

MSDS Early Roster Collection OEAA Secure Site

The Early Roster is an optional collection in the Michigan Student Data System (MSDS) and is used by districts to submit projected student enrollment and for the creation of the initial Direct Certification Report. Since this is not a certified collection, it does not impact accountability nor does the submitted data become part of the students' official records.

OEAA can use data submitted through the Early Roster Collection for pre-identification of students for the fall (not spring) Early Literacy and Mathematics assessment if the testing component is included in the file. Since many schools submit Early Roster already, it alleviates having to submit a separate data file to the Secure Site.

The Early Roster collection is submitted by the district pupil accounting person, so the assessment coordinator will need to work with the district authorized MSDS person to ensure the files are loaded with OEAA requirements and timeframes in MSDS. The Schema for the Early Roster can be found at http://www.michigan.gov/cepi/0,4546,7-113-986_50502_53551---,00.html, click on Technical Materials header to expand the section to display links to various documents including the Schema.

Requirements for using the Early Roster File for Early Literacy and Mathematics Pre-Identification

It is important to work with your district student pupil accounting person and give them the following information. OEAA will only pull and use Early Roster records for **FALL** (cannot be used for the spring) Early Literacy and Mathematics pre-identification that meet the following requirements:

1. The record must contain the Early Literacy and Mathematics value of 10 in the "OtherTestType" field.
2. Student Validation Status must be "Error Free with Warnings" or "Error Free with No Warnings".
3. Student Resolution Status (unique identification code (UIC) status) must be equal to "Match Found", "New UIC Generated" or "Used Previous Resolution Result".
4. Student must have an ethnicity provided, even though it is not a required by CEPI in the Early Roster, it is required for the Secure Site.

Once the pre-identification opens, students included in the Early Roster files that match the above requirements, will be pulled daily from MSDS and loaded on the Secure Site for Early Literacy and Mathematics.

Multiple Early Roster files can be submitted to add additional students or you can use the other pre-identification methods listed below. Students will not be unassigned from the Early Literacy and Mathematics once assigned on the Secure Site through the Early Roster. Students that need to be removed from the Early Literacy and Mathematics will need to be unassigned from the Early Literacy directly on the Secure Site.