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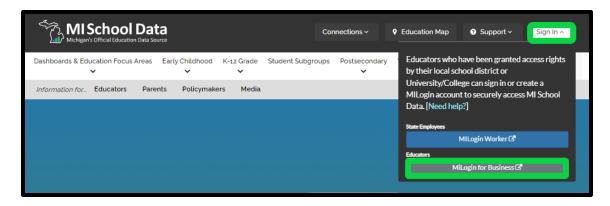
Accessing Secure School Index Information

Once available, Michigan School Index reports and accountability student datafiles will reflect **embargoed** 2023-2024 school year results for authorized users of MI School Data (www.mischooldata.org) to preview prior to public release. A targeted email announcement indicating the availability of the preview window will be sent out to ISD, district, and school administrators and staff when this occurs using contact information in the Educational Entity Master, or EEM (www.mi.gov/eem).

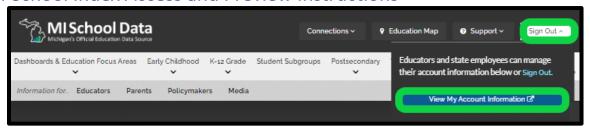
A MILogin account and appropriate access will be required to preview embargoed school index reports and accountability datafiles. To avoid access issues during the preview window, district/school staff desiring to view embargoed school index reports or download accountability datafiles should verify or obtain appropriate access to MI School Data well in advance. If you do not have a MILogin for Business or MILogin Worker account, you will need to follow the process to create an account as outlined in the MILogin User Guide for MI School Data Users. See also the MI School Data Secure Users FAQs document for frequently asked questions about the MI School Data login process. The final step in obtaining access to your district/school data will require contacting your ISD User Administration Contact to request "Accountability User" access for your district/school.

School administrators and staff with existing MILogin user accounts may be able to successfully login but not possess the appropriate role to access their district/school information. If you are unsure about whether you have necessary access, you can verify your current access role(s) with the following steps:

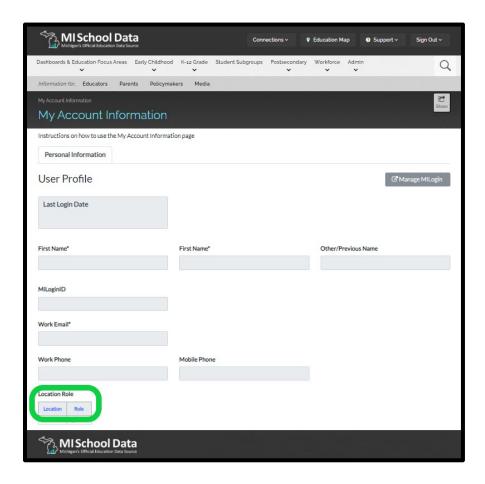
1. Visit MI School Data (www.mischooldata.org) and click the "Sign In" button in the upper right-hand corner, then select "MILogin for Business." Note: State of Michigan employee users will use the "MILogin Worker" button. You will be taken to the appropriate MILogin page to login.



2. Navigate to your account profile by clicking on "Sign Out" menu in the upper right-hand corner and then "View My Account Information" as shown in the following screenshot.



3. The account roles for the ISD, district, and/or school locations for which your account is currently authorized for will appear at the bottom of the next screen under the "Location Role" section as highlighted in the following screenshot.



Roles Permitted to Access School Index Report Preview:

The following role types in MI School Data are permitted to access the school index **report preview** when it becomes available:

- SOM/State User
- ISD/District Superintendent
- School Principal

- ISD/District/School User
- ISD/District/School Accountability User

Roles Permitted to Access Accountability Datafiles:

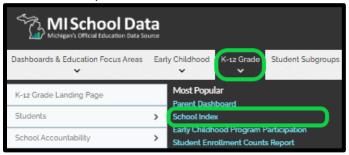
Given the sensitive nature of student-level accountability data, only accounts with the 'ISD/District/School Accountability User' role will be able to download accountability datafiles for their respective ISD, district, or school. School Index aggregate accountability files will also require this user role for access and download. If you do not have an "Accountability User" role to download accountability datafiles and will need this to help you verify your ISD, district,

and/or school's School Index data during the School Index preview window, please contact your <u>ISD User Administration</u> <u>Contact</u> and request to have the "Accountability User" role added to your existing account.

Locating School Index Reports

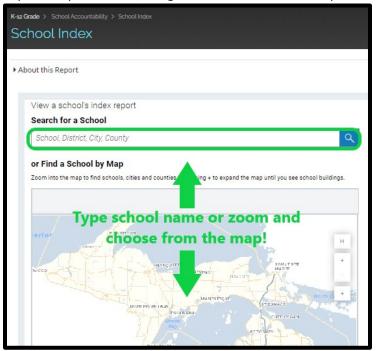
Once embargoed 2022-23 School Index reports become available, school administrators and staff will be notified with a targeted email announcement using contact information districts have entered in the Educational Entity Master, or EEM (www.mi.gov/eem).

 Once you have setup or confirmed your secure user account for MISchoolData, to view embargoed School Index reports, please login by clicking the login button at the top of the screen. Once logged in, navigate to the "School Index" menu item from the "K-12th Grade" menu. You can also find the "School Index" report link from the "K-12th Grade" menu and then "School Accountability" sub-menu.

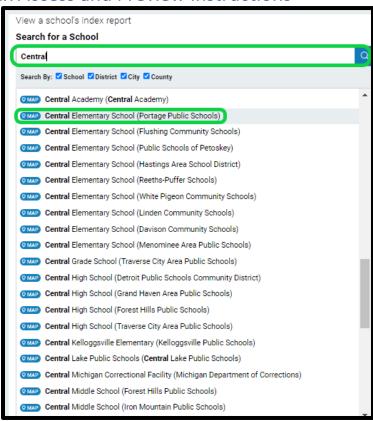


Please be aware that School Index reports for previous school years (not under embargo), are publicly available on MI School Data. If you are not logged in or do not possess the necessary access role to view the embargoed and most recent school index report year, only prior report years will be visible to you.

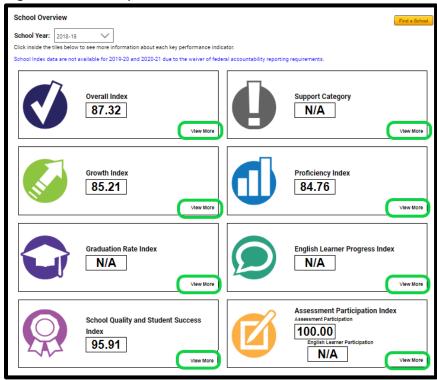
2. Search for the School Index report for your school, using the text search box or map feature.



3. If you search for your school using the text search box, schools with matching names will appear in the list below. You are then able to click on your specific school in the list to be taken to view its School Index report.

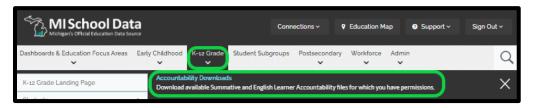


4. From the School Index Report page for your school, click on each tile to view more detailed information about that component of the Michigan School Index system.

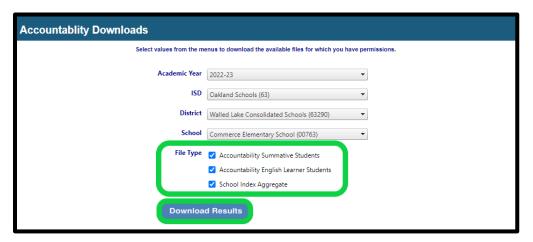


Downloading Accountability Datafiles

1) If you have a secure MISchoolData account and are now set up as an "Accountability User" role for your ISD, district, and/or school as described in the "Obtaining Access" section at the beginning of this document, you will also be able to download student information used in School Index report calculations and a NEW for 2022-23 School Index aggregate file, click "Other & Data Files" → "Accountability Review" → "Accountability Downloads" using the navigation menus.



2) On the Accountability Downloads page, choose the entity-level for which you wish to download accountability data file(s) by selecting the ISD, District, and School (district-level users may download all school data for the district). Check or uncheck the relevant boxes to download up to three separate files for your selected school or district.



- A. **Summative Accountability Student Data File** This option downloads the student-level data necessary to replicate and verify the assessment participation, proficiency, and growth information for M-STEP, MI-Access, and SAT assessments in the aggregated Accountability Report file. If "All Schools" is selected in the school drop-down box, student-level accountability data for all schools within a district will be downloaded (for district-level authorized Secure Site users). The data in this file contains individual student data and may not be shared with unauthorized individuals.
- B. **English Learner Accountability Student Data File** This option downloads the student-level data necessary to replicate or verify the assessment participation, proficiency, growth, and progress information for WIDA-Access assessments in the aggregated Accountability Report file. If "All Schools" is selected in the school drop-down box, student-level accountability data for all schools within a district will be downloaded (for district-level authorized Secure Site users). The data in this file contains individual student data and may not be shared with unauthorized individuals.
- C. **School Index Aggregate** This option downloads building-level records containing all component index values and information on federal school support identifications (CSI, ATS, and TSI). This file is particularly useful for downloading all index values and support identifications for a single school, all schools within a district, or all schools within an ISD—enabling bulk download of School Index and

support identification data.

A link to the student data file(s) indicated by check mark will be downloaded in separate .CSV files, emailed to you individually. For instructions on working with student-level datafiles, please click the links available near the top of the page for Instructions on Working with Accountability Student Datafiles and Data Data Dictionary for Accountability Student Data Files. Alternately, these are available from the School Index Resources webpage at www.mi.gov/mde-schoolindex.