

Spring 2012 ELPA Pre-ID and Exemption Information

Pre-ID:

Pre-Identification of students and Initial Material Order for the Spring 2012 English Language Proficiency Assessment (ELPA) will open December 5, 2011. School and district coordinators will be able to view the Pre-Identified Student Report, enter additional students, and unassign students as needed on the BAA Secure Site at www.michigan.gov/baa-secure. Online ELPA districts will be receiving Pre-ID information by Dec. 5th.

- 1) Students were pre-identified by the Bureau of Assessment and Accountability (BAA) based on the following, and can be viewed on the Pre-Identified Student Report.
 - Fall MSDS collection – LEP Eligible Students: Students who have been identified as ‘LEP Eligible’ in the current school year’s fall MSDS submission;
 - ELPA Initial Screening: Students who took all sections of the most recent ELPA Initial Screening Pre-K Cycle (formerly Sunshine) or Cycle I (Leaf) and scored less than Proficient;
 - Spring ELPA – Less than Advanced Proficient: Students who received a proficiency score of less than Advanced Proficient on the previous year’s Spring ELPA.

Other Pre-ID information:

- Schools will receive printed barcode labels from the contractor for all students pre-identified and included on the Pre-Identified Student Report by the end of the day on January 14, 2012.
 - Schools will be required to print barcode labels from the BAA Secure Site for students identified after January 14, 2012.
 - All student answer documents MUST have a barcode label.
- 2) Schools must enter material orders on the BAA Secure Site in the Initial Material Order screen, even if students have been pre-identified by the end of the day January 13, 2012. **IMPORTANT:** Do not enter an order for the Spring 2012 ELPA in the Screener Material Order screen. ELPA online districts do not need to place an order for any students in levels III- IV, who are taking the online version.

Student demographic updates will be made in the MSDS in April using the Spring 2012 submission. Public schools **should not** update the following student demographics on the BAA Secure Site:

- Limited English Proficient (LEP)
- Economically Disadvantaged (ED)
- Special Education (SE)
- Homeless (HL)
- Migratory Status (MS)

Instructions for completing the Pre-Identification process and entering Initial Material Orders can be found in the *BAA Secure Site User Manual*, which is located on the log-in page before you log-in and also at the bottom of the “Announcements” page after you have logged in.

Student Exemption Requests:

Exemption requests for the Spring 2012 ELPA can now be made through the Bureau of Assessment and Accountability's (BAA) Secure Site. The window for making requests opens on December 5. Please note that exemptions are only available for English Language Learners whose disabilities prevent them from being meaningfully assessed by one or more sections of the ELPA.

Secure Site users will need to identify each student for whom a request is being made. Students will, therefore, need a valid UIC in order to process the request. Users may also need to provide the following information:

- What other state assessments the student has taken or is expected to take;
- A description of the student's impairment;
- The sections for which an exemption is being requested.

Depending on the information provided by the user, further documentation from the student's IEP may be needed in order for the BAA to make a determination. Note, too, that all Kindergarten students should take the Spring ELPA.

Users may also use the Secure Site to access an exemption request list and print off individual approvals and denials. Exemption approvals are only good for one year and **all** requests must be made on an annual basis. The deadline for requesting an exemption is February 17, 2011. If you have any questions about the exemption process, please email baa@michigan.gov or call the office directly at (877) 560-8378. Thank you.

Thank you for your prompt attention to these very important processes.