

Please see **5 IMPORTANT ANNOUNCEMENTS** below regarding: 1) The October 2012 Issue of *Smarter News* Is Now Available, 2) MI-Access Fall 2012 Additional Material Order Window Closing, 3) State Offices Closed – Tuesday, November 6, 2012 4) Fall 2012 MEAP Online Social Studies Pilot Testing Ends Wednesday, November 7, 2012, and 5) Impact of Getting MSDS Data Correct in the Fall General Collection.

### **1) The October 2012 Issue of *Smarter News* Is Now Available**

The October 2012 issue of *Smarter News* – the monthly newsletter from the Smarter Balanced Assessment consortium (SBAC) – is now available. To access the newsletter, please click the link below:

<http://smarterbalanced.cmail5.com/t/ViewEmail/r/07465AD03A4017D7/2C6463F20F003B3A74AF8F7A76570606>

### **2) Reminder: MI-Access Fall 2012 Additional Material Order Window Closing**

The Fall 2012 MI-Access Additional Material Order (AMO) window for student test materials will close **Friday, November 2, 2012**. Test materials may be ordered on the BAA Secure Site ([www.michigan.gov/baa-secure](http://www.michigan.gov/baa-secure)) through the end of the business day. The Secure Site Additional Material Orders page will remain open after that date for return kit materials only. The final day for testing is Friday, November 9, 2012 and the deadline for shipping all materials back to Questar Assessment, Inc. is **Wednesday, November 14, 2012**.

Please note the following when ordering additional materials:

- Only district-level users of the BAA Secure Site can order additional MI-Access materials.
- Materials must be ordered for each school and shipped to the district address via UPS Ground.
- Districts may request UPS Next Day shipping by providing the MI-Access contractor with the district's UPS account number or by providing other payment. Please call 877-560-8378, and select option 4, for information on next-day shipping.

### **3) State Offices Closed – Tuesday, November 6, 2012**

On Tuesday, November 6, 2012, all State of Michigan offices will be closed in observance of Election Day. During state holidays, you can still reach assessment call centers and receive assistance by calling the following numbers directly:

English Language Proficiency Assessment (ELPA):	866-997-0695
Michigan Educational Assessment Program (MEAP) and MEAP-Access:	866-691-1423
MI-Access, Michigan's Alternate Assessment:	888-382-4246
Michigan Merit Examination (MME) - Day 1 & 2:	800-553-6244 ext. 2800
Michigan Merit Examination (MME) – Day 3:	866-691-1423

#### **4) Fall 2012 MEAP Online Social Studies Pilot Testing Ends Wednesday, November 7, 2012**

This is just a reminder that the extended testing window that applied only to students participating in the Fall 2012 Michigan Educational Assessment Program (MEAP) Online Social Studies pilot ends next week on **Wednesday, November 7, 2012**. No testing can occur after Wednesday, November 7, 2012.

#### **5) Impact of Getting MSDS Data Correct in the Fall General Collection**

The Michigan Student Data System (MSDS) 2012 Fall General Collection is currently open for district submissions. The deadline for districts to certify their submissions is **Wednesday, November 14, 2012**.

As you are aware, the Bureau of Assessment & Accountability (BAA) uses the data submitted in this collection to perform a number of assessment- and accountability-related functions, including populating student demographics and enrollment/exit dates used in the Students Expected to Test report and Tested Roster.

If student data is submitted correctly in the MSDS Fall General Collection, Student Record Maintenance (SRM) should only be needed to submit new student enrollments, student exits, and new Individualized Education Program (IEP) data. Using SRM to fix mistakes in the Fall General Collection, or for any purpose other than those outlined above, can cause unintended consequences, such as resetting a student's Primary Education Providing Entity (PEPE), which is used to determine which entity that student's scores will be attributed to during accountability calculations.

The MSDS is equipped with reporting capabilities to help districts identify potential errors in the MSDS Fall General Collection BEFORE it is too late to correct these errors in the collection itself. Examples of these reporting capabilities are outlined below:

- **Missing LEP and Special Education Data** - This staging area report provides a list of students that meet any of the following criteria: 1) Last reported as Special Education eligible by any district and are not reported with the Special Education Component in the current collection; 2) Last reported as Limited English Proficient (LEP) eligible by any district and are not reported with the LEP Component in the current collection.
- **Newly Enrolled Students** – This certified report contains a list of students submitted for the first time by your district in this particular collection. This report displays previous district information, such as whether or not the student was previously Special Education, LEP, Homeless, or Migrant Eligible.
- **Residency Status Count** – This staging area/certified report provides a count of student records by student residency code and includes a drill-down format for viewing student-level detail. This report can be used to verify that students are reported with the correct residency code.

- **Supplemental Nutrition** – This staging area/certified report provides a count of students by building and grade that were reported as eligible for free or reduced-price meals/milk.

For a complete list of MSDS reporting capabilities, please view the MSDS Reports List spreadsheet at [http://www.michigan.gov/documents/cepi/MSDS\\_reports\\_380930\\_7.xls](http://www.michigan.gov/documents/cepi/MSDS_reports_380930_7.xls).

For questions regarding the MSDS, please send an email message to CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call (517) 335-0505 and select option 3. Please provide your name, telephone number (including area code and extension), district code, and district name (if applicable) along with your message.

### **Questions?**

Please email us at [baa@michigan.gov](mailto:baa@michigan.gov) or call 877-560-8378 and select the appropriate menu option.