



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** April 14, 2016

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** Venessa A. Keesler, Ph.D. *V. Keesler*  
Deputy Superintendent, Accountability Services

**SUBJECT:** Preliminary Student Roster Report

**Important Enhancements to this year's M-STEP Assessment** are introduced by Deputy Superintendent Venessa Keesler in a video that can be viewed by clicking [here](#), or by going to the M-STEP web page: [www.michigan.gov/mstep](http://www.michigan.gov/mstep) and looking under the **What's New** section.

The Michigan Department of Education (MDE) has a newly generated Preliminary Student Roster Report for the Spring 2016 online student assessment, also introduced in this video. This preliminary report will be available to school and district staff through the Secure Site 48 hours after a student has completed all portions of a subject area assessment. Staff will be able to log-in to the Secure Site with their log-in and password to access the student level preliminary report. The intent of this report is to assist districts with making program and district-wide decisions. There is also more in-depth information on the M-STEP webpage, which can be found here: [www.michigan.gov/mstep](http://www.michigan.gov/mstep). Because of its preliminary status, the data should not be used to make classroom or student-level decisions. Districts may choose to use these reports in coordination with their School/District Improvement Process, summer programming, and Assessment Inventory.

After viewing the video, if you have further questions about the Preliminary Student Roster Report, or its availability, please email [baa@michigan.gov](mailto:baa@michigan.gov) or call 877-560-8378.

cc: Michigan Education Alliance

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