

Accessing New Student's State Assessment Scores Secure Site

Users of the Secure Site can access historic student state assessment scores on the Secure Site for students new to their district/school. To do this, the school must be the student's Primary Educational Providing Entity (PEPE) in the Michigan Student Data System (MSDS).

To change a student's PEPE in MSDS, the district pupil accounting person will need to submit the student enrollment information in an MSDS General Collection (count day) or on a Student Record Maintenance File (SRM). Once the school becomes the student's PEPE, the Secure Site will allow a user to view the student's historic state assessment scores.

NOTE: When a student is submitted in a general collection (student count day data), it can be about 6 weeks before the file is certified and the closed out is ran by CEPI that changes the student's PEPE. However, if submitting an SRM, the PEPE is changed as soon as the file is certified by the pupil accounting person, so you would get access same day.

Once you have become the PEPE, to access the student's state assessment scores:

1. Log in to the Secure Site at www.michigan.gov/baa-secure with your MEIS login and password.
2. From the Student Assessments menu at the top, select *Student Search*.
 - a. Put in a few letters in the *Last Name* and the *First Name* and the student's DOB in the *Birth Date* field and click the *Search* button. You can search by UIC number if you have it available.
3. Select the correct student from the Search Results section by clicking on the student's name.
4. On the Student Summary page, click on *Student Score History* button at the bottom right of the page.
5. You can print the page with the student's scores by clicking the *Print* button at the bottom right.

NOTE: If the Student Score History button is greyed out and you do see history state assessments listed under the Assessment History portion of the Student Summary page, check with your district pupil accounting person to see if the student's enrollment information has been submitted in MSDS and if the school is now the student's PEPE.