

# Michigan-Provided Fall 2020 Testing

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# Session Goals

- Our goal today is to share the latest information about the Michigan-provided fall assessments. Information about Spring 2021 testing will be shared later this fall.
- College Board and the Michigan Department of Education (MDE) will continue to finalize implementation details, and as more information becomes available, we will share through [www.michigan.gov/psat](http://www.michigan.gov/psat), [www.michigan.gov/mme](http://www.michigan.gov/mme), and Spotlight on Student Assessment and Accountability online newsletter.
- **The health and safety of educators and students is our first concern; therefore, College Board is analyzing potential impacts of COVID-19 on policies and procedures to fall testing. We will make you aware of any updates as they become available.**

Today we will provide an overview of:

- Important dates
- School and student eligibility
- Ordering in the College Board test ordering site (TOS)
- Key differences between Fall 2020 and Spring 2021 testing
- Accommodations and supports available for Fall 2020 testing

# General Information

# Fall 2020 Testing

The Michigan Department of Education is providing a Fall 2020 administration of:

- SAT® with Essay for students entering the 12<sup>th</sup> grade in Fall 2020
- PSAT/NMSQT® for students entering the 11<sup>th</sup> and 10<sup>th</sup> grades in Fall 2020
  - The PSAT™ 10 and the PSAT/NMSQT are the same test but are offered at different times of the year.
  - The PSAT/NMSQT is offered only in the fall while PSAT 10 is only offered in the spring.
- PSAT™ 8/9 for students entering 9<sup>th</sup> grade in Fall 2020
- Results of fall testing will not be used for any accountability reporting.
  - The purpose of a fall administration is to offer the opportunity to students to take the assessments due to the cancellation of April testing.
- All schools that were established to participate in College Board assessments in Spring 2020 are expected to administer the assessments in the fall.
  - If your school has a new grade configuration for the 2020-21 school year and will have eligible students for fall but you were not established for Spring 2020, contact MDE at [MDE-OEAA@Michigan.gov](mailto:MDE-OEAA@Michigan.gov) by July 1.
- Schools are required to order test materials directly through the College Board test ordering site.
- Pre-ID labels are not available for the fall Michigan-provided assessments. Students will bubble in required information on their answer sheet.

# Fall 2020 SAT with Essay for Grade 12

- Schools have the option of choosing a primary test day in September or October.

	September 2020	October 2020
Primary Test Date	September 23	October 14
Accommodated Testing Window	September 23 – October 6	October 14 – October 27
Makeup Test Date	October 28	October 28

- Public and nonpublic schools are eligible to participate in the fall administrations if they were established to participate in the SAT with Essay in Spring 2020.
- Students must be in 12<sup>th</sup> grade to participate.
- The Essay is required.
- This is a paper/pencil assessment.
- Test books must be returned after testing.

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# Fall 2020 PSAT/NMSQT for Grades 11 and 10

- Schools will choose one date to administer the PSAT/NMSQT: October 14 or October 28.
  - College Board also offers a Saturday administration; however, the Saturday, October 17 test date is not part of the MDE-provided administrations.
- Scores for 11th graders taking the PSAT/NMSQT are considered for the National Merit® Scholarship Program.
  - Due to the participation in the scholarship program, there are policy differences between the PSAT/NMSQT and other fall assessments. Carefully read all Coordinator Manuals.
- There is no makeup date for PSAT/NMSQT.
- All 10<sup>th</sup> and 11<sup>th</sup> grade students must be tested on the chosen date.
- There is no accommodated window for PSAT/NMSQT.
- Public and nonpublic schools are eligible to participate in the fall administrations if they were established to participate in the PSAT 10 or SAT with Essay in Spring 2020.
- Students must be in 10<sup>th</sup> or 11<sup>th</sup> grades to participate.
- 10<sup>th</sup> and 11<sup>th</sup> graders may be tested together in the same room.
- This is a paper/pencil assessment.
- Test books for the Michigan-provided dates (Oct 14 and 28) may be stored securely and distributed to students once scores are released.

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# Fall 2020 PSAT 8/9 for Grade 9

- Schools can choose one date between September 21-October 28 to administer the PSAT 8/9 to their 9th graders.
  - Note that the PSAT 8/9 testing window extends until March; however, MDE-provided testing must occur between September 21-October 28, 2020.
- From the school's chosen date, the school has 2 weeks to administer any testing.
- Public and nonpublic schools are eligible to participate in the fall administration if they were established to participate in the PSAT 8/9 in Spring 2020.
- Students must be in 9th grade to participate and be paid for by MDE.
- Test books may be stored securely and distributed to students once scores are released.
- Digital testing is offered for Fall 2020
  - College Board digital testing does **not** use the DRC INSIGHT portal
  - Information about digital testing can be found at <https://digitaltesting.collegeboard.org>
  - Digital testing will not be offered for the Michigan-provided spring assessments.

# **Michigan-Provided Fall 2020 vs. Spring 2021 Administrations**



# Fall vs. Spring

- Due to the nature of fall testing and the fact that results will not be used for accountability, the typical MDE requirements for spring testing will not occur in fall.
- For a full list of differences between fall and spring testing, visit [www.Michigan.gov/mme](http://www.Michigan.gov/mme) or [www.Michigan.gov/psat](http://www.Michigan.gov/psat)
- Key differences of systems being used include:

	Fall 2020	Spring 2021
OEAA Secure Site	Will <b>not</b> be used	<b>Required:</b> <ul style="list-style-type: none"> <li>• Verify establishment for testing</li> <li>• Pre-ID students</li> <li>• Additional material order window</li> <li>• Answer document verification</li> </ul>
Educational Entity Master (EEM)	Will <b>not</b> be used	<b>Required:</b> <ul style="list-style-type: none"> <li>• Identify test staff and school address</li> </ul>
College Board Testing Ordering Site (TOS)	<b>Required:</b> <ul style="list-style-type: none"> <li>• Identify test staff and verify school address</li> <li>• Order standard and accommodated test materials</li> <li>• Tracking information</li> </ul>	Will <b>not</b> be used
SSD Online	<b>Required:</b> <ul style="list-style-type: none"> <li>• SAT with Essay</li> <li>• PSAT/NMSQT</li> </ul>	<b>Required:</b> <ul style="list-style-type: none"> <li>• SAT with Essay</li> <li>• PSAT 10</li> <li>• PSAT 8/9</li> </ul>

# **Accommodations and English Learner (EL) Supports**

# Accommodations

- Students with College Board-approved accommodations from Spring 2020 will have those same accommodations already approved for fall testing.
  - Confirm that these accommodations are still accurate and needed by the student.
- Accommodations for PSAT 8/9 in the fall are locally determined based on the student's IEP or 504 and do not need to be entered in SSD Online.
  - They **must** be entered for Spring 2021 testing.
- State-allowed accommodations (SAAs) are not available for fall testing.
  - Students who would have used EL-Math only, for example, should be offered the opportunity to test without this accommodation.
  - For last year's 8<sup>th</sup> graders, who had SAAs for Spring 2020 testing, no action is required for the fall PSAT 8/9 other than ordering the necessary accommodated materials.
- Schools will order the applicable accommodated formats in the College Board test ordering site.

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# Important Notes about Accommodations

- There is no accommodated testing window for PSAT/NMSQT.
  - Students approved for an accommodation that allows for testing over 2 days must test on either October 14-15 or October 28-29, depending on your school's chosen test day.
  - If a student misses one of the 2 days of testing, they cannot test on another day and will not receive a score.
- Some accommodations will be administered differently in fall than in the spring.
  - For example: 100% extended time on the PSAT 10 tests over 2 days while 100% extended time on the PSAT/NMSQT completes testing in 1 day.
  - A lunch break is available for students with some accommodations taking the PSAT/NMSQT or PSAT 8/9 in the fall.
  - Be sure to closely read the appropriate Coordinator Manuals for administering the fall assessments with accommodations.

# English Learner Supports

**Scores will be college and scholarship reportable**



EL Supports  
are not  
currently  
available for  
PSAT/NMSQT

**Students can use translated test directions and/or approved word-for-word bilingual glossaries without prior approval.**

- Translated test directions for designated languages are in PDF format and must be printed by the school ahead of test day.
  - Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese
- Translated test directions can be provided orally by an approved translator to the student in languages not available in PDF format.

**English learners can be provided with 50% extended time.**

- Although not an accommodation, students must be identified in SSD Online for SAT with Essay (not required for PSAT 8/9).
- Students will be automatically-approved and no documentation will be required.
- Requests must be re-entered in SSD Online if the student was approved for Spring 2020.
  - Re-entry for Spring 2021 testing will likely be required, but more information will be provided at a later date.

Criteria for determining who may benefit from EL supports can be found in the Supports & Accommodations Guidance Document posted on the MDE website.

([https://www.michigan.gov/documents/mde/Michigan\\_Accommodations\\_Manual.final\\_480016\\_7.pdf](https://www.michigan.gov/documents/mde/Michigan_Accommodations_Manual.final_480016_7.pdf))

# Ordering Test Materials

College Board Test Ordering Site (TOS)

# Using TOS



- Ordering test materials in the College Board test ordering site for the fall administrations of the SAT with Essay, PSAT/NMSQT, and PSAT 8/9 is **required**.
- **Do not place orders for the Spring 2021 assessments in the test ordering site.**
- Orders must be placed separately for each assessment and can be placed at different times by different people.
  - Example: SAT test coordinator can submit the order for SAT with Essay materials while the principal orders for PSAT/NMSQT and PSAT 8/9.
- Schools should be placing orders at the school-level, not districts.
  - If district-level personnel have access to TOS, they can monitor orders in TOS.
- Overage of materials are not sent in fall like they are for spring.
  - Orders are rounded to the nearest bundle of 5.
  - If you need 96 tests, you will receive 100.
  - Therefore, you might want to order some extra books to account for new students.

# Obtaining Access to TOS

- You will first need a College Board Professional Account.
  - Go to [www.collegeboard.org](http://www.collegeboard.org) and sign up for one if you do not currently have an account.
- Once you login to your account, you will have access to your **My Tools and Services** Dashboard.
  - Dashboards will look different based on the tools and services one has access to.
- You have access to TOS if you have **Test Ordering** listed on your Dashboard.

## My College Board Professional Account

### My Tools And Services

Tool or Service	My Role	Expires* ?	Manage Access
<a href="#">AP Potential™ ▶</a>	AP Potential Region	31-Dec-2017	<a href="#">edit</a>
<a href="#">AP® Online Reports ▶</a>	OSR Regional Staff	24-Jun-2018	<a href="#">edit</a>
<a href="#">AP® Teacher Community ▶</a>	N/A	N/A	
<a href="#">Bulk Registration and Pre-ID Label Tool ▶</a>	multiple roles	multiple dates	<a href="#">edit</a>
<a href="#">K-12 Assessment Reporting ▶</a>	multiple roles	multiple dates	<a href="#">edit</a>
<a href="#">Test Ordering ▶</a>	multiple roles	multiple dates	<a href="#">edit</a>
<a href="#">College Board Institutional Ordering ▶</a>	N/A	N/A	
<a href="#">Managing Access to support K-12 Assessment Reporting ▶</a>	Access Management/DAT (K-12)	31-Dec-2022	<a href="#">edit</a>
<a href="#">Test Administration Training for the SAT Suite of Assessments ▶</a>	N/A	N/A	



# Obtaining Access to TOS

- If you do not have access to TOS, scroll down to the bottom of the page under **Add Additional Tools and Services**
- Click **K-12** to expand the selection
- Click **Get Access** next to Test Ordering

## Add Additional Tools And Services

### Recommended Tools and Services

We've selected these tools and services based on your job function of Teacher (non-AP). [Edit my profile](#)

- ▶ RediStep™ Summary of Answers and Skills (SOAS) Reports [Get Access](#)
- ▶ SpringBoard® Online [Get Access](#)
- ▶ SpringBoard® Online Training Site [Get Access](#)

### K-12

- ▶ AP Class and Roster Management [Get Access](#)
- ▶ AP Digital Portfolio [Get Access](#)
- ▶ AP Portfolio Scoring [Get Access](#)
- ▶ AP Potential™ [Get Access](#)
- ▶ AP Registration and Ordering Management - Pilot Use Only [Get Access](#)
- ▶ AP® Course Audit [Get Access](#)
- ▶ AP® Insight [Request Access](#)
- ▶ AP® Online Reports [Get Access](#)
- ▶ AP® Ordering [Get Access](#)
- ▶ Bulk Registration and Pre-ID Label Tool [Get Access](#)
- ▶ K-12 Assessment Reporting [Request Access](#)
- ▶ SAT® Registration Report [Get Access](#)
- ▶ SSD Online - Disabilities Accommodation Management [Get Access](#)
- ▶ SpringBoard® Online Community [Request Access](#)
- ▶ Test Ordering [Get Access](#)

# Obtaining Access to TOS

- A one-time access code is required.
- Obtain the access code from the June 9 email sent to principals and test coordinators.
  - If you did not receive or do not have access to the email, contact the Michigan Educator Hotline at 866-870-3127.
- Identify your professional organization and include the access code. Then click **Add**.
  - Make sure to use the professional organization name exactly as listed from the access code email.
- Return to your Dashboard and you should now see **Test Ordering** as an option.

## Get access to Test Ordering

[◀ back](#)

### Test Ordering Enrollment Information

An access code is required. If you do not have an access code, please contact your school's test coordinator or Guidance director.

You may also complete the [access code request form](#) to have the access code emailed to you. If you do not know or are not able to answer any of the required fields, you may also contact Customer Service for assistance (888)477-7728.

Provide your access information		Your access							
<p><b>U.S. ZIP code:</b> <i>This is to narrow your choices</i></p> <input type="text"/>		<table><thead><tr><th>Organization</th><th>Position</th><th>Expiration Date</th></tr></thead><tbody><tr><td colspan="3"><div>Finished</div></td></tr></tbody></table>		Organization	Position	Expiration Date	<div>Finished</div>		
Organization	Position	Expiration Date							
<div>Finished</div>									
<p><b>Professional Organization:</b></p> <input type="text" value="start typing"/>									
<p><b>Access Code:</b></p> <input type="text" value="enter code"/>									
<a href="#">Enroll Later</a> <input type="button" value="Add ▶"/>									

# Changing Contact Information in TOS

# Changing Contact Information

- To make changes to current information in TOS:
  - Login and access TOS.
  - Find your school name in the upper-right hand corner and click on the “v” to expand the selection.
- To change the information, click **View Profile**

**Test Ordering**

Org Search   Dashboard   Calendar   Help   **SCHOOL NAME v**

SCHOOL INFORMATION	<b>View Profile</b>	DISTRICT INFORMATION
<b>School Name</b> AI Code: #####(Level 2) Status: P Access Code: XXXXXX		New York City Department of Education  PSAT/NMSQT® and PSAT™ 10 Coordinator Kyle Bolt (email)
<b>SAT Supervisor</b> None provided		
PSAT/NMSQT® and PSAT™ 10 Coordinator Coordinator(email)		
PSAT™ 8/9 Coordinator Coordinator(email)		

# Changing Contact Information

- Click **Edit**.
- You can only change names, email, and phone numbers of contacts.
- School addresses cannot be changed on this page.
  - If you need to change the school address contact 866-870-3127 ASAP.

## Test Ordering

Org Search

Dashboard

Calendar

Help

HIGH SCHOOL



### Organization Profile

Back to Dashboard

HIGH SCHOOL

School Code:

Access Code:

#### SAT Coordinator Information

Edit

Note: All test materials will be shipped to the SAT Coordinator.

Name

Job Title

K-12: Counselor

Email

Work Phone

#### PSAT/NMSQT® and PSAT™ 10 Coordinator Information

Edit

Note: All test materials will be shipped to the PSAT/NMSQT® and PSAT™ 10 Coordinator.

Name

Job Title

K-12: Test Coordinator

Nr. of Years as PSAT/NMSQT® and PSAT™ 10 Coordinator

6-10

Email

# Ordering SAT with Essay Test Materials

# Click Add New Administration or Place an Order

## Test Ordering

[Dashboard](#)[Calendar](#)[Help](#)[HIGH SCHOOL](#) ▼

We hope you're safe and healthy during this challenging time. Given COVID-19, no action is required from you to generate an invoice and the College Board will send you a final invoice. Your school will not be charged for any unused test fees and the College Board will apply your full fee reduction request if applicable. If you did not send back answer sheets for scoring, your school will not be charged.

### Welcome

Welcome to the ordering tool for SAT® School Day, PSAT/NMSQT®, PSAT™10, and PSAT™8/9.

Your scheduled administrations are listed below, where you can view important messages, review quantities, and update orders.

To set up a new exam or new test date, click the Add New Administration button.

You may also [search for other schools](#) that are planning to administer PSAT/NMSQT®, PSAT™10, and PSAT™8/9 exams to help students that are looking for locations to take an exam.

Add New Administration

# Choose an Administration

To confirm that MDE will be paying for the **fall** assessments, you should see *Covered by Contract* listed next to the assessment name. PSAT 10 is not listed as Covered by Contract because this is a Spring 2021 assessment that will not be ordered through TOS.

This coverage is based on Spring 2020 establishment; therefore, each school may not see all 3 assessments as *Covered by Contract*.

If you feel that the *Covered by Contract* indication is incorrect, contact the Michigan Educator Hotline at 866-870-3127 ASAP.

## Choose an Administration

Choosing the best for your students

- The SAT® is available in October for 12th graders or March and April for 11th and 12th graders.
- The PSAT/NMSQT® is available in October for 10th and 11th graders.
- The PSAT™ 10 is available in February - April for 10th graders. It covers the same content as the PSAT/NMSQT.
- The PSAT™ 8/9 is available in September - April for 8th and 9th graders.
- The digital PSAT™ 8/9 is available in September - April for 8th and 9th graders. It covers the same content as the paper and pencil test but is offered in a digital mode using the Cambium Assessment, Inc. (formerly AIR) test delivery system and supporting tools.

[Learn more about these tests](#)

[Learn more about the digital PSAT 8/9](#)

SAT School Day (Paper and Pencil)	Covered by Contract	▼
PSAT/NMSQT® (Paper and Pencil)	Covered by Contract	▼
PSAT™ 10 (Paper and Pencil)		▼
PSAT™ 8/9 (Paper and Pencil)	Covered by Contract	▼

Continue



# Choose SAT with Essay Test Date

CollegeBoard

Test Ordering

DashboardCalendarHelp

HIGH SCHOOL

Choose an Administration

Choosing the best for your students

- The SAT® is available in October for 12th graders or March and April for 11th and 12th graders.
- The PSAT/NMSQT® is available in October for 10th and 11th graders.
- The PSAT™ 10 is available in February - April for 10th graders. It covers the same content as the PSAT/NMSQT.
- The PSAT™ 8/9 is available in September - April for 8th and 9th graders.
- The digital PSAT™ 8/9 is available in September - April for 8th and 9th graders. It covers the same content as the paper and pencil test but is offered in a digital mode using the Cambium Assessment, Inc. (formerly AIR) test delivery system and supporting tools.

[Learn more about these tests](#)

[Learn more about the digital PSAT 8/9](#)

SAT School Day

Wednesday September 23, 2020

Continue

SAT School Day (Paper and Pencil)

☒ Wednesday September 23, 2020

Makeup date: [?](#)

Wednesday October 28, 2020

☐ Wednesday October 14, 2020

☐ Wednesday March 3, 2021 [View Order](#)

Select the radio button to choose September 23 or October 14



# Enter Standard Test Book Number

- Indicate the number of standard SAT with Essay books for 12<sup>th</sup> graders your school needs. Remember to order a few extra.



Be sure to order SAT with Essay tests and only for 12<sup>th</sup> Graders.

References to pricing can be ignored.

### Standard Test Books

**Pricing:** The testing fee for the 2019-20 school year is \$49.50 for the SAT (without Essay) and \$64.50 for the SAT with Essay. There is a fee - \$24.75 for SAT (without Essay) and \$32.25 for SAT with Essay - for each unused test book exceeding 20% of the total number ordered (or a minimum of 10). Prices may vary by state or contract terms.

Grade ?	Essay	Contract Coverage	Students Tested Last Year	Current Order
12	SAT (without Essay)	-	0	
	SAT with Essay	State	0	120
11	SAT (without Essay)	-	0	
	SAT with Essay	-	0	
Other	SAT (without Essay)	-	0	
	SAT with Essay	-	0	
Subtotal SAT without Essay (Rounded Up)				0
Subtotal SAT with Essay (Rounded Up)				120
Total Tests				120

# Verify Student Guides and Standard Testing Manuals

- The number of Student Guides and Standard Testing Manuals will automatically be calculated based on the number of standard test books entered.
- Edit counts, as needed.

## Student Guides

The SAT School Day Student Guide is provided free of charge to all test-takers and includes test regulations and valuable information to help students prepare.

Grade	Recommended Quantity	Current Order
All	120	<input type="text" value="120"/>

## Standard Testing Manual

The Standard Testing Manual provides detailed procedures to follow before, during, and after the SAT School Day administration. Includes standard test-day script. We'll send you 1 copy for every 20 test books you order, with a minimum of 1.

Grade	Recommended Quantity	Current Order
All	6	<input type="text" value="6"/>

# Select Students Testing with Accommodations

- Each student with an approved accommodation in SSD Online will be listed.
  - You will not be able to order accommodated materials for students in the pending status in SSD Online.
- Click on the name of each student testing and select **SAT with Essay** for each student.

Ordering Accommodated Tests (step 1 of 2)

Ordering tests for students with SSD accommodations and EL Extended Time is a two-step process. On this page, click the name of each student you are planning to test and the test type: SAT or SAT w/Essay. On the next page, your order form will be filled out with the test formats needed for those students.

The list below contains students whose SSD accommodation and EL Extended Time requests have been approved. Note that it doesn't include students whose requests are still pending. You can choose to wait to place your order until all of your students are approved, or you can return multiple times to place supplemental orders if you have students with late approvals.

[EL Supports](#) like translated directions and the use of word-to-word glossaries do not require approval or special test formats.

If you do not see students listed below and you are sure they have approved testing accommodations, contact the School Day Support Line at 855-373-6387, Option 1, for assistance with placing your order.

Your school's SSD coordinator:

Select the students you are planning to test:

<input type="checkbox"/> Select All	<input type="radio"/> All SAT (without essay)	<input type="radio"/> All SAT w/Essay	<input type="button" value="Filter by Grade"/> <input type="button" value="v"/>
<input checked="" type="checkbox"/> Student A	<input type="radio"/> SAT	<input checked="" type="radio"/> SAT w/Essay	<input type="text"/>
<input checked="" type="checkbox"/> Student B	<input type="radio"/> SAT	<input checked="" type="radio"/> SAT w/Essay	<input type="text"/>

# Confirm Accommodated Tests

- Accommodated tests will be automatically calculated based on the students chosen on the previous screen.
- The screen shows how many students are approved for an accommodation and how many have been ordered.
  - Note: Not all accommodated materials are shown in this image.

2 students will use accommodations but use standard (purple) books


14 students will use accommodated (blue) books

### Ordering Accommodated Tests (step 2 of 2)

This page shows your accommodated test material order, which has been automatically populated based on the student names you selected. You may not edit this page. If any of the quantities or formats seem incorrect, please contact the School Day Support Line at 855-373-6387, Option 1.

Materials	Other	11th	12th	Total
Regular Print Test Book <span>?</span>				
Students Approved <span>?</span>	0	2	2	4
SAT (without Essay)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
SAT with Essay	0	0	2	2
Regular Print Accommodated Test Book <span>?</span>				
Students Approved <span>?</span>	0	12	14	26
SAT (without Essay)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
SAT with Essay	0	0	14	14

# OPTIONAL: Request Fee Reduction Benefits



If you choose this option, you will complete the process in TOS after testing

- Identifying the number of students eligible for fee reduction benefits (fee waivers) is a way to deliver benefits to students such as 2 free weekend SATs, unlimited score reports, and more.
- Michigan schools already received fee waiver codes for students in the K-12 reporting portal in March 2020 to provide to eligible Class of 2021 students.
  - If you already distributed those codes to students, this step is optional.
  - Those codes are still valid if you would rather distribute those.
  - More fee waiver codes will be available in Spring 2021 for the Class of 2022.
  - For more information on the fee wavier codes that were provided, access the March 12 email sent to test coordinators from College Board titled, *Access SAT School Day Fee Waiver Benefits for Your Eligible Students*

SAT Fee Reduction Benefits

SAT School Day Fee Reductions are available to low-income juniors (spring admins) and seniors (fall admins) participating in SAT School Day. Students who are identified as eligible for Fee Reductions also qualify for their full set of SAT fee waiver benefits, which include 2 free SAT registrations for weekend administrations, unlimited score reports to send to colleges, and as many College Applications Fee Waivers students need. See more on benefits and eligibility [here](#). The reduced fee for the SAT (without essay) is \$8 per test and \$15 per test for the SAT with Essay.

IMPORTANT NOTE: You must return here after test day to determine which students are qualified for Fee Reduction Benefits.

Items	11th	12th
Number of tests ordered	0	147
Fee reduction benefits redeemed last year	0	0
Fee Reduction Benefits allocated this year	0	19

# Review Your Order

- Expand each selection to review your order.
  - Make changes, if necessary.
- Read and accept the Terms and Conditions, then submit order.

## Review Your Order

Overview



Standard Material and Additional Material



Accommodated Materials



Fee Reduction Benefits



☐ I accept the [Terms and Conditions](#) on the customer's behalf. The customer has been informed that they can login to view them directly.

Submit Order

Cancel and Exit

# Dashboard

- Once submitted, the Dashboard will show confirmation of your order.
- Select **View Order Details** to review or adjust your order anytime prior to the ordering deadline.

CollegeBoard

Test Ordering

DashboardCalendarHelp

We hope you're safe and healthy during this challenging time. Given COVID-19, no action is required from you to generate an invoice and the College Board will send you a final invoice. Your school will not be charged for any unused test fees and the College Board will apply your full fee reduction request if applicable. If you did not send back answer sheets for scoring, your school will not be charged.

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You may also [search for other schools](#) that are planning to administer PSAT/NMSQT<sup>®</sup>, PSAT<sup>™</sup>10, and PSAT<sup>™</sup>8/9 exams to help students that are looking for locations to take an exam.

Add New Administration

### Your Administrations

SAT School Day - Wed. Sep 23, 2020	View Order Details
<p>Primary Date: <b>Wed. Sep 23, 2020</b> Makeup Date: <b>Wed. Oct 28, 2020</b></p> <hr/> <p>✓ <b>We've received your order.</b> Your early shipment of answer sheets, answer sheet instructions, and student guides will arrive by 9/8/20-9/10/20 and your test books will arrive by 9/15/20-9/17/20.</p> <p><b>We've received your request for additional fee reductions.</b> We'll let you know within 3 weeks if your request is approved.</p>	



# Ordering PSAT/NMSQT Test Materials

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# Differences

- The process for PSAT/NMSQT and PSAT 8/9 materials is similar to ordering SAT with Essay.
- The biggest differences to review are:
  - Choosing test dates
  - Ordering accommodated tests

# Choosing PSAT/NMSQT Test Date

- The default PSAT/NMSQT date is October 14. If you plan to use October 28, select **Have a conflict?** to select an alternative date.
  - Reminder: MDE is not providing the Saturday test date
- Order by August 12 and select the box under Pre-Admin to receive answer sheets and manuals early.

The screenshot shows the PSAT/NMSQT selection interface. The 'PSAT/NMSQT® (Paper and Pencil)' option is selected. Under the date 'Wednesday October 14, 2020', the 'Have a conflict?' link is highlighted with a red box and a red arrow points to a dialog box. The dialog box, titled 'Choose from these available test dates:', offers two options: 'Saturday October 17, 2020' and 'Wednesday October 28, 2020'. The 'Pre-Admin' section is also visible, with a checkbox for receiving answer sheets and manuals early.

SAT School Day (Paper and Pencil) ✓

PSAT/NMSQT® (Paper and Pencil) ^

☒ Wednesday October 14, 2020 **Have a conflict?** →

**Pre-Admin**

☐ I would like to receive answer sheets and manuals early in order to conduct a pre-administration session. (?)

PSAT™ 10 (Paper and Pencil)

PSAT™ 8/9 (Paper and Pencil) ✓

Digital PSAT™ 8/9 ✓

**Choose from these available test dates:**

☐ Saturday October 17, 2020

☐ Wednesday October 28, 2020


Cancel OK

# Enter Number of Standard Test Books





Be sure to order 10<sup>th</sup> and 11<sup>th</sup> grade if administering both grades

 September 16, 2020  
Deadline to decrease standard orders

 September 16, 2020  
Deadline to increase standard orders

## Standard Test Books

**Pricing:** The test fee for the 2020-21 school year is \$17.00. There is a \$4.00 fee for each unused test book exceeding 20% of the total number ordered.

Grade 	Contract	Students Tested Last Year	Current Order
11	-	0	110
10	-	0	110
 PSAT/NMSQT® for other grades			
Total			220

PSAT/NMSQT®

Wed. October 14, 2020

Continue

Cancel & Exit

# Order Accommodated Test Books


Order accommodated materials for students who need:


- Large Print – 14 pt
- Large Print – 20 pt
- Braille
- Braille Graphs & Figures
- MP3 Audio
- Reader Script
- Large Block Answer Sheet
- Assistive-Technology Compatible (ATC) Format

Students with other accommodations will just use a standard test book and should be included in the standard test book counts.

- For PSAT/NMSQT, the number of students approved in SSD Online for certain accommodated materials is listed.
- A box will appear by clicking on the number below the number of students approved.
  - Example: For the two 10<sup>th</sup> graders that are approved for 14 pt large print, indicate how many of these students will test.

Accommodated PSAT/NMSQT® Tests

 **September 16, 2020**  
Deadline to decrease accommodated orders

 **September 16, 2020**  
Deadline to increase accommodated orders

Speak with your school's SSD coordinator (Tosallai Data) to determine which students will test with accommodations and need accommodated test materials such as a large print test or large-block answer sheet. To receive the full benefit of PSAT/NMSQT, students should use the test formats that best match the accommodations they currently use to complete school-work or take state tests and that meet College Board SSD guidelines.

**Important note:** Be sure to order standard tests (on the previous screen) for students who don't need an alternate test format. Students who need only extended time, extra breaks, or other accommodations such as using a large block answer sheet or recording their answers in the test book will use a standard test book. Test day instructions and scripts for students testing with 50% and 100% extended time are included in the Coordinator Manual.

For questions about ordering accommodated materials for PSAT/NMSQT, call SSD at 844-255-7728.

Materials	Other	8th	9th	10th	11th	Total
Large Print - 14 point test book (includes large block answer sheet) ?						
Students Approved ?	-	-	-			
PSAT/NMSQT®						0
Large Print - 20 point test book (includes large block answer sheet) ?						
Students Approved ?	-	-	-	-	-	-
PSAT/NMSQT®						0

PSAT/NMSQT®  
Wed. October 14, 2020  
☐ My order is accurate, and I agree to the terms and conditions.

Continue

Cancel & Exit

# OPTIONAL: Fee Waivers

- Identifying the number of students eligible for fee waivers is a way to deliver benefits to students such as 2 free weekend SATs, unlimited score reports, and more.
- Michigan schools will receive fee waiver codes for students in the K-12 reporting portal in March 2021 to provide to eligible Class of 2022 students.
  - You can either provide those codes when they become available or use this process in TOS.

## Fee Waivers for 11th-Grade Students

The College Board offers PSAT/NMSQT® Fee Waivers for eligible 11th grade students. Requests received after will be reviewed on a first-come, first-served basis. Find out [who is eligible](#).

IMPORTANT NOTE: You must return here after test day to select students who qualify for PSAT/NMSQT Fee Waivers.

Items	11th
Number of test books ordered	111
Fee waivers redeemed last year	0
Fee Waivers requested this year	<input type="text" value="0"/>

PSAT/NMSQT®

Wed. October 14, 2020

Continue

Cancel & Exit

# Ordering PSAT 8/9 Test Materials

# Choosing PSAT 8/9 Test Date

## Schools can choose the Digital PSAT 8/9, if desired.

- NOTE: College Board does not use DRC INSIGHT as the test delivery platform.

- Identify the date you will administer the PSAT 8/9 (MDE authorized dates must be between September 21 and October 28).
- This date will help determine when test materials are shipped to you.
- Order by August 12 and select the box before Pre-Admin to receive answer sheets and manuals early.

SAT School Day (Paper and Pencil) ▾

PSAT/NMSQT® (Paper and Pencil) ▾

PSAT™ 10 (Paper and Pencil) ▾

PSAT™ 8/9 (Paper and Pencil) ▴

Choose date:  
09/21/2020

Pre-Admin

☐ I would like to receive answer sheets and manuals early in order to conduct a pre-administration session. (?)

- September 2020 - January 2021 | Up to 14 orders allowed
- February 2021 - March 2021 | One order allowed
- April 2021 | One order allowed

Digital PSAT™ 8/9 ▾



# Order Standard Test Books



Only order for 9<sup>th</sup> graders. Schools will be billed for other grades, if ordered.



Schools should order test materials at least 4 weeks prior to their testing week; see [ordering deadlines](#).



9/14/20  
Test material delivery date

## Standard Test Books

**Pricing:** The test fee for the 2020-21 school year is \$13.00. There is a \$4.00 fee for each unused test book exceeding 20% of the total number ordered.

Grade	Contract	Students Tested Last Year	Current Order
9	-	0	<input type="text" value="75"/>
8	-	0	<input type="text"/>
^ PSAT™ 8/9 for other grades			
Total			75

## Coordinator Manual

The Coordinator Manual has important information on administering PSAT™ 8/9. We'll send you one copy for every 25 test books you order, with a minimum of two.

Grade	Recommended Quantity	Current Order
All	3	<input type="text" value="3"/>

PSAT™ 8/9

Mon. September 21, 2020

Continue

Cancel & Exit



# Order Accommodated Test Books

## Order accommodated materials for students who need:

- Large Print – 14 pt
- Large Print – 20 pt
- Braille
- Braille Graphs & Figures
- MP3 Audio
- Reader Script
- Large Block Answer Sheet
- Assistive-Technology Compatible (ATC) Format

- Since accommodations for fall PSAT 8/9 are not in SSD Online, schools can just order the materials they need.
- If a student has an accommodation or support other than those listed (example: extended time), they will use a standard test book.
  - This includes English Learners using 50% extended time.
  - Include these students in counts in the standard test book orders.

### Accommodated PSAT™ 8/9 Tests

 Schools should order test materials at least 4 weeks prior to their testing week; see [ordering deadlines](#).  **9/14/20**  
Test material delivery date

Speak with your school's SSD coordinator (Tosallai Data) to determine which students will test with accommodations and need accommodated test materials such as Large Print test or large block answer sheet. To receive the full benefit of PSAT™ 8/9, students should use the test formats that best match the accommodations they currently use to complete schoolwork or take state tests and that meet College Board SSD guidelines.

The College Board Services for Students with Disabilities (SSD) office does not review requests for testing accommodations for the PSAT 8/9. However, students may not use accommodations on other College Board tests (including, but not limited to, the PSAT/NMSQT®, PSAT™ 10, SAT®, and Advanced Placement® (AP®) Exams) without prior SSD approval.

[English Language \(EL\) Supports](#), such as translated directions and the use of word-to-word glossaries, don't require approval or special test formats.

**Important note:** Be sure to order standard tests (on the previous screen) for students who don't need an alternate test format. Students including English Learners who need only extended time, extra breaks, or other accommodations such as using a large block answer sheet or recording their answers in the test book will use a standard test book. Test day instructions and scripts for students testing with 50% and 100% extended time are included in the Coordinator Manual.

For questions about ordering accommodated materials for PSAT 8/9, call 855-373-6387.

Materials	Other	6th	7th	8th	9th	Total
Large Print - 14 point test book (includes large block answer sheet) 						
PSAT™ 8/9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="2"/>

### PSAT™ 8/9

**Mon. September 21, 2020**


☐ My order is accurate, and I agree to the [terms and conditions](#).

**Continue**

**Cancel & Exit**

# Pre-ID Labels

- When ordering PSAT/NMSQT and PSAT 8/9, after submitting the order, educators will be asked if you want to order Bulk Registration Labels.
- Labels are **not** available for the Michigan-provided assessments.
- The functionality of this selection is not configured.
  - If you select that you want them, nothing will happen (even if your school wants to pay for it).
  - You won't be charged, and you won't be able to submit a file to receive labels.

Items	Price
 <div><b>Bulk Registration Labels</b><p>Save time on test day and ensure data accuracy with bulk registration labels. Organizations participating in bulk registration submit student information online prior to test day and receive printed labels to affix to test answer sheets. This saves time because students have fewer bubbles to fill in. Schools that choose to participate will receive more information and instructions in mid-August.</p><p>Note: Bulk registration is available by default to districts with contracts; however, participation is at the district's discretion.</p></div>	\$100.00

# Modifying and Tracking Orders

# Modifying and Tracking Orders

- All orders can be updated anytime prior to the ordering deadline (see Fall 2020 List of Important Dates for deadlines).
  - Once the ordering deadline passes, they cannot be cancelled, and materials will be shipped.
- If orders are not placed by the ordering deadline, contact 866-870-3127 as soon as possible to determine if an order can be placed.
- Shipping status can be found in TOS.

**Test Ordering**

Org SearchDashboardCalendarHelpHIGH SCH... ▾

**Order Details - SAT School Day - Wed. Mar 4, 2020**

Back to Dashboard

**SAT School Day**

Overview

Shipping Status

SAT Fee Reduction Benefits

**Primary Date Order**

Standard Test

SSD Materials

**Test Materials Shipping Status**

Actions	Order Date	Processed	Shipped	Carrier	Tracking Number	Boxes
78 Student Guides 79 SSD Answer Sheets 3 Standard Testing Manual 8 Accommodated Testing Manual						
	1/27/2020	2/3/2020	2/11/2020	UPS	1Z06865003194	1
			2/11/2020	UPS	1Z06865003194	1
1145 Student Guides 1260 Answer Sheets 58 Standard Testing Manual						
	1/27/2020	2/3/2020	2/11/2020	UPS	1Z06865003194	1
			2/11/2020	UPS	1Z06865003194	1

# Ordering SAT with Essay Makeup Materials

# Ordering SAT with Essay Makeup Materials


- For SAT with Essay, coordinators must order applicable makeup tests for students for the October 28 test date in TOS.
- Coordinators must complete this activity within 2 days of the primary test date in order get to makeup materials shipped.
  - September testing: Request from September 23-25
  - October testing: Request October 14-16
- This will not occur for PSAT/NMSQT or PSAT 8/9, as there is no makeup.

SAT School Day

[View Order Details](#)

Primary Date: Wed., Sept 23, 2020  
Makeup Date: Wed., Oct 28, 2020

[Enter Invoice Information](#)  
[Order Makeup Tests](#)

 The test date has passed.

# After Test Day



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# Returning Materials

- Test books for the PSAT/NMSQT (Oct 14 and Oct 28 test dates) and PSAT 8/9 do not need to be returned to College Board.
  - These can be securely stored and returned to students when scores are released.
  - Question and answer choices for these assessments will be available in the K-12 reporting portal.
- Return all SAT with Essay test books.
- Return answer sheets no later than the day after testing is complete.
  - Coordinator manuals will include instructions on how to schedule a UPS pickup.

# Invoicing Process

- After testing is complete, the invoicing process in TOS begins for each assessment.
- Test coordinators will receive an email when the window opens.
- General timelines include:

	September Testing	October Testing
Invoicing process opens in TOS	Mid October	Mid November
Deadline to complete invoicing process	Mid November	Mid December
Invoices are mailed to schools (if applicable)	Mid January 2021	Mid January 2021

- There are 3 general purposes of the invoicing process:
  - Generate an invoice to be paid by the school
  - Make grade-level adjustments
  - Identify students eligible for fee-reduction or fee waiver benefits
- Your school may or may not need to participate in the invoicing process, although we recommend all schools to do so. Explanations for why you would want to participate are provided on the next slides.

# Invoicing Process

## Generating an Invoice

### Why would I need to generate an invoice for my school?

- Applicable for SAT with Essay, PSAT/NMSQT, and PSAT 8/9
- Schools do not have to pay for fall testing if the following is true:
  - Your school is eligible to participate.
  - Your school is testing eligible students.
  - You are administering the authorized assessment on an MDE-sponsored date.
  - If all of these are true, your school will not be sent an invoice.
- If you ordered assessments or grades others than what is being provided by MDE, schools will be billed for these tests.
  - Example: School has 8<sup>th</sup> and 9<sup>th</sup> graders.
    - School orders and administers PSAT 8/9 to their 8<sup>th</sup> graders and 9<sup>th</sup> graders.
    - School will generate an invoice and pay for their 8<sup>th</sup> graders, while MDE will be billed for the 9<sup>th</sup> graders.
  - Example: School orders SAT (without Essay)
    - School will be billed for these assessments since MDE is providing the SAT with Essay only.

# Invoicing Process

## Making Grade-Level Adjustments in TOS

### Why would I need to make grade-level adjustments?

- Applicable for SAT with Essay, PSAT/NMSQT, and PSAT 8/9
- Coordinators should ensure that student's grades they bubbled are accurate.
  - Example: A student bubbles they are in 8<sup>th</sup> grade, but they are actually in 9<sup>th</sup> grade.
    - Your school will get charged for this test since 8<sup>th</sup> graders aren't being covered by MDE in the fall.
    - Therefore, you can make corrections, so your school is not invoiced.
  - Example: A student bubbles they are in 10<sup>th</sup> grade, but they are really in 11<sup>th</sup>.
    - MDE will cover this grade; however, 10<sup>th</sup> graders are not eligible for the National Merit Scholarship.
    - You would want to ensure the student is eligible by correcting their grade to 11<sup>th</sup>.



**IMPORTANT:** Invoices will not be waived for schools that do not make grade-level adjustments before the deadline.

# Invoicing Process

## Identifying Students for Fee-Reduction or Fee Waiver Benefits

### Why would I identify eligible students for fee-reduction or fee waiver benefits?

- Applicable for SAT with Essay, PSAT/NMSQT for 11<sup>th</sup> graders
- Identifying the number of students eligible for fee reductions/waivers is a way to deliver benefits to students such as 2 free weekend SATs, unlimited score reports, and more.
- Two ways to identify students for benefits:
  - **Option 1.** Schools were provided with fee waiver codes in the Download Center of the K-12 reporting portal in March to provide to eligible students.
    - Those codes are still available to give to eligible 12<sup>th</sup> grade students who need the School Day benefits.
    - If you choose this option, **no action** is needed in TOS after testing to identify students.
    - Additional codes for 11<sup>th</sup> graders who will take the SAT with Essay in Spring 2021 will be available in the K-12 reporting portal in the spring.
  - **Option 2.** Identifying students for fee-reduction benefits in TOS after testing is another way to deliver these benefits to students.
    - Complete this activity by the scheduled deadline for students to receive benefits in their College Board accounts.

# Invoicing Process

- Once the invoicing window has opened, log into TOS.
  - Select **Enter Invoice Information**
  - Follow the prompts, as needed


SAT School Day

[View Order Details](#)

Primary Date: Wed., Sept 23, 2020  
Makeup Date: Wed., Oct 28, 2020

**Enter Invoice Information**

Order Makeup Tests

 The test date has passed.

# Key Dates Summary

# Fall 2020 List of Important Dates (As of May 2020)

Printable PDF is available at [www.Michigan.gov/mme](http://www.Michigan.gov/mme) and [www.Michigan.gov/psat](http://www.Michigan.gov/psat)

Task/Activity	SAT with Essay – September 23 testing	SAT with Essay – October 14 testing	PSAT/NMSQT – October 14 testing	PSAT/NMQT – October 28 testing	PSAT 8/9 – September 21-October 28
Ordering Window – standard and accommodated materials	June 2 – August 25	June 2 – September 16	June 2 – September 16	June 2 – September 16	June 2 – September 16
Accommodation Deadline	August 7	August 25	August 25	August 25	Not applicable
EL 50% Extended Time Request Window	June – August 25	June – September 16	Not applicable	Not applicable	Not applicable
Preadministration Material Delivery	September 8 – 10	September 29 – October 1	Orders placed by August 12 will be sent the week of September 14	Orders placed by August 12 will be sent the week of September 14	Orders placed by August 12 will be sent the week of September 14
Test Material Delivery	September 15 – 17	October 7 – 12	October 5 – 7	October 19 – 21	Approximately 1 week prior to chosen test date
Primary Test Date	September 23	October 14	October 14	October 28	September 21 – October 28
Accommodated Testing Window	September 23 – October 6	October 14 – October 27	Not applicable	Not applicable	Up to 2 weeks after test date
Makeup Request Window	September 23 – 25	October 14 - 16	Not applicable	Not applicable	Not applicable
Makeup Test Material Delivery	October 21 – 26	October 21 – 26	Not applicable	Not applicable	Not applicable
Makeup Test Date	October 28	October 28	Not applicable	Not applicable	Not applicable
Score Release - Educators	October 15	November 6	December 2	December 2	Approximately November 30
Score Release - Students	October 16	November 9	December 7	December 7	Approximately December 7
Invoicing Process	TBD	TBD	TBD	TBD	TBD



# Parental Consent

# Parental Consent

- The **Fall 2020 School Day Testing for MDE-Provided SAT with Essay, PSAT/NMSQT, and PSAT 8/9** document posted to [www.Michigan.gov/mme](http://www.Michigan.gov/mme) and [www.Michigan.gov/psat](http://www.Michigan.gov/psat) contains information about parental consent.
- MDE indicates that parents must provide consent to their student's school for students under the age of 18 to opt into Student Search Service® and to complete the optional questionnaire for the SAT with Essay and PSAT/NMSQT this fall.
- Parental consent collected for Fall 2020 testing will not need to be collected again for Spring 2021 testing.
- Schools and districts determine how and in what format parental consent is obtained.
- MDE has provided a consent form that may be used.
  - The **MDE SAT Suite of Assessments Participation in College Planning Options Consent Form** is also available on the Michigan webpages.
- Schools should keep parental consent information on file in the school for three years and does not need to be sent to College Board.

# Off-Site Testing

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# Off-Site Testing

- No requests or approvals to test at an off-site location this fall are necessary.
  - This is to provide flexibility for schools and because fall testing is not being used for accountability.
  - School **must** request approval for Spring 2021 testing.
- Schools can securely transport materials to their off-site testing locations, as needed.
  - Be sure that someone is at the off-site testing location to receive the materials and keep them securely stored until test day.
- If you are sending all of your materials from the off-site location to the school's primary address for one consolidated return of materials back to College Board, no additional return materials will be necessary.
- If you are returning your materials directly from the off-site location, you will likely need additional return materials to be sent to you.
  - The process of requesting these additional return materials is being finalized and will be shared in a future Spotlight article.

# Need More Information?



# The College Board and MDE are here to support you.

- There will be several ways the College Board and MDE will support you for fall testing, including:
  - Updates in Spotlight online newsletter
  - Resources listed below will be posted to the [www.Michigan.gov/mme](http://www.Michigan.gov/mme) and [www.Michigan.gov/psat](http://www.Michigan.gov/psat) websites
- Also refer to Spotlight and the Michigan websites for information about preparing for Spring 2021 testing, once activities begin.

Resource	Note
Fall 2020 Webinar	PDF of these slides and a recording of this presentation will be available.
Fall 2020 School Day Testing for MDE-Provided SAT with Essay, PSAT/NMSQT, and PSAT 8/9	PDF of key information about assessments administered to students in grades 9-12 in the fall of this year. A table with dates for each assessment is available, along with information on accommodations, systems that will be used to support this testing, parental consent for the Student Search Service, and additional information to help in the planning for Fall 2020 testing.
Fall 2020 List of Important Dates	PDF of important dates and deadlines for fall testing.
Comparison of Fall and Spring Testing	PDF of detailed information about how processes are different from fall and spring testing.
FAQs	PDF of frequently asked questions about the Fall 2020 administrations.
Online Training	Online modules for the required training for fall SAT School Day test coordinators, even if the Spring 2020 Michigan training was completed. Training is also provided for PSAT/NMSQT and PSAT 8/9 but is not required.

# Thank You!

## Resources

- MDE Websites  
[www.michigan.gov/mme](http://www.michigan.gov/mme) for SAT with Essay information  
[www.michigan.gov/psat](http://www.michigan.gov/psat) for PSAT/NMSQT and PSAT 8/9 information
- For additional questions concerning Fall 2020 high school testing eligibility:  
(877) 560-8378 or email [MDE-OEAA@michigan.gov](mailto:MDE-OEAA@michigan.gov)
- College Board Michigan Educator Hotline  
(866) 870-3127 or email  
[michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)
- Contact the Michigan Field Team  
Jason Feig [jfeig@collegeboard.org](mailto:jfeig@collegeboard.org)  
Kari Anama [kanama@collegeboard.org](mailto:kanama@collegeboard.org)  
Ted Gardella [tgardella@collegeboard.org](mailto:tgardella@collegeboard.org)
- Weekly Spotlight  
[www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)