

Accountable Students Enrolled and Demographics

Relevant assessments:

- **M-STEP**
- **MME** (two components)
 - » SAT® with Essay
 - » M-STEP (Science and Social Studies)
- **MI-Access**
 - » MI-Access Functional Independence (FI)
 - » MI-Access Supported Independence (SI)
 - » MI-Access Participation (P)
- **WIDA™**
 - » WIDA ACCESS for ELLs
 - » WIDA Alternate ACCESS for ELLs
 - » WIDA ACCESS Placement Test (W-APT)
 - » WIDA Screener
- **PSAT™ 8/9** for grade 8



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NOTE to Reader:

The **Assessment Coordinator Training Guide** is composed of a series of documents published by the Michigan Department of Education (MDE) to provide information to District and Building Assessment Coordinators regarding their assessment-related roles and responsibilities. This guide provides the resources and knowledge base necessary to establish sound test administration practices and procedures that will allow for the reporting of valid and reliable test results. It will introduce you to Michigan's state assessment systems in general and will link you to the people, trainings, materials, tools, and resources needed throughout the process of coordinating state-provided assessments in your district.

This document is one chapter of the **Assessment Coordinator Training Guide** series. The **Assessment Coordinator Training Guide** is not meant to replace assessment-specific testing manuals, guides, training resources, or other documentation associated with each assessment program.

The web pages referenced in this document are active links. For the full URLs to these pages, please see the **Assessment Coordinator Training Guide Quick Reference** chapter. In that resource you will find an interactive list, along with the full URLs of the assessment-related web pages you will need to access, as well as:

- A preface for the **Assessment Coordinator Training Guide**, which includes information on how to use the guide
- An interactive **Table of Contents** for the training guide
- A reference list of acronym definitions, and
- Important contact information

It is recommended that you keep the **Quick Reference** chapter readily available for future use.



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Intro

The **Accountable Students Enrolled and Demographics** page in the Office of Educational Assessment and Accountability (OEAA) Secure Site provides reports that allow schools to verify the student enrollment and demographic information that will be used in assessment and accountability reporting. The student enrollment and demographics are pulled from the Michigan Student Data System (MSDS) and updated on the Secure Site twice each day to accommodate ongoing changes to the MSDS. This chapter includes information on the Accountable Students Enrolled and Demographics page, as well as the type of reports available and how to read them, by answering the following questions:

- ▶ What is the Accountable Students Enrolled and Demographics page?
- ▶ What type of reports are available on the Accountable Students Enrolled and Demographics page?
- ▶ What do I look for on the Accountable Students Enrolled and Demographics report?
- ▶ Why is it important to review the Accountable Students Enrolled and Demographics report?

What is the OEAA Secure Site Accountable Students Enrolled and Demographics page?



A public school's report on the Accountable Students Enrolled and Demographics page of the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](#) lists names and demographic information for all students whose MSDS record lists the school as their **Primary Educational Providing Entity (PEPE)**. This does not apply to nonpublic schools. The data pulled from MSDS is based on the Fall MSDS General Collection (October student count day), the Spring MSDS General Collection (February student count day), and student record maintenance (SRM) files that have been submitted in MSDS. The data is updated twice each day to accommodate new SRM submissions.

Assessment Coordinators should review the Accountable Students Enrolled and Demographics reports when they become available in April to check the accuracy of the data. During this review on the Secure Site, districts can continue to submit Student Record Maintenance (SRM) files in MSDS to update student enrollment and demographics before the final assessment and accountability reporting.

OEAA will post a deadline for making MSDS updates in time for annual assessment and accountability reporting, and will also provide an “as of” date the SRM file must contain when it is submitted, to ensure it is picked up for assessment and accountability reporting. This is important, because any SRMs with an “as of” date occurring after the posted date will not be picked up by OEAA for annual assessment and accountability reporting.

Note: OEAA will not use the End-of-Year Collection for enrollment and student demographic purposes. The End-of-Year Collection is important for other school accountability and performance reports but is not used to determine enrollment or demographics for assessment reporting purposes.

Assessment Coordinators will need to work closely with their district's authorized MSDS user(s) to communicate the need for updating the MSDS, and to inform them of the “as of” date and the deadline for submission/certification of SRM files for assessment and accountability reporting. Only authorized user(s)

can update MSDS. The name and contact information of the authorized MSDS user is listed on the District and School Contacts page of the [OEAA Secure Site](#).

Students in grades 3-8, 11, and eligible grade 12 students who were expected to take the required **SAT® with Essay, PSAT™ 8/9** for grade 8, **M-STEP**, and/or **MI-Access** assessments, will be listed under the spring test period window.

English Learners (EL) who were expected to take the **WIDA ACCESS for ELLs** or the **WIDA Alternate**

ACCESS for ELLs in grades K-12 will be listed under the spring WIDA test period, separate from other spring assessments.

Currently, **PSAT 8/9** for grade 9, **PSAT 10, ACT WorkKeys**, and **Early Literacy and Mathematics Benchmark Assessments (K-2)** are not used in accountability calculations, so the Accountable Students Enrolled and Demographics report will not be available for these students.

What type of reports are available on the Accountable Students Enrolled and Demographics page?



There are two different types of reports on the Accountable Students Enrolled and Demographics page of the Secure Site.

1. **Accountable Student Groups** – provides a summary of subgroups by grade for the building or district, depending on the entity selected. The links in the grade columns can be used to drill down to the individual students being assessed in that subgroup.

2. **Accountable Students Enrolled and Demographics** – provides a detailed list of students enrolled in the building, along with the demographic information for each student.

Both the Accountable Student Groups report and the Accountable Students Enrolled and Demographics report will have to be verified for accuracy.

The summary and student data from both reports can be downloaded to a Microsoft Excel spreadsheet or printed.

What should I look for on the Accountable Students Enrolled and Demographics report?



When the reports are available on the Secure Site, verify the following information:

- » The totals for each subgroup by grade level are correct.
- » Students enrolled through the posted “as of” date are listed. If a student is not listed but was enrolled, the district MSDS person might have to submit an enrollment record in MSDS for that student.

- » Students who exited the school prior to the posted “as of” date announced by OEAA are not listed. If a student left the school, the district MSDS person will need to submit an exit record in MSDS for the student.
- » Nonpublic school students and homeschooled students who attend the school for a non-core content-area class are not listed. If they are listed, the MSDS person might have to update the residency code for the student in MSDS.

- Nonpublic school students' residency codes in MSDS are either 04 or 08.
 - Homeschooled students' residency codes in MSDS are either 07 or 15.
- » All student demographic information is correct. If the information is incorrect, the district MSDS person must make the correction in MSDS. A list

of demographic terms used for assessment and accountability reporting, along with how/when the information can be updated, is available in the complete instructions for [Accountable Students Enrolled and Demographics](#) on the [Secure Site Training web page](#), under the Accountable Students and Test Verification section.

Why is it important to review the Accountable Students Enrolled and Demographics report?



It is important that the reports are reviewed when they become available, and that any corrections are made in MSDS by the posted deadline, which is based on the posted “as of” date. This is the school’s last opportunity to ensure that the school enrollment and student demographics are updated for the final assessment and accountability reporting.

The OEAA Accountability staff will not accept appeals or adjustments to a school’s enrollment or demographics information after the posted deadline.

Watch the weekly MDE [Spotlight on Student Assessment and Accountability](#) newsletter for information on the Accountable Students Enrolled and Demographics page, starting in April of each year.

Complete instructions on how to review the [Accountable Students Enrolled and Demographics](#) page can be found on the [Secure Site Training web page](#) under [Accountable Students & Test Verification](#).

Practical Tips



- When reviewing the data in the Accountable Students Enrolled and Demographics page, be sure to use the column filters to customize the reports, to help organize the full list of enrolled students.
- There is no need to wait until the Accountable Students Enrolled and Demographics reports are available on the Secure Site to take action. Work with your authorized district MSDS person to verify student enrollment and demographic information in MSDS throughout the school year, as the need arises. It is important to note that

student information listed in a district’s Student Information System may be different than what is listed in MSDS; the information should be reviewed periodically for accuracy.

- Work with your district’s authorized district MSDS person to establish a communication plan and develop the process to keep student information updated after the spring MSDS general collection. This will ensure accurate student enrollment and demographic information for assessment and accountability reporting.

