Accountable Students Enrolled and Demographics

OEAA Secure Site

The Accountable Students Enrolled and Demographics function allows schools to verify the student enrollment and demographic information that will be used in assessment and accountability reporting. During this review, districts continue to have the opportunity to submit Student Record Maintenance (SRM) files in the Michigan Student Data System (MSDS) to update student enrollment and demographics before the final assessment and accountability reporting. You will need to work closely with the district MSDS person to make any changes to the enrollment and demographics of the students. If you do not know who your district MSDS person is, you can look up their name and contact information on the District and School Contacts page of the OEAA Secure Site.

The Accountable Students Enrolled and Demographics student list is updated from MSDS daily through the posted deadline.

Accountable Student Groups

1. Login on to the Secure Site at www.michigan.gov/oeaa-secure.
2. Select Accountable Students & Test Verification and then Accountable Students Enrolled and Demographics from the Student Assessments menu.
3. Select the Test Period from the Test Period down.
   a. Spring 20XX includes students in grades 3-8, 11 and required grade 12
   b. Spring 20XX WIDA includes English learner students in grades K-12
4. Select the ISD, District and School from the drop downs. These may already be filled in based on your security.
   a. If you have district level access, you are not required to select a school and will bring up the district list.
   b. If searching by district, the District Summary for each subgroup will be listed first. You can scroll down to see the breakdown by schools within the district.
5. Click the Search button at the bottom right to display the list of Accountable Student Groups.

6. The student groups listed are used in assessment and accountability reporting. You can do the following:
   a. You can sort the columns by clicking on the column name to change the order between ascending and descending.
b. You use the column filters to filter the columns. For example, if you search by district, you can type in a school name and select “StartsWith” from the column filter and filter by the school. This is available for School and Student Group columns.

![Column Filter Diagram]

You can click on the number link under each of the columns and this will bring up the full list of students included in the Accountable Student Groups and filtered by the number selected. For example, under the 04 column, click on the number in the Special Education row. This will bring up the list of students that are in grade 04 and are identified as special education.

7. The Accountable Students Group grid can be downloaded or printed using the Download and Print button at the bottom right.
8. Click the Next Task button at the bottom right or the Accountable Students Enrolled and Demographics task at the top left of the Accountable Student Groups list to review the detailed list of the enrolled students and student demographics.

**Accountable Students Enrolled and Demographics**

Students listed are showing as enrolled in the district/school (depending on how you searched) along with the demographic information shown in MSDS. Don’t forget you can use the column filters to filter the data for easier review.

All student data displayed in the image has been masked and is not real data.
The following is suggested:

- Verify students enrolled on the OEAA posted “as of date” are listed.
  - If a student was enrolled but is not listed, work with the district MSDS person to get the student enrollment information submitted and certified in MSDS with the appropriate “as of date” and by the posted deadline.
  - If the student’s enrollment information was already in MSDS, have the district MSDS person verify the student’s residency code is correct and not showing as a home schooled or nonpublic school student. Home school and nonpublic school students will not be displayed on the list because they are not included in accountability for a public school.
- Verify students that exited the school prior to the posted “as of date” are not listed.
  - If a student was not enrolled on the posted “as of date” but is listed, work with the district MSDS person to get the student’s exit record submitted and certified in MSDS with the appropriate “as of date” and by the posted deadline.
- Verify the student demographic information
  - If student demographic information is incorrect, work with the district MSDS person to get the student’s demographic information updated in MSDS with the appropriate “as of date” and by the posted deadline.

  ▪ Special Education (SE)
    - Students that have taken the MI-Access or WIDA Alternate ACCESS tests must be identified as SE in MSDS or the student’s MI-Access or WIDA Alternate ACCESS test will be invalidated.
    - A student identified as special education by any district will carry over to a new district until the student is exited from the special education program.
  ▪ Economically disadvantaged (ED)
    - Students are identified as ED in the Secure Site if they meet one or more of the four criteria listed:
      - free/reduced lunch
      - migrant
      - homeless
      - submitted on a direct certification file in MSDS by the Department of Health and Human Services (DHHS)
    - Once a student is identified as ED they are considered ED for the full school year for assessment and accountability purposes, even if removed from one or more of the categories listed above. This means if you submit an SRM to change the status of one of the indicators, the student will remain ED for the current school year.
  ▪ Homeless
    - A student identified as homeless by any district will carry over to a new district.
    - Once a student is identified as homeless they are considered homeless for the full school year for assessment and accountability purposes even if their status changes. This means if you submit an SRM to change the status of the student now, the student will remain ED for the current school year.
- **Migrant (MS)**
  - The student was identified as MS in the Michigan Migrant Educational Database System (MEDS) and then the data was transferred to MSDS. If needed, this should be corrected in MEDS but depending on the timing, it may not be completed in time for accountability and reporting purposes.

- **English Learner (EL), also known as Limited English Proficient (LEP)**
  - Once a student is identified as EL they are considered EL for the full school year for assessment and accountability purposes.
  - Students must be exited from EL by the end of the school year to remove them from WIDA testing and accountability as EL the following school year.
  - This means if you exit the student from EL now, the student will remain EL for this school year.

Once you have reviewed the information, you can mark this section as completed by clicking in the check box next to the statement “Mark Accountable Students Enrolled and Demographics task as reviewed”. This is not used by OEAA and once checked, schools still have access to this page to review, print and download. This is just a way for schools/districts to keep track of what has been reviewed, when and by whom.

The link “view Summary of Reviewed Tasks” can be used to access the Summary of Reviewed Tasks page. This page can be used to verify the person that reviewed and the date and time the data for Accountable Students Enrolled and Demographics and Answer Documents Received and Not Tested Students was reviewed. Only if the reviewer marks the section as reviewed will it be listed on this page. This is not used by OEAA but is a tool to help schools and districts manage these review processes.

The Summary of Reviewed Tasks page can also be accessed by from the Accountable Students & Test Verification and then **Summary of Reviewed Tasks** from the Student Assessments menu.

**IMPORTANT NOTE:** PSAT 8/9 (for grade 9 students) and PSAT 10 are not currently used in accountability calculations, therefore grade 9 and 10 students are not included on the Accountable Students Enrolled and Demographics list.