a repository that contains information regarding students receiving education in Michigan. Data collected in this system are vital to district success.

The MSDS is one of several student-level data collection systems used for state and federal reporting and accountability, as well as for funding allocations. The MSDS interfaces with other Michigan data applications to reduce redundancy and improve tracking, consistency, and accountability.

Three times a year, districts upload their student count information: in a fall (October) General Collection, a spring (February) General Collection, and an End-of-Year (EOY) Collection (June 30). The MSDS collects other student data during additional collections throughout the year. In between general collections,

student data can be updated using a Student Record Maintenance (SRM) file. Some districts submit an SRM on a regular basis to keep the MSDS current; other districts wait until the next general collection.

Districts have one or more MSDS Authorized User(s) who are able to view and manage data in the MSDS. As an Assessment Coordinator, it's important for you to know your district's process and timeline for updating student data in the MSDS.

You can locate your Authorized District MSDS User(s), along with their contact information, on the District and School Contact page of the Office of Educational Assessment and Accountability (OEAA) Secure Site. You can find instructions for the District and School Contact page of the OEAA Secure Site on the Secure Site Training web page under the Miscellaneous Secure Site Functions.

Also, for additional information on the OEAA Secure Site, see the **OEAA Secure Site** chapter of this training guide.

What information is used from the MSDS?

The OEAA pulls student data from the MSDS several times a year and uses it for several purposes.

- **December** – The OEAA will use the fall General Collection and SRMs to pre-identify on the OEAA Secure Site all English Learners (ELs) in grades K-12. All enrolled ELs are expected to take the WIDA ACCESS or WIDA Alternate ACCESS for ELLs.

- **January** – The OEAA will use the fall General Collection and SRMs to pre-identify on the OEAA Secure Site those students who are in:
  » grades 3–8 and are required to take the M-STEP assessment
  » grade 8 and are required to take the PSAT™ 8/9
  » grades 9 and 10 and can take the April school-day administration of the PSAT 9 and PSAT 10
  » grade 11 and are required to take the MME (SAT® with Essay, ACT® WorkKeys®, and the M-STEP science and social studies summative assessments)

- **April through June** – The OEAA will use MSDS data to display on the OEAA Secure Site the Accountable Students Enrolled and Demographics list for each school, which includes:
  » English Learners (ELs) in grades K–12 who are expected to take the WIDA ACCESS for ELLs students in:

- grades 3–8 who are required to take the M-STEP assessment
- grade 8 who are required to take the PSAT™ 8/9
- grade 11 who are required to take the MME. NOTE: ACT WorkKeys is not included in the Accountable Students Enrolled and Demographics lists.

Data pulls and lists are based on the school's enrollment and student demographic data in the MSDS. Schools can work with their Authorized District MSDS User to make updates or changes to student enrollment and demographics in the MSDS by the deadlines that the OEAA posts to the field each year.

- **Daily** – Once students are pre-identified to take a state assessment, the OEAA Secure Site will update the student's demographic information on a daily basis from the MSDS. The district is not expected to update the MSDS daily for assessment and accountability purposes, but if an SRM is submitted, the new information will be applied to the student's record daily. It is important that student demographics and enrollment information is accurate, current, and complete in the MSDS by the OEAA-posted assessment and accountability reporting deadline. The deadline is usually a few weeks after testing has been completed.

Always review the weekly MDE **Spotlight on Student Assessment and Accountability** newsletter for posted deadlines and details.

What student information from the MSDS is updated on the OEAA Secure Site?

A student's Primary Educational Providing Entity (PEPE) is determined in the MSDS based on General Collections and SRM submissions. When a school submits an enrollment record for a student, the student's record will show an updated PEPE in most cases. When a student is shared between two schools, the PEPE is determined based on business rules in the MSDS, or is assigned manually through PEPE resolution.

The following student identification information is updated on the OEAA Secure Site from the MSDS data, specifically based on the PEPE's General Collection or SRM submission. If a student's information is submitted by two different districts, the information that populates the OEAA Secure Site is based on PEPE's submission.

» name

» birth date

» UIC (Unique Identification Code)

» ethnicity

» gender

» student number

» address

Student demographic data are also updated in the OEAA Secure Site using information from the MSDS, but on a different basis. Demographic subgroup information that populates the OEAA Secure Site is based on the information designated by a student's UIC, regardless of whether a student's demographic information is submitted by either the student's PEPE or non-PEPE district, or both. For example, if a district submits a student as an EL, but then a second district submits an enrollment record for the student and does not include the EL component, the student will remain an EL.

Student demographic data includes the following subgroups:

■ **English Learner (EL)** (previously known as LEP) – after a student is exited from EL services in the MSDS, the student will remain EL until the following school year

■ **Formerly English Learner (FEL)** (previously known as FLEP) – after the student is exited from EL services in the MSDS, the student will remain FEL for four years, starting with the following school year

■ **Special Education (SE)** – student will remain SE until exited from SE services in the MSDS

■ **Home Schooled (HS)**

■ **Homeless (HL)** – a student will remain HL for a full school year, even if the student's status changed in the MSDS during the year

■ **Migrant Status (MS)** – this information is collected from the Migrant Educational Database System (MEDS)

■ **Economically Disadvantaged (ED)** – ED is not a field in the MSDS but is determined for assessment and accountability purposes based on the student's status in one or more of the following areas; the student will remain ED for the full school year, even if his/her status changes:

» student receives free/reduced lunch

» student is identified as a migrant

» student is identified as homeless

» student is included in a direct certification file submitted by the Department of Health and Human Services (DHHS) as a member of a household that receives state food benefits

■ **Foster Care** – student is included in a file submitted by the Department of Health and Human Services (DHHS); the student will remain designated as foster care for the full school year, even if their status changes

■ **Military Connected Student** – student will remain as a military connected student for the full school year, even if their status changes

Once a student is pre-identified for an assessment, the student's demographics are updated daily from the MSDS through the posted deadlines, which occur after testing has been completed. Watch the weekly MDE **Spotlight** newsletter for the posted dates by which MSDS data must be updated for final assessment and accountability reporting.

When and how do I verify student enrollment and demographics for assessment and accountability reporting?

- District authorized MSDS users always have access to their MSDS data and can make changes throughout the school year. However, in April/May of each year, schools will be able to access the Accountable Students Enrolled and Demographics page on the OEAA Secure Site. There, schools can review their enrollment and student demographic information in the MSDS and work with their **Authorized District MSDS User** to make updates to enrollment and demographics prior to assessment and accountability reporting. Details and deadline dates will be posted in the weekly MDE **Spotlight** newsletter.

  You can find more information about this in the **Accountable Students Enrolled and Demographics** chapter of this training guide.

- Find out who your **Authorized District MSDS User** is and make contact

- Find out how often **student updates are submitted in MSDS** by the Authorized District MSDS User

- Create a process with the Authorized District MSDS user to ensure updates are made during the Accountable Students Enrolled and Demographics review period in the OEAA Secure Site