



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



JENNIFER M. GRANHOLM  
GOVERNOR

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

April 28, 2009

**MEMORANDUM**

TO: Local and Intermediate School District Superintendents

FROM: Sally Vaughn, Ph.D. *Sally*  
Deputy Superintendent/Chief Academic Officer

SUBJECT: Spring 2009 MME Tested Roster Deadline - May 1, 2009

The Michigan Merit Examination (MME) Tested Roster will be available to schools from April 28-May 1 only. **The Tested Roster review is critical to the MME scoring and reporting process.** Please ensure that the staff member who is responsible for completing the Tested Roster review in each of your high schools is aware of the deadline and completes the process by Friday, May 1.

This is the **only opportunity** for high schools to submit missing student or missing answer document issues. Schools will not be able to submit any issues after MME results are received.

The Tested Roster review must be completed by a staff member at each high school who has access to the MME Testing Rosters and Irregularity Reports.

Detailed instructions were distributed in the ***MME Focus for Tested Roster*** via email on Monday, April 27, to High School Principals; MME Test Supervisors, Backup Supervisors, and Test Accommodations Coordinators; Superintendents; and District Assessment Coordinators.

If your high schools did not receive the MME Focus for Tested Roster, please contact the Office of Educational Assessment and Accountability at [mme@michigan.gov](mailto:mme@michigan.gov) or 877-560-8378.

**STATE BOARD OF EDUCATION**

KATHLEEN N. STRAUS – PRESIDENT • JOHN C. AUSTIN – VICE PRESIDENT  
CAROLYN L. CURTIN – SECRETARY • MARIANNE YARED MCGUIRE – TREASURER  
NANCY DANHOF – NASBE DELEGATE • ELIZABETH W. BAUER  
REGINALD M. TURNER • CASANDRA E. ULBRICH

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • (517) 373-3324