



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

May 14, 2013

MEMORANDUM

TO: Local and Intermediate School District Superintendents, Public School Academy Directors, and NonPublic School Administrators

FROM: Vince Dean, Ph.D., Director 
Office of Standards & Assessment

SUBJECT: Pre-ID and Initial Material Orders for Fall 2013 Assessments

This notice is intended for all public schools and those nonpublic schools that will administer the Michigan Educational Assessment Program (MEAP), MEAP-Access, or MI-Access assessments in fall 2013. To ensure continued communications, please ensure the following contacts are identified and their email addresses are up-to-date in the Educational Entity Master (EEM) at www.michigan.gov/eem:

- Superintendent
- Principal
- District Assessment Coordinator
- ELPA Coordinator
- MEAP Coordinator (District and Building)
- MEAP-Access Coordinator
- MI-Access Coordinator
- School Report Card Contact
- Technology Director (District and Building)

NOTE: As we transition to online testing, it will be important to ensure a Technology Director is designated at the district level, and if appropriate, at the building level.

To add a contact, or update an existing contact, please notify your district's EEM authorized user. If the change will not take effect until the start of the 2013-14 school year, the authorized user should enter the Effective Date as 7/1/2013. If you need additional assistance with the EEM, please send an email to CEPI@michigan.gov or call 517-335-0505 and select option 3. Please provide your name, district name and code, telephone number (including area code and extension) and email address, along with your specific question.

The EEM also contains three contacts for the Michigan Merit Examination (MME); however, MME contacts can only be changed using the form provided in the MME packet each fall.

Options for the Pre-Identification of Students for Fall 2013 Assessments

1) MSDS Early Roster Pre-ID

The Early Roster Collection in the Michigan Student Data System (MSDS) is already open and the BAA strongly recommends the use of Early Roster for assessment pre-ID due to the following benefits:

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- Many districts already use the Early Roster Collection for the purposes of Direct Certification; therefore, use of Early Roster to pre-ID avoids a separate pre-ID submission
- Unique Identification Codes (UICs) are assigned/resolved early which avoids UIC resolution during the already busy time leading up to and during Tested Roster

Information on the Early Roster Collection can be accessed at: http://www.michigan.gov/cepi/0,1607,7-113-986_50502_53551---,00.html. This page is currently being updated for the 2013-14 school year; however, Early Roster records submitted now will be brought into the BAA Secure Site (provided the records contain Race/Ethnicity data and the "OEAA Assessment Component").

2) BAA Secure Site Pre-ID

Although use of Early Roster is encouraged, districts can opt to pre-ID using the BAA Secure Site. Instructions for pre-identifying students using the BAA Secure Site can be found in the *BAA Secure Site User Manual* at (www.michigan.gov/baa-secure). **NOTE:** the BAA will be launching a new BAA Secure Site this summer. Please be aware that the current pre-ID file format must be used through the end of July. Details about the new site and the pre-ID format that will be used after the transition will follow in a separate communication.

MEAP Pre-ID Window:	May 13 – July 25, 2013 (pre-printed answer documents) July 26 – September 12, 2013 (barcode labels)
MEAP-Access Pre-ID Window:	May 13 – September 12, 2013
MI-Access Pre-ID Window:	May 13 – September 12, 2013

Fall 2013 Assessment Material Orders

Beginning yesterday Monday, May 13, 2013, initial materials orders (IMOs) can be placed via the BAA Secure Site for all Fall 2013 assessments. Instructions for this process can be found in the *BAA Secure Site User Manual*. Please remember that material overages are calculated into your order automatically – there is no need to "pad" your assessment material orders.

District coordinators should work with school staff to determine the materials needed for fall testing, including the number and type of accommodated materials needed for students with Individualized Education Programs (IEPs), Section 504 Plans, or English learner instruction. **NOTE:** a new accommodated version – an English reader script for the writing assessment – will be available in fall 2013. Schools will see this new accommodation listed on the IMO webpage for the MEAP and MEAP-Access assessments.

MEAP IMO Window:	May 13 – July 25, 2013
MEAP-Access IMO Window:	May 13 – September 12, 2013
MI-Access IMO Window:	May 13 – September 12, 2013

NOTE: To ensure all districts receive the correct materials in a timely manner, districts should place an IMO for all fall assessments as early as possible.

If you have further questions, please email baa@michigan.gov or call 877-560-8378, select option 2 for MEAP or MEAP-Access, or option 4 for MI-Access.

cc: District MEAP Coordinators
District MEAP-Access Coordinators
District MI-Access Coordinators