



  
**WIDA**®  
CONSORTIUM

**WIDA Screener &  
W-APT Michigan Policy Manual**

Office of Educational Assessment and Accountability  
Michigan Department of Education



Revised August 13, 2019



## TABLE OF CONTENTS

General Questions.....	3
New Students .....	7
Identification .....	9
Scores & Reports .....	10
WIDA Secure Portal Accounts.....	10
OEAA Secure Site Accounts .....	10
WIDA AMS.....	12
Training.....	13
WIDA Screener Checklist .....	14

### Contact Information

Below is a quick table to help direct your questions appropriately so that you can get answers efficiently, but when in doubt make the Office of Educational Assessment and Accountability your first choice when calling with assessment related questions:

#### DRC WIDA Call Center

**1-877-560-8378, Option 5**

##### Questions pertaining to the following:

1. WIDA Screener/W-APT/ACCESS for ELLs testing windows
2. Guidance for participation criteria on the Alternate ACCESS for ELLs
3. (Select Option 3) OEAA Secure Site information
4. (Select Option 3) OEAA processes such as Pre-ID, Accountable Students and Test Verification, etc.
5. Login information (usernames/passwords) for access to the secure WIDA materials
6. WIDA AMS

#### Office of Educational Supports

**517-241-6974**

##### Questions pertaining to the following:

1. Entrance & Exit Protocol
2. Title III funding
3. Title III compliance and monitoring
4. WIDA standards professional development activities sponsored by OES

#### Client Services Center (WIDA Consortium)

**1-866-276-7735**

##### Questions pertaining to the following:

1. General WIDA information about standards and assessments
2. How to navigate the WIDA Secure Portal for training, materials, etc.

## **GENERAL QUESTIONS**

### **1. What is WIDA?**

WIDA is a consortium of states dedicated to the design and implementation of high standards and equitable educational opportunities for English learners. As of 2019, the WIDA consortium consists of 40 states and territories including Washington, D.C.

### **2. What is the WIDA Screener and the W-APT?**

The WIDA Screener and Kindergarten W-APT (WIDA ACCESS Placement Test) are assessment screening tools used by educators to measure the English language proficiency of students who have recently arrived in the U.S. or in a particular district. It can help to determine whether or not a child is in need of English language instructional services.

### **3. Is Michigan using a new screener?**

Michigan will continue to use the same paper based W-APT for Kindergartners and 1st semester 1st graders during the 2019-20 school year. However, educators should also be using the online WIDA Screener for all other enrolling students. Be sure to continue to utilize the appropriate grade level/semester cluster as noted on page 8 of this document.

### **4. How much does the WIDA Screener and W-APT cost?**

Michigan school districts do not pay to administer these screening assessments. Districts that did not order any paper screener materials through the MDE in previous school years, must contact OEAA if materials are needed.

### **5. Can Title III money be used for screeners?**

No. Title III money cannot be used for any activities related to the administration or scoring of the WIDA Screener or W-APT. This includes attending training for the assessment, or hiring substitute teachers to free up educators to administer the assessment. If you have further questions regarding how districts can use Title III money, contact the Office of Educational Supports at 517-241-6974.

### **6. Are these screeners secure tests?**

Yes. Test administrators must be trained in their administration and agree to maintain the security of test questions. Test administrators must also complete the OEAA Security Compliance form before handling testing material, districts must keep all completed [Security Compliance forms](https://www.michigan.gov/documents/mde/OEAA_Security_Compliance_Form_634992_7.pdf) ([https://www.michigan.gov/documents/mde/OEAA\\_Security\\_Compliance\\_Form\\_634992\\_7.pdf](https://www.michigan.gov/documents/mde/OEAA_Security_Compliance_Form_634992_7.pdf)) on file at their district for a period of one year.

### **7. Who takes the WIDA Screener and the W-APT?**

Upon new enrollment, all students or parent/guardians must answer the Questions on the state required Home Language Survey (HLS). This is for the purpose of identifying those students in need of English learner (EL) services.





The HLS asks two questions:

1. Is the student's native tongue a language other than English?; and
2. Is a language other than English spoken in the student's home environment?

If the answer to either question is yes, the student must be given either the WIDA Screener (grades 1-12) or the Kindergarten W-APT and scores must be entered into the OEAA Secure Site, regardless of entering the student into EL services or not.

#### **8. Does the HLS need to be completed every year?**

Once the HLS has been completed during enrollment and if the student remains within the same school/district there is no need to complete it every year. **However, the scores from the screening and the HLS must be kept in the students' CA60 or permanent record folder for future reference.** *\*Keep in mind if a student moves to another district, it is important to notify the receiving district of the student's EL status.*

#### **9. What do I do if I can't find or don't have access to a transfer student's HLS?**

Our recommendation is to attempt to contact the student's sending district. If this approach doesn't provide you with the HLS, you can request the parents/guardians fill this out again. However the absence or duplicate request of this information from the parent/guardian **does not** change a student's EL status in MSDS, even if they answer 'No' to both questions on the new HLS. This means that if the sending school district has already identified the student as needing EL services in MSDS the receiving district must as well. For more information on how to identify EL students in MSDS, talk to your pupil accounting staff.

#### **10. What do I do if I accidentally label a student as EL in MSDS and then submit a Student Record Maintenance to correct the error; does this student still need to test?**

Yes. All students who have been identified in MSDS as needing EL services **must** take the WIDA ACCESS for ELLs or Alternate ACCESS for ELLs in the Spring.

#### **11. Can districts screen students using the W-APT during kindergarten roundup?**

Yes, districts have the option to screen students using the W-APT during kindergarten roundup in the spring instead of waiting until the beginning of the following school year. This cycle is called the Pre-K cycle and students only need to be administered the Speaking and Listening domains. Please note that when entering scores for this cycle of the W-APT, there is not a separate Pre-K W-APT cycle in the OEAA Secure Site.

## 12. Do I need to be retrained on administering the WIDA Screener or W-APT?

Yes. Anyone who will be administering the WIDA Screener must complete the online training modules through located on [WIDA's website](https://wida.wisc.edu/login) (https://wida.wisc.edu/login) by selecting WIDA Secure Portal from the Login dropdown. Additionally, educators should re-certify yearly for the W-APT, as well as the take the Speaking and Writing quizzes, to ensure the reliability and validity of scoring and test administration practices of such an important assessment.

## 13. Who can administer the WIDA Screener and the W-APT?

There are three sets of criteria that administrators of the WIDA Screener or W-APT must meet.

### 1. Educators must fall into one of the following categories in order to administer the WIDA Screener or W-APT:

- Educators who are district employees – must hold current State of Michigan teaching certificate, or
- Educators who are not district employees (retired teachers) must hold current State of Michigan teaching certificate, or
- Paraprofessionals – must not be funded by Title III funds
- Substitutes

All of the above personnel must be trained and/or monitored in order to administer the assessment.

### 2. Training

Educators who will be administering the WIDA Screener and/or W-APT must have an understanding of content in the following areas:

- General screener structure (domains, adaptivity, grade level clusters, scoring, etc.)
- Have reviewed the writing rubrics and practiced scoring writing responses
- Have reviewed the speaking rubrics and practiced scoring speaking responses using the samples available on WIDA's website.

It is recommended that training be conducted and materials reviewed in a group format within districts. This helps to establish inter-rater reliability between all educators who will be administering the screeners. Districts should make attempts to ensure that all students are administered the assessment and all are scored in a similar fashion which helps to establish a fair and reliable move up to the previous line.

- WIDA offers recorded webinar trainings below to allow educators to review and prepare for the Kindergarten W-APT and WIDA Screener test administration. Log in to [WIDA's website](http://www.wida.wisc.edu) (www.wida.wisc.edu). Once on the My Account & Secure Portal page, select the appropriate assessment under Screener Test Materials & Training: WIDA Screener Online, WIDA Screener Paper, or W-APT Screener Test.





If you do not yet have access to a Wida Secure Portal account, contact your District EL Assessment Coordinator. If you do not have a District EL Assessment Coordinator, your district should identify someone for this role. This person must then send an e-mail to [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) to have a WIDA Secure Portal account created for them.

### 3. Monitoring

If districts choose to include paraprofessionals and substitutes in the administration of the WIDA Screener or W-APT, districts must make sure that these educators are monitored during the actual assessment. Monitoring is defined as intermittent observations of the test administration by a certified teacher.

#### 14. Who should enter the screener scores into the OEAA Secure Site?

It is recommended that one person at the district level or in each building be identified as the sole person responsible for entering scores into the OEAA Secure Site. This helps keep district processes efficient. This person must have access to the [OEAA Secure Site](#). Contact the Office of Standards and Assessment at 1-877-560-8378, Option 3, with questions about gaining proper access. Directions for entering scores can be found at the [Secure Site Training](#) page ([www.michigan.gov/secaresitetraining](http://www.michigan.gov/secaresitetraining)).

#### 15. How many times will a student be screened?

Ideally, a student will only be screened one time. There are a few circumstances where a student may be screened again, such as when being screened to possibly re-enter EL services.

For students who have left and returned to the country, it is possible that a district may want to re-screen the students to help them reassess the level of English proficiency. However, if a student had previously been entered into the [Michigan Student Data System \(MSDS\)](#) as receiving EL services and was never exited because they achieved proficiency, then the student is still considered an EL.

#### 16. Where are the Test Administrator Manuals for the W-APT and WIDA Screener?

The Test Administrator manuals can be accessed once logged into your WIDA Secure Portal account.

#### 17. Who scores the screeners?

The Kindergarten W-APT and the WIDA Screener (online and paper/pencil) are scored by the test administrator once the assessment has been completed. Note: No part of the WIDA Screener or the W-APT is sent away for scoring. Educators will score a student's recorded responses for both the Speaking and Writing test whether the student takes the test online or via paper/pencil. Students testing online will have their Reading and Listening tests scored automatically by the testing engine. However, students testing paper/pencil will need to have those domains scored by the test

administrator. Educators should reference the Test Administrator Manuals available upon login at [www.wida.wisc.edu](http://www.wida.wisc.edu) for more information on scoring and administration.

### **18. Can private schools screen students?**

Yes. Contact the Office of Educational Supports at 517-241-6974 for additional information on screening students in private schools.

### **19. How do I get the screeners and administration materials?**

The Kindergarten W-APT can be downloaded from your WIDA Secure Portal account. You must have a WIDA Login to access the W-APT materials. Contact your District EL Assessment Coordinator first. This person should have access to setup an account for educators in their district. If your District EL Assessment Coordinator has left your district or is no longer serving in that role, ensure that the contact information in the Educational Entity Master (EEM) is updated to reflect who is currently in that role.

The online WIDA Screener will require access to the testing engine as well as other software and hardware resources. View the [WIDA AMS User Guide](https://www.wida-ams.us/Documents/Unsecure/Doc.aspx?id=ff5ccbf8-77db-4b84-ab60-dcd346f0c185) (<https://www.wida-ams.us/Documents/Unsecure/Doc.aspx?id=ff5ccbf8-77db-4b84-ab60-dcd346f0c185>) and ensure your technology coordinator has reviewed the [Technology User Guide](https://www.wida-ams.us/Documents/Unsecure/Doc.aspx?id=94fc9ada-3782-4ced-a416-138f53f177ec) (<https://www.wida-ams.us/Documents/Unsecure/Doc.aspx?id=94fc9ada-3782-4ced-a416-138f53f177ec>).

Districts that did not order paper screener materials during the 2018-19 must contact OEAA to order materials. Provide an approximate number of students you may be expecting to screen for the entire school year by grade.

### **20. How do I decide who should take the WIDA Screener Paper test instead of the Online test?**

Students who should take the WIDA Screener Paper test may include students who are considered recent arrivals. These are students who have been attending U.S. schools for 12 months or less. Other eligible students should include those students with disabilities whose disability requires use of the paper/pencil form of the assessment. It is not the case that all students with disabilities or students with 504 plans are unable to take the WIDA Screener Online. Nor is it the case that all students who are considered recent arrivals do not have the ability to take the WIDA Screener Online. However, for students who have exceptionally limited English abilities the WIDA Screener Online may not be the best option.

## **NEW STUDENTS**

### **21. How much time do I have to screen possible EL students?**

Possible EL students must be screened in the first 30 days (school days) of the school year. Any possible EL student that enrolls after the first 30 days must be screened within two weeks of enrollment.





**22. How do I make a decision about which students should be considered ELs and which students are not considered ELs?**

Educators should refer to the [Michigan Department of Education Entrance and Exit Protocol](https://www.michigan.gov/mde/0,4615,7-140-81376_51051-252886--,00.html) ([https://www.michigan.gov/mde/0,4615,7-140-81376\\_51051-252886--,00.html](https://www.michigan.gov/mde/0,4615,7-140-81376_51051-252886--,00.html)). Call the Office of Educational Supports at 517-241-6974 for questions related to the criteria found within that document.

**23. Do I need to screen exchange students?**

Any student a district enrolls and is receiving state and federal funding is held to all statewide assessment and accountability processes. Exchange students are **required** to be assessed by any assessments for which they qualify. Districts should enroll these students using the same enrollment processes (HLS, W-APT administration, etc.) that are used with all other students.

**24. Can students with disabilities be screened and qualify for EL services?**

Yes. All students, including students with disabilities, are required to be screened if their Home Language Survey indicates they should be. These students are also potentially eligible, based on the scores of the screener, for EL services in addition to the special education services they may also be receiving.

**25. How do I know if the student has been screened already?**

Once a student's Primary Educational Providing Entity (PEPE) has been set to a particular district in [MSDS](#), that student's previous assessment history is viewable in the [OEAA Secure Site](#). Coordinators should work with their pupil accounting staff to ensure this step is completed. This is done by submitting an enrollment record in MSDS either on a general collection or a student record maintenance (SRM) file.

**26. If a student moves in from another district but already has screener scores do they need to be screened again?**

If a student has moved in from another district in Michigan and already has screener scores, they do not need to be re-screened.

**27. Should I screen students who are recently arrived from a country outside of the United States?**

Yes. Any student may qualify to take the W-APT or WIDA Screener if a 'yes' has been indicated on the HLS. However, MDE recommends screening these students using the paper WIDA Screener option, if it is clear that these students have significantly limited formal education experiences, as well as experience with computers.

**28. If a student moves from another non-WIDA state, do they need to be screened here?**

Yes. All new enrolling students without prior K-12 experience in Michigan schools must be screened.



### 29. If a student moves from another state that uses WIDA, do they need to be screened here?

If the student has been screened using the W-APT or the WIDA Screener in another state within 30 calendar days of enrollment, the district may honor the scores IF they have a record of the student's scores. Please note that WIDA nor DRC can provide these scores to educators. The sending district must provide them. Once a copy of these scores have been obtained, educators should review the Entrance and Exit Protocol to determine if the student meets Michigan's entrance criteria. If it is determined that this student qualifies in Michigan as an English Learner, the scores must be entered into the OEAA Secure Site and the student must be identified as receiving EL services in MSDS.

## IDENTIFICATION

### 30. Which grade level cluster of the WIDA screener do I use?

Use the following tables to determine which grade level cluster should be used. For first semester students, students should not be screened at a grade level where they have yet to receive sufficient instruction.

Cycle I – August 1 – December 1*													
Grade Level	K	1	2	3	4	5	6	7	8	9	10	11	12
Test to be used	K	K	1	2-3	2-3	4-5	4-5	6-8	6-8	6-8	9-12	9-12	9-12

Cycle II – December 1 – August 14*													
Grade Level	K	1	2	3	4	5	6	7	8	9	10	11	12
Test to be used	K	1	2-3	2-3	4-5	4-5	6-8	6-8	6-8	9-12	9-12	9-12	9-12

\* Refer to the Spotlight for the most up to date information on when screener cycles open and close.

### 31. How does the screening process work?

For the purposes of screening, there are three groups of students to consider:

- 1st semester Kindergarten students
- 2nd semester Kindergarten students/1st semester 1st graders
- 2nd semester 1st graders through 12th graders

#### 1st semester Kindergarten students

Because most 1st semester Kindergarten students cannot read or write, you will screen them on the listening and speaking sections only using the Kindergarten W-APT.





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• **2nd semester Kindergarten students/1st semester 1st graders**

Kindergartners who enroll on or after December 1, should be administered all domains of the Kindergarten W-APT (listening, reading, writing, and speaking).

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• **2nd semester 1st graders through 12th graders**

Use the on-grade level WIDA Screener form for students.

•  
• **32. My district has identified at least one student as being an EL. How do we go about giving services and instructional programs?**

If you aren't sure about what services you need to provide or how to provide them, contact the Office of Educational Supports at 517-241-6974.

•  
• **SCORES & REPORTS**

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• **33. Do I still need to enter screener scores into the OEAA Secure Site?**

Yes, upon the completion of assessing a student, scores should be entered into the [OEAA Secure Site](#). Please note that the OEAA Secure Site will no longer calculate proficiency levels for students. Districts must also keep results in the students' cumulative folder. MDE recommends printing the report that can be generated from WIDA AMS for online testers, the scoring sheet from the last page of the Student Response Booklet, or using the K W-APT Summary Scoring Sheet.

Additionally, it is strongly recommended that districts share one of the previously mentioned reports with the parents and teachers of the student. Districts are required to share information about EL services with parents. Contact the Office of Educational Supports at 517-241-5392 for more information on requirements for communicating with parents about services/instructional programs. Screener results should also be kept for monitoring purposes.

To learn more about entering scores into the [OEAA Secure Site](#), go to [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining) or call 1-877-560-8378, Option 3.

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• **34. Can I download results for the Online Screener from WIDA AMS?**

A downloadable file (Excel, .csv, etc.) is currently not available from WIDA AMS. PDF reports are the only report options at this time.

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• **35. Will I be able to download screener results and reports from the OEAA Secure Site?**

Yes. Reports are available on the [OEAA Secure Site](#) for students whose screener scores have been entered into the OEAA Secure Site.

## WIDA SECURE PORTAL ACCOUNTS

### 36. I am a new district test administrator/test coordinator and I need a login for the WIDA website. What do I do?

If you are a new test administrator, talk to your District EL Assessment Coordinator so that they can create an account for you. If you are a new District Coordinator, and have been identified in the [EEM](http://www.michigan.gov/eem) ([www.michigan.gov/eem](http://www.michigan.gov/eem)) as the English Learner Assessment Coordinator for the district, you'll need to send an e-mail to [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) to have an account created for you.

### 37. I am a district test administrator/test coordinator. What does my WIDA Secure Portal account give me access to?

Your WIDA Secure Portal account gives you access to all of the Kindergarten W-APT materials, training modules for the screener as well as for the summative ACCESS for ELLs and Alternate ACCESS for ELLs assessments. You can download and print many materials from the [WIDA website](http://www.wida.wisc.edu) ([www.wida.wisc.edu](http://www.wida.wisc.edu)).

### 38. I have my username and password, but the system still does not allow me to log in. What do I do?

Make sure you are logging into the correct [WIDA website](https://wida.wisc.edu/login) (<https://wida.wisc.edu/login>). If it does not work, contact WIDA Help by sending an email to [help@wida.us](mailto:help@wida.us) or call 1-866-276-7735 to request assistance.

## OEAA SECURE SITE ACCOUNTS

### 39. How do I get access to the OEAA Secure Site?

There are two methods to gain access to the OEAA Secure Site.

**NOTE:** Users will need to know their MEIS ID, MEIS login and password to access the OEAA Secure Site. A user can go to <https://mdoe.state.mi.us/meis/Login.aspx> to access their MEIS login, MEIS ID, reset their password or create a MEIS account if they do not already have one. If you had a MEIS account previously, do not open a new account – use the self-help features available at <https://mdoe.state.mi.us/meis/Login.aspx> or find your account.

1. Users can log in to the OEAA Secure Site with their MEIS login and password. If they do not already have access to the site, the “Request Access” link will display and allow the user to request access to the OEAA Secure Site.
2. A user can contact the designated district administrator directly to request access to the OEAA Secure Site. The district administrator will log into the OEAA Secure Site and click on “Security-Manage User Profiles” under the Admin Functions menu and create access for the user. The user will need to provide the district administrator with their MEIS ID (starts with an “A”) in order for the district administrator to



create access in the OEAA Secure Site. The user will get an email at the email address listed in the MEIS system (again, make sure it is up-to-date), confirming access has been granted.

## WIDA AMS

### 40. Do I need to Pre-ID students in the OEAA Secure Site first in order for them to show up in WIDA AMS?

No. This is the only assessment for which educators do not need to pre-id students in advance of testing them. Educators should follow the directions for adding students exactly as they are noted in the WIDA AMS Guide for the WIDA Screener only. Please note that this does not hold true for the summative WIDA ACCESS for ELLs.

### 41. What student number should I enter into WIDA AMS in order to setup an online testing session?

Educators should enter the student's UIC.

### 42. How do I get access to WIDA AMS in order to administer the Online WIDA Screener?

Educators will need access to the Secure Site in order to access WIDA AMS. Refer to the section on OEAA Secure Site for directions on how to gain access and also review the [How do I get access to WIDA AMS?](http://www.michigan.gov/wida) ([www.michigan.gov/wida](http://www.michigan.gov/wida)).

### 43. I need to score the Writing and Speaking domains of the WIDA Screener. How do I add the WIDA Screener scoring permission to my WIDA AMS account?

**Michigan District Test Coordinators are responsible for having their educator's scoring permissions assigned in AMS.** The following process should be used for Michigan:

1. Identify all educators who will be responsible for scoring the WIDA Screener Online writing and/or speaking tests.
2. Verify all educators have completed the necessary training to obtain certification to score the WIDA Screener writing and/or speaking tests. District Coordinators can review scoring certifications in their [Secure Portal account](https://wida.wisc.edu/login) (<https://wida.wisc.edu/login>).
3. Contact DRC Customer Service at **1-877-560-8378, Option 5** or email [wida@datarecognitioncorp.com](mailto:wida@datarecognitioncorp.com) and request assignment of user scoring domains.
4. Provide Customer Service with the following information for all users that need to be assigned in order to score:
  - a. User Name
  - b. User Email
  - c. Domain to be assigned (writing, speaking or both)



5. Customer Service will assign the users as indicated which will allow them to begin scoring tests within the Educator Scoring application in WIDA AMS.

## TRAINING

### 42. Do I need to attend a live training?

No. However, districts and educators need to ensure that they have reviewed the online training modules and passed all associated quizzes.

Also be sure to have a comprehensive grasp of the following topics:

- General screener structures (domains, adaptivity, grade level clusters, scoring, etc.)
- Writing rubrics and practice scoring writing
- Speaking rubrics and practice scoring speaking responses using the samples available on WIDA’s website.



	K W-APT	WIDA Screener Online	WIDA Screener Paper
Obtain a wida.us account from your District EL Assessment Coordinator	X	X	X
Complete appropriate Training Courses and pass associated quizzes through WIDA Secure Portal account	X	X	X
Obtain OEAA Secure Site account (use your MEIS username/password)	X	X	X
Obtain WIDA AMS account (correct role for OEAA account prompts creation of WIDA AMS account)		X	
Obtain WIDA Scoring permissions for Speaking and Writing in WIDA AMS (District EL Assessment Coordinator must submit request to DRC)		X	
Obtain list of students to be screened* (monitor district's student information system for new potential students to screen on an ongoing basis)	X	X	X
Determine which students need to be screened using the paper/pencil WIDA Screener (if applicable)			X
Order Paper WIDA Screener materials using the Michigan specific order form on the WIDA web page ( <a href="http://www.michigan.gov/wida">www.michigan.gov/wida</a> )			X
Download and print K W-APT materials for Kindergartners or 1st semester 1st Graders through wida.us account	X		
Download and print Grades 1, 2-3 Tier A & Tier B/C Writing Test Booklets through wida.us account		X	
Download and print Grades 1 & 2-3 Writing Test Administrator Script through wida.us account		X	
Add students to WIDA AMS using instructions in WIDA AMS User Guide (note that this process cannot be used for the WIDA ACCESS for ELLs)		X	
Add students to test sessions in WIDA AMS		X	
Identify universal tools or accommodations needed by students by reviewing the Accessibility and Accommodations Supplement at wida.us	X	X	X
Enable accommodations for students with disabilities/504 plans as necessary in WIDA AMS		X	
Make universal tools or accommodations (only for students with IEPs/504s) available for students at time of screening	X	X	X
Print test tickets for students		X	
Administer the K W-APT or WIDA Screener Online (or WIDA Screener Paper/Pencil)	X	X	X
Complete K W-APT Scoring Sheet (Cycle I K: Listening & Speaking; Cycle 1 1st grade & Cycle II K: All 4 domains)	X		
Score the WIDA Screener Online Speaking and Writing responses in WIDA AMS		X	
Input WIDA Screener Paper (grades 1 – 12 only) raw scores into the WIDA Screener Score Calculator for proficiency levels & record proficiency levels for each domain on the last page of the Student Response Booklet			X

	K W-APT	WIDA Screener Online	WIDA Screener Paper
Print WIDA AMS Score Report from On-Demand Reports in WIDA AMS		X	
Enter proficiency levels for each domain (raw scores only for students who took K W-APT) into OEAA Secure Site	X	X	X
Review Michigan's Entrance and Exit Protocol to determine if students should be considered EL	X	X	X
Place WIDA AMS Score Report or Student Response Booklet in student's permanent record file	X	X	X
Provide District Coordinator and/or pupil accounting staff with student information for students identified as EL, these students must be identified as such in MSDS	X	X	X
Send letters to parents/guardians of students identified as EL with information regarding eligibility for EL services	X	X	X



*Office of Educational Assessment and Accountability (OEAA)*

*Phone: 1-877-560-8378*

*Website: [www.michigan.gov/oeaa](http://www.michigan.gov/oeaa)*

*Email: [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)*

Check the MDE website frequently during the 2019-20 school year for updated materials.