Instructions for Accessing and Downloading Your School Index Report and Accountability Student Datafiles on MI School Data
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Obtaining Access to Secure School Index Information

1) The Michigan School Index System reports and accountability student datafiles are **NOW AVAILABLE** available for 2017-2018 school year results to authorized users of MI School Data (www.mischooldata.org). The OEAA Secure Site will continue to house historical accountability data files, however, new accountability reports and data files will only be available on MI School Data. Authorized MI School Data users are able to preview accountability results until early March, when results will be made public. Accountability data and results will be embargoed until School Index results are public in March 2019.

2) Accountability user accounts on MI School Data are only necessary if you plan to download student-level data files or create and submit accountability issues or concerns regarding the accuracy of your school/student data. Existing MI School Data users will already have access to view their School Index reports on MI School Data and do not need to do anything further.

3) Please review the table below to help you determine if you will need additional access or to have a new MI School Data account created.

<table>
<thead>
<tr>
<th>If your current status is...</th>
<th>The action you should take is...</th>
</tr>
</thead>
<tbody>
<tr>
<td>I HAVE an existing user account on MI School Data and will NOT NEED access to student-level accountability data files or the ability to submit accountability issues.</td>
<td>No further action; you can access embargoed School Index reports without account changes.</td>
</tr>
<tr>
<td>I HAVE an existing user account on MI School Data and DO NEED access to student-level accountability data files or the ability to submit accountability issues.</td>
<td>Contact your <strong>ISD Accountability Administrator</strong>, requesting to have the “accountability user” permission added to your existing account.</td>
</tr>
<tr>
<td>I DO NOT HAVE a user account on MI School Data and will NOT NEED access to student-level accountability data files or the ability to submit accountability issues.</td>
<td>Contact your <strong>ISD Technical Contact</strong> to have a general MI School Data user account created.</td>
</tr>
<tr>
<td>I DO NOT HAVE a user account on MI School Data and DO NEED access to student-level accountability data files or the ability to submit accountability issues.</td>
<td>Contact your <strong>ISD Accountability Administrator</strong> to have a MI School Data Account created.</td>
</tr>
</tbody>
</table>

Please note that OEAA Secure Site user accounts will not allow access on MI School Data.
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Navigating to Embargoed School Index Report Information

1) Once, you have a secure user account for MISchoolData, to view embargoed School Index reports, please navigate to the “School Index” menu item from the “K-12th Grade” menu.

![MI School Data Welcome](image)

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

![Welcome to the School Index Report](image)

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.
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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.
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Downloading Accountability Student Datafiles

1) If you have a secure MISchoolData account and are now set up as an “Accountability User” role for your school or district 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, click the “Accountability Downloads” link near the top of the School Index Report. Alternatively, you can choose “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 student 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.
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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.

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 Dictionary for Accountability Student Data Files. Alternately, these are available from the link to School Index Resources under the “for educators” section of http://www.mi.gov/mde-accountability.

**Note:** Accountability reports and student data files from previous years are still available on the OEAA Secure Site. Only 2017-18 information and subsequent years moving forward will be provided on MI School Data.
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Submitting Accountability Issues Regarding School Index Reports or Accountability Student Datafiles

1) If you have a secure MISchoolData account and are now set up as an “Accountability User” role for your school or district described in the “Obtaining Access” section at the beginning of this document, you will also be able to securely submit concerns or issues regarding your Accountability School Index Report or Accountability Student Data Files, click the “Accountability Issues” link near the top of the School Index Report. Alternatively, you can select “Other & Data Files” → “Accountability Review” → “Accountability Issues” using the navigation menus.
2) On the Accountability Issues screen, Accountability Users can submit new issues and view the status of already-submitted issues using this screen. Accountability Issues submitted in MI School Data will be reviewed by MDE Accountability staff within one week of submission. Click the “Create Accountability Issue” button on the lower right corner of the screen to report and aggregate or student-level issues or concerns you may have with your School Index reports.

3) On the Create Issues detail page that will appear next, you can enter details of your potential issue or concern to be reviewed and responded to by MDE accountability staff.
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4) Once your issue is submitted you may view the status of the issue in the Accountability Issues page. From this page, you can update unresolved issues or provide additional information when requested or view issues that have been resolved by MDE staff. MDE accountability staff may request additional information on an issue you will be able to view. You should receive an email that notifies you when the status of your issue has changed once MDE staff have reviewed it.