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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

To: LEA and ISD Superintendents, Authorizers and Directors of Public School Academies

From: Jeremy M. Hughes, Ph.D.
Chief Academic Officer/Deputy Superintendent

Date: December 14, 2004

**SUBJ: ASSESSMENTS REQUIRED FOR STUDENTS IN
UNGRADED PROGRAMS**

This is a reminder that the No Child Left Behind act (NCLB), Individuals with Disabilities Education Act (IDEA) and the State of Michigan Board of Education policy require that schools assess all students receiving state aid in required subjects.

Based on a recent analysis of state data, it appears that some districts with students in ungraded programs, such as alternate education programs, may not be assigning students to a grade in the Single Student Record Database (SRSD). We are providing the attached policy clarification to assist schools in identifying students in ungraded programs and the assessments they are required to take.

This policy still allows local school board policy to determine the grade assignments. However, for schools that do not assign students to grade levels in SRSD, the policy clarification determines grade assignment. Schools are required to administer assessments according to the grade assigned. This clarification will also assist in identifying the total number of students for calculating AYP and EdYES! participation and achievement purposes.

Any school or district that has handled ungraded student assessments in a manner inconsistent with this policy should contact Mike Radke (radkem@michigan.gov or 517-241-0206), MEAP supervisor, Peggy Dutcher (dutcherp@michigan.gov 518-335-0471), MI-Access Supervisor, or Paul Bielawski (bielawp@michigan.gov 517-335-5784), Supervisor of Accountability Programs. Schools or districts with questions can also call these individuals.

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MEAP and MI-Access Assessments for Ungraded Students

State Board policy, the No Child Left Behind Act, and the Individuals with Disabilities Education Act require that state level assessments be administered to ALL students in required content areas. District policy determines grade assignments for students. However, when the district identifies a student as ungraded in the Single Student Record Database (such as some programs for students with disabilities and alternative education programs), the state will assign students to a specific grade based on the following table.

Student Age* in Ungraded Programs	Grade Assignment	Required Content Areas to be Assessed in Academic Year 2004-2005 (MEAP and MI-Access)	Required Content Areas to be Assessed in Academic year 2005-2006 (MEAP and MI-Access)
9	3 rd		-English Language Arts -Mathematics
10	4 th	-English Language Arts -Mathematics	-English Language Arts -Mathematics
11	5 th	-Science**, -Social Studies**	-English Language Arts -Mathematics -Science**
12	6 th		-English Language Arts -Mathematics -Social Studies**
13	7 th	-English Language Arts	-English Language Arts -Mathematics
14	8 th	-Mathematics -Science** -Social Studies**	-English Language Arts -Mathematics -Science**
15	9 th		-Social Studies**
16	10 th		
17	11 th	-English Language Arts -Mathematics -Science** -Social Studies**	-English Language Arts -Mathematics -Science** -Social Studies**
18	12 th		

* Students must be these ages on or before December 1st of the school year in which the assessment is administered.

** For students with an IEP requiring an alternate assessment, the IEP Team will determine how the student is assessed in these content areas until the state develops MI-Access assessments in these content areas.