

District Assessment Coordinator (District [DCode]):

This email includes **very important** information regarding the use of the Unique Identification Code (UIC) and changes to the reporting of demographics on the Office of Educational Assessment (OEAA) Secure Site beginning with the Fall 2010 assessments. This information could impact your assessment reporting and Adequate Yearly Progress (AYP), so please read it carefully.

What is Changing and Why?

All public school students must have a UIC on the OEAA Secure Site. Student demographic information will be matched using the UIC. The UIC is used to connect the assessment information with other data collected in the Michigan Student Data System (MSDS).

It is essential for Michigan to be consistent in federal reporting. To accomplish this, a single source for student demographics was necessary. With the implementation of the MSDS, the Michigan Department of Education considers the MSDS the source data system for student demographics. Also, the American Recovery and Reinvestment Act (ARRA) requires that state assessment data be linked to student demographics and program participation data and requires states have the capability of tracking data over time (longitudinally). The UIC is our mechanism for meeting these requirements set forth in both federal and state legislation.

For districts that use the MSDS Early Roster Collection, the UIC and core student demographics will always match between the OEAA Secure Site and the MSDS for students entered during the early roster. Therefore, the use of the early roster in future cycles should greatly reduce the need for the separate UIC and student demographic verification and updates which must be carefully checked for this testing cycle.

UIC Verification

What You Need to Know

- The OEAA Secure Site runs an automated process that captures the UIC from the Center for Educational Performance and Information (CEPI) using the student's name, date of birth, and gender.
- The lack of a UIC, or an incorrect UIC, will prevent the updating of student demographics which will result in inaccurate reporting and inaccurate AYP information.
- The lack of a UIC, or an incorrect UIC, will prevent the verification of the student's grade and; therefore, the student's tests will be marked as out-of-level and the scores will not count for reporting or AYP.
- If you test home schooled students, these students are not included in AYP calculations and do not require a UIC for reporting.

How to Verify the UIC

- Run a Pre-Identified Student Report on the OEAA Secure Site and review the UIC column on the far left.

If the UIC field is blank or incorrect, verify the student's name, date of birth and gender match between the OEAA Secure Site, the district's student information system, and the Michigan Student Data System (MSDS).

a. Correcting OEAA Secure Site Errors

- i. Incorrect student name: Submit name corrections to oeaa@michigan.gov along with the following information:
 1. District name and code
 2. School name and code
 3. Student name as displayed in the OEAA Secure Site
 4. Student's date of birth
 5. The correct name for the student
- ii. Incorrect date of birth or gender: Change in the OEAA Secure Site on the student's demographic screen. Detailed instructions on how to do this can be found on page 60 of the OEAA Secure Site User Manual.

b. Correcting MSDS Data (if you are the Primary Education Providing Entity (PEPE) district)

- i. Submit a Request for UIC record with the correct information. Be sure to include the UIC.
 1. If the record requires resolution, appropriately resolve to the correct UIC. Select "Yes" when asked if you want to update the student master.

c. Correcting MSDS Data (if you are not the PEPE district)

- i. If you are not the PEPE in the MSDS and should be, submit a Student Record Maintenance Collection record to the MSDS. Upon certification, the student core information will update, and your district will be assigned as the PEPE.

Demographic Updates

What You Need to Know

- You do not need to update student demographics on the OEAA Secure Site because the student demographics will be pulled directly from the MSDS. However, if the student name, date of birth, or gender are incorrect in the OEAA Secure Site, they must be corrected to facilitate the update from the MSDS.
- Student demographics will be uploaded to the OEAA Secure Site from the district's Michigan Student Data System (MSDS) 2010 Fall General Collection. This upload will occur just prior to the Tested Roster review period, which occurs in mid November.
- The only student information that can be changed on the OEAA Secure Site during Tested Roster will be the 1) Home School flag, 2) Class/Group Code, and 3) Research Codes.
- If, during the Tested Roster review, you find demographic changes need to be made, they **cannot** be made on the OEAA Secure Site. Changes can only be made through the MSDS Student Record Maintenance Collection. Changes must be submitted within the Tested Roster review period and have an 'As of Date' after the fall pupil count date and prior to the close of the testing window.
- If you have students who enroll or exit after the fall count day and before the end of the testing window (September 29 – October 29), you need to submit the

appropriate enrollment or exit records through the MSDS Student Record Maintenance Collection.

- Throughout the Tested Roster review period, OEAA will reload any changes or updates made in MSDS to the OEAA Secure Site for use in reporting and the creation of the AYP file.
- **After the Tested Roster has closed, demographic information cannot be changed and will not be allowed as an appeal during AYP review.**
- The demographic data that will be loaded from MSDS includes the following:
 - ❖ Gender
 - ❖ Grade Level
 - ❖ Race / Ethnicity
 - ❖ Limited English Proficiency Status
 - ❖ Migratory Status
 - ❖ Special Education
 - ❖ Economically Disadvantaged (“Supp. Nutrition Eligibility” in MSDS)
 - ❖ Homeless
 - ❖ Feeder School Code

In summary, it has become vitally important that each student record has the correct UIC and demographics in the MSDS, and the data are accurately linked to the OEAA Secure Site. We hope the information and instructions provided here will assist you in beginning the necessary UIC verification and student demographic updates as soon as possible. All efforts to clean up UICs and student demographics in advance of Tested Roster will be beneficial.

If you have questions about CEPI, MSDS, or UIC resolution, please contact CEPI at 517-335-0505 and follow the prompts or email cepi@michigan.gov. Resources for the MSDS are available on the CEPI website at www.michigan.gov/cepi.

Questions regarding this email and the OEAA Secure Site should be directed to OEAA at 877-560-8378, option 2 for MEAP, or option 4 for MI-Access, or email oeaa@michigan.gov.