
1) Fall 2012 MEAP Online Social Studies Pilot “Housekeeping” Ends Tomorrow, Friday, November 9, 2012

This is just a reminder that all housekeeping tasks related to student information that can be updated on MIST must be completed by 5:00 p.m. tomorrow, Friday, November 9, 2012. Information that can be maintained via MIST™ includes:

- indicating accommodations used
- assigning Research Codes
- setting Report Codes

It is also important to perform a final check of the MIST™ student roster. If your school had students duplicated on the MIST™ roster, ensure that both Parts 1 and 2 were taken using the same barcode. If Parts 1 and 2 are associated with different barcodes, please immediately contact the MEAP Call Center at 877-560-8378 option 2. The call center is also available to assist with any other housekeeping tasks.

2) MI-Access Testing Window Closes Tomorrow, Friday, November 9, 2012

The Fall 2012 MI-Access testing window closes tomorrow, Friday, November 9, 2012. No MI-Access testing can occur after this date. The BAA Secure Site Additional Material Orders page remains open for MI-Access return kit material orders, and the deadline to ship all materials back to Questar Assessment, Inc. without penalty is Wednesday, November 14, 2012.

<table>
<thead>
<tr>
<th>Impact</th>
<th>Description</th>
<th>MI-Access Fall 2012 Shipment Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>On or before November 14*</td>
</tr>
<tr>
<td>Fee(s) Charged</td>
<td>Late shipment (per school)</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Late processing (per answer document)</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Missing barcode (per answer)</td>
<td>$10</td>
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</tbody>
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**November 14th** is the last day to return MI-Access materials “on time.” On-time shipments will be included in the final 2-3 days of Tested Roster. MI-Access early return shipments (those shipped by November 6th) will be included in the full five-day Tested Roster window (Nov 28 – Dec 4).

**No fee will be assessed because these materials will not be processed and will not be included in data files, electronic or paper reports, or included in accountability calculations.**

### 3) State Offices Closed – Monday, November 12, 2012

On Monday, November 12, 2012, all State of Michigan offices will be closed in observance of Veteran’s 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

**Questions?**

Please email us at **baa@michigan.gov** or call 877-560-8378 and select the appropriate menu option.