



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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To: Local and Intermediate School District Superintendents, Public School Academy Directors,
Nonpublic School Principals

From: James Griffiths 
Manager, Assessment Administration & Reporting

Date: May 14, 2009

Subject: Pre-Identification and Student Counts for Fall 2009 MEAP, MI-Access, and MEAP-Access
Assessments

This notice is intended exclusively for schools (public and nonpublic) that will administer the MEAP, MI-Access or MEAP-Access assessments in Fall 2009. If you are a nonpublic school and will NOT administer the MEAP, MI-Access or MEAP-Access in Fall 2009, please disregard this notice.

The accompanying documents contain important information regarding pre-identification of students and student counts for the Fall 2009 MEAP, MI-Access, and MEAP-Access assessments:

- Fall 2009 MEAP - Steps for Pre-ID and Student Counts
- MEAP Pre-ID Options
- Response Form for Fall 2009 MEAP Pre-ID Options
- Fall 2009 MI-Access - Steps for Pre-ID and Student Counts
- Fall 2009 MEAP-Access – Steps for Pre-ID and Student Counts

Since the steps for pre-identification of students for all three assessments stem from the selection of the MEAP Pre-ID Options, it is important for the District MEAP Coordinator to communicate with the District Coordinators for MI-Access and MEAP-Access regarding the option chosen for MEAP.

The Response Form must be returned to the OEAA via fax by Thursday, May 28, at 5:00 p.m. EST (details about faxing the Response Form appear on the form). District MEAP Coordinators are encouraged to return the form well in advance of the May 28 deadline to avoid any last-minute rush.

To ensure continued communications about the Fall 2009 assessments, please do not delay in checking the Educational Entity Master (EEM) (www.michigan.gov/eem) and assuring all of the following have been correctly identified (including contact information) for your district: District MEAP Coordinator, District MI-Access Coordinator, and District MEAP-Access Coordinator. While anyone can access EEM to review this information, only the authorized EEM user for your district can make changes in the EEM. If you need assistance with using the EEM, call 517-335-0505.

For help with Fall 2009 Pre-ID issues, please call the OEAA at 877-560-8378.

Thank you for your continued diligence in assuring assessment opportunities for your students, schools, and district.

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Fall 2009 MEAP Steps for Pre-ID and Student Counts

Step 1 Determine how the district will pre-identify students on the OEAA Secure Site for Fall 2009 MEAP

- The decision for pre-identification of students needs to be made by the Superintendent and District Assessment Coordinator.
 - The different methods available for pre-identification of students can be found in the *OEAA Secure Site User Manual*.
 - Enclosed is a MEAP Pre-ID Options document which explains the options to assist you with your decision.
 - The enclosed *Response Form for Fall 2009 MEAP Pre-ID Options* lists the options available specifically for your district for pre-identification of students for the MEAP assessment only. This form must be completed and faxed to OEAA on or before **May 28, 2009**. For districts that choose Option C, OEAA will load all students from the spring 2009 SRSD into the MEAP test cycle. Districts or schools can then move the appropriate students based on IEP's to the MI-Access and/or MEAP-Access test cycle.
 - Verify the assessment coordinator name, physical address, and email address in the Educational Entity Master (EEM) and update as necessary.

Step 2 Student Counts May 20 - July 30, 2009

- Districts/schools need to enter approximate student counts on the OEAA Secure Site in order to receive materials.
 - Enter counts for all grade levels to be assessed including accommodated versions of the assessment.
 - MEAP student counts can be entered by either a school or a district level user of the OEAA Secure Site.
 - We are aware that approximate student counts will be entered at this time and ask that you use your best judgment when entering counts. There will be an opportunity just prior to the assessment to order additional materials. Do NOT wait until the additional order period to order all materials needed.
 - Entering student counts must be done on the OEAA Secure Site by clicking on the **“Student Counts”** link on the left.
- Select the shipping destination for assessment materials.
 - Select if the shipment of materials should be sent to the school or district office. One selection applies for the entire district. For example if you select school as the shipping destination for one school, all initial materials for all schools in the district will be sent directly to the schools.
- If you do not enter student counts, you will not receive accommodated versions of the assessment.
- This step is important to ensure that appropriate quantities of assessment materials are printed and shipped to your district.

Step 3 Pre-Identification of Students May 20 – July 30, 2009

- Students must be pre-identified on the OEAA Secure Site for schools to receive pre-printed answer documents.
 - On **June 2, 2009**, OEAA will load the spring 2009 SRSD data for eligible districts that chose Option C on the *Response Form for Fall 2009 MEAP Pre-ID Options*. Schools can add students that came in after the spring 2009 SRSD beginning May 20, 2009.
 - Students identified successfully on the OEAA Secure Site by the OEAA, districts or schools between **May 20 – July 30, 2009** will receive pre-identified answer documents.
 - There will be a separate shipment of printed barcode labels for students identified on the OEAA Secure Site between **July 31 – September 17, 2009** after **the initial shipment of materials**.
 - Students identified on the OEAA Secure Site after **September 17, 2009** will need to have barcode labels printed at the school and placed on their answer document.
- All students must have the appropriate barcode affixed to their answer document to ensure scoring without delays and fees.
- Even though you pre-identify students by the posted dates, you must still enter your student counts by **July 30, 2009**, to ensure the appropriate assessment materials for your district.

You can find additional information and instructions on entering Student Counts and Pre-Identification of Students in the OEAA Secure Site User Manual. The manual is located on the login page of the OEAA Secure Site (www.michigan.gov/oeaa-secure) and also at the bottom of the Announcement page after logging in.

Fall 2009 MI-Access Steps for Pre-ID and Student Counts

Step 1 Determine how the district will pre-identify students and ensure that IEPs are in place for Fall 2009 MI-Access

- Identify students and ensure that IEPs for students eligible to take the MI-Access are in place.
- The decision for pre-identification of students on the OEAA Secure Site (www.michigan.gov/oeaa-secure) needs to be made by the Superintendent and District Assessment Coordinator.
 - The district or individual schools are solely responsible for the pre-identification of MI-Access students because it is impossible for OEAA to know which students are eligible to take the MI-Access which is based on a student's IEP. You do not need to notify OEAA of the method that you will use to pre-identify students.
 - The methods available for pre-identification of students can be found in the OEAA Secure Site User Manual.
 - Verify the assessment coordinator name, physical address, and email address in the Educational Entity Master (EEM) and update as necessary.

Step 2 Student Counts May 20 – July 30, 2009

- Districts need to enter approximate student counts on the OEAA Secure Site in order to receive the appropriate amount of materials and accommodated versions of the assessment.
 - Student counts can only be entered by a district level user of the OEAA Secure Site.
 - Enter counts for all grade levels to be assessed and for accommodated versions of the assessment.
 - We are aware that approximate student counts will be entered at this time and ask that you use your best judgment when entering counts. There will be an opportunity just prior to the assessment to order additional materials. Do NOT wait until the additional order period to order all materials needed.
 - Entering student counts must be done on the OEAA Secure Site (www.michigan.gov/oeaa-secure) by clicking on the “**Student Counts**” link on the left.
- All initial material shipments will be sent to the district office.
- If you do not enter student counts, you will not receive MI-Access materials.
- This step is important to ensure that appropriate quantities of assessment materials are printed and shipped to your schools in the fall.

Step 3 Pre-Identification of Students May 20 – September 17, 2009

- Schools will be receiving barcode labels for students identified on the OEAA Secure Site to be placed on the student answer document(s).
 - On **June 2, 2009**, OEAA will load the spring 2009 SRSD data for eligible districts that chose Option C on the *Response Form for Fall 2009 MEAP Pre-ID Options* for the MEAP test cycle. Districts/schools can then MOVE students from the Fall 2009 MEAP test cycle to the Fall 2009 MI-Access test cycle using the PreID Mass Update screen.
 - Students identified successfully on the OEAA Secure Site by districts and schools between **May 20 – September 17, 2009**, will receive printed barcode labels from the contractor.
 - Students identified on the OEAA Secure Site after **September 17, 2009**, will need to have barcode labels printed at the school and placed on their answer document.
- All students must have the appropriate barcode affixed to their answer document to ensure scoring without delays and fees.
- Even though you pre-identify students by the posted dates, you must still enter your student counts by **July 30, 2009**.

You can find additional information and instructions on entering Student Counts and Pre-Identification of Students in the OEAA Secure Site User Manual. The manual is located on the login page of the OEAA Secure Site (www.michigan.gov/oeaa-secure) and also at the bottom of the Announcement page after logging in.

Fall 2009 MEAP-Access Steps for Pre-ID and Student Counts

Step 1 Determine how the district will pre-identify students and ensure that IEPs are in place for Fall 2009 MEAP-Access

- Identify students and update IEPs for students eligible to take the MEAP-Access based on *MEAP-Access Eligibility Criteria and Guidelines for Participation* located at www.michigan.gov/meap-access.
- The decision for pre-identification of students on the OEAA Secure Site (www.michigan.gov/oeaa-secure) needs to be made by the Superintendent and District Assessment Coordinator.
 - The district or individual schools are solely responsible for pre-identification of MEAP-Access students since it is impossible for OEAA to know which students are eligible to take the MEAP-Access. You do not need to notify OEAA on the method that you will use to pre-identify students.
 - The available methods for pre-identification of students can be found in the OEAA Secure Site User Manual.
 - Verify the assessment coordinator's name, physical address, and email address in the Educational Entity Master (EEM) and update as necessary.

Step 2 Student Counts May 20 – July 30, 2009

- Districts need to enter approximate student counts on the OEAA Secure Site in order to receive the appropriate amount of materials and accommodated versions of the assessment.
 - Enter counts for all grade levels to be assessed and for accommodated versions of the assessment.
 - Student counts can only be entered by a district or school level user of the OEAA Secure Site.
 - We are aware that approximate student counts will be entered at this time and ask that you use your best judgment when entering counts. There will be an opportunity just prior to the assessment to order additional materials. Do **NOT** wait until the additional order period to order all materials needed.
 - Entering student counts must be done on the OEAA Secure Site (www.michigan.gov/oeaa-secure) by clicking on the “**Student Counts**” link on the left.
- Select the shipping destination for assessment materials.
 - Select if the shipment of materials should be sent to the school or district office. One selection applies for the entire district. For example if you select school as the shipping destination for one school, all initial materials for all schools in the district will be sent directly to the schools.
- If you do not enter student counts, you will not get MEAP-Access materials.
- This step is important to ensure that appropriate quantities of assessment materials are printed and shipped to your schools in the fall.

Step 3 Pre-Identification of Students May 20 – September 17, 2009

- Schools will be receiving barcode labels for students identified on the OEAA Secure Site to be placed on the student answer document(s).
- Students identified successfully on the OEAA Secure Site by districts and schools between **May 20 – September 17, 2009**, will receive printed barcode labels from the contractor.
 - On **June 2, 2009**, OEAA will load the spring 2009 SRSD data for eligible districts that chose Option C on the *Response Form for Fall 2009 MEAP Pre-ID Options* for the MEAP test cycle. Districts/schools can then MOVE students from the Fall 2009 MEAP test cycle to the Fall 2009 MEAP-Access test cycle using the PreID Mass Update screen.
 - Students identified successfully on the OEAA Secure Site by districts and schools between **May 20 – September 17, 2009** will receive printed barcode labels.
- All students must have the appropriate barcode affixed to their answer document to ensure scoring without delays and fees.
- Even though you pre-identify students by the posted dates, you must still enter your student counts by **July 30, 2009**.

You can find additional information and instructions on entering Student Counts and Pre-Identification of Students in the OEAA Secure Site User Manual. The manual is located on the login page of the OEAA Secure Site (www.michigan.gov/oeaa-secure) and also at the bottom of the Announcement page after logging in.

MEAP Pre-ID Options

Fall 2009 MEAP Grades 3 – 9 Assessment

Option A

Districts will create a data file in the required format and load the file onto the OEAA Secure Site for Fall 2009 prior to 5:00 p.m. on July 30, 2009. The required file format and an Excel template can be found on the login page of the OEAA Secure Site (www.michigan.gov/oeaa-secure). Both .csv and .txt file types are accepted on the OEAA Secure Site. Students can also be identified using the other tools on the OEAA Secure Site for pre-identification in conjunction with the file upload.

Option A is recommended for districts that are large, complex, have building closures or grade level configuration changes, and have the technical capabilities to complete this process.

Option B

Districts will use the tools on the OEAA Secure Site to pre-identify their students. The spring 2009 Single Record Student Database (SRSD) data will be available on May 20, 2009, for the districts to use the SRSD copy function.

Using the SRSD copy function and other tools on the OEAA Secure Site is a good option for districts that are smaller, less complex, have building closures, or grade level configuration changes.

Option C

NOTE: Option C is NOT available for all districts. If Option C is not listed on your enclosed *Response Form for Fall 2009 MEAP Pre-ID Options*, then it is not an option that is available to your district. You cannot write in Option C on the form.

On June 2, 2009, the OEAA will load student pre-identification information from the spring 2009 SRSD using the information specified in the enclosed Projected Destination School Report. The Projected Destination School Report was based on a comparison of your district's SRSD submission from the end of 2008-2009 school year and the Fall 2009 SRSD submission.

Once the students have been loaded on June 2, 2009, you should continue to use the tools on the OEAA Secure Site to move students and add students as needed through July 30, 2009. Students can continue to be identified after the July 30, 2009, deadline using a pre-id file upload and/or any other pre-ID tools available on the OEAA Secure Site.

Please note: If Option C is chosen, all students will be loaded into the Fall 2009 MEAP Grades 3 – 9 test cycle. Any MI-Access and MEAP-Access students will then need to be moved to the Fall 2009 MI-Access and Fall 2009 MEAP-Access test cycle by the school or district.

You may want to choose Option A or Option B if your district has opened or closed schools, or if the school assignment patterns are being changed.

