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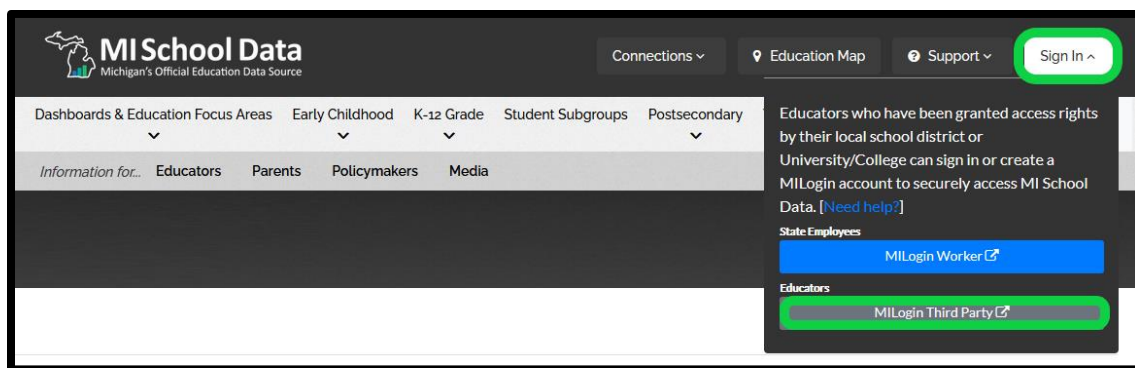
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Obtaining Access to Secure School Index Information

Once available, Michigan School Index reports and accountability student datafiles will reflect embargoed 2022-2023 school year results for authorized users of [MI School Data \(www.mischooldata.org\)](http://www.mischooldata.org) to preview prior to public release. An email announcement indicating the availability of the preview window will be sent out to targeted ISD, district, and school administrators and staff when this occurs using contact information in the [Educational Entity Master, or EEM \(www.mi.gov/eem\)](http://www.mi.gov/eem).

- School administrators and staff **WITH EXISTING** authorized user accounts on MI School Data will be able to preview the data once it becomes available.
- School administrators and staff **WITHOUT EXISTING** authorized user accounts on MI School Data will need to obtain access to the secure portion of MI School Data in order to preview data once it becomes available.

You can confirm your access by visiting MI School Data (www.mischooldata.org) and clicking the “Sign In” button in the upper right-hand corner and then selecting “MILogin Third Party.” Note that state employee users will use the “MILogin Worker” button. If you do not have a MILogin Third Party or MILogin Worker account, you will need to follow the process outlined in the [MILogin User Guide for MI School Data Users](#). See also the [MI School Data Secure Users FAQs](#) document for frequently asked questions about the MI School Data login process.

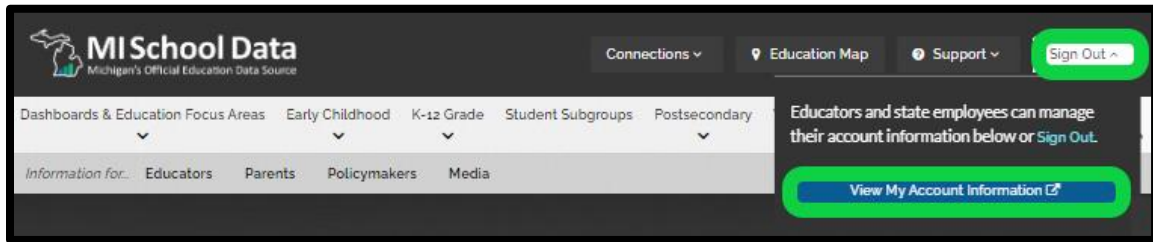


By default, the following role types in MI School Data will be permitted to access the School Index report preview when it becomes available:

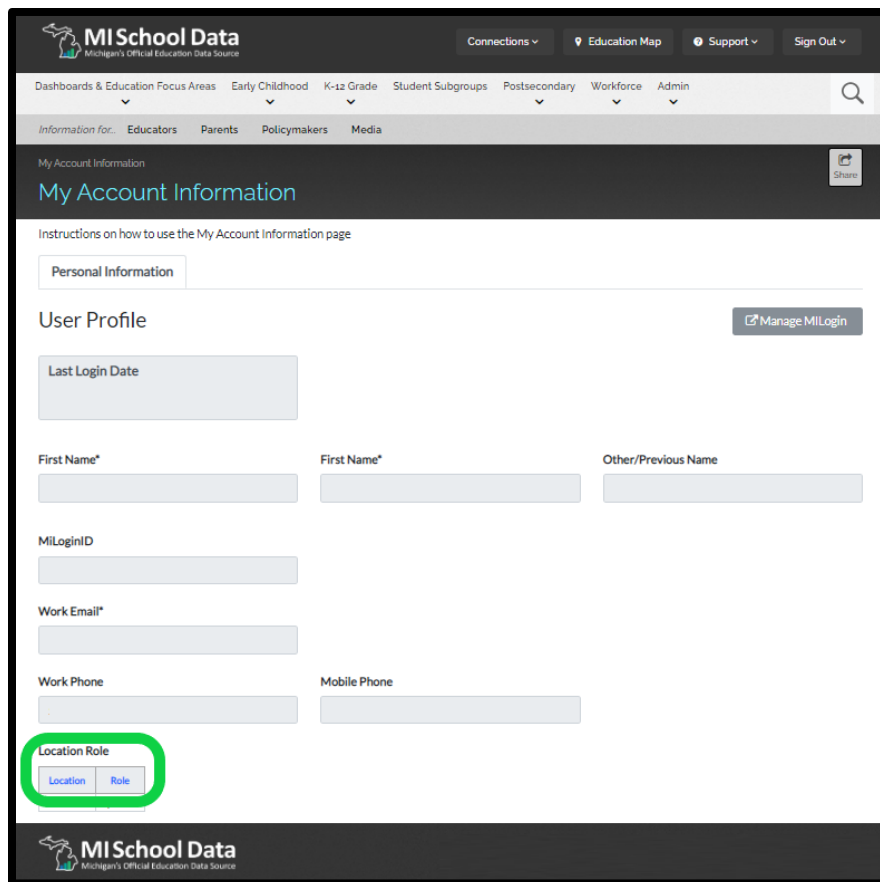
- SOM/State User
- ISD/District/School User
- ISD/District Superintendent
- ISD/District/School Accountability User
- School Principal

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Due to the sensitive nature of accountability student data, only accounts with the “ISD/District/School Accountability User” role will be able to download accountability student data files for their respective ISD, district, and/or school location. School Index aggregate files will also rely on this user role in order for a user to access/download. You can view your current account role(s) once logged into MI School Data by clicking on “Sign Out” menu in the upper right-hand corner and then “View My Account Information” as shown in the following screenshot.



The account roles for the ISD, district, and/or school locations for which your account is currently authorized for will appear at the bottom of the next screen as highlighted in the following screenshot.



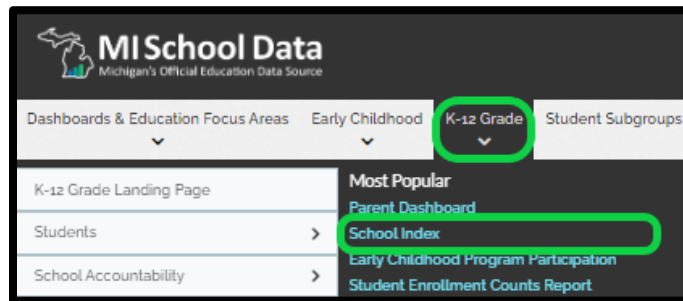
If you find that you do not currently have the appropriate access to download accountability student data files and will need this to help you verify your ISD, district, and/or school’s School Index data during the School Index preview window later this fall, please contact your [ISD Accountability Administrator](#) and request to have the “accountability user” permission added to your existing account.

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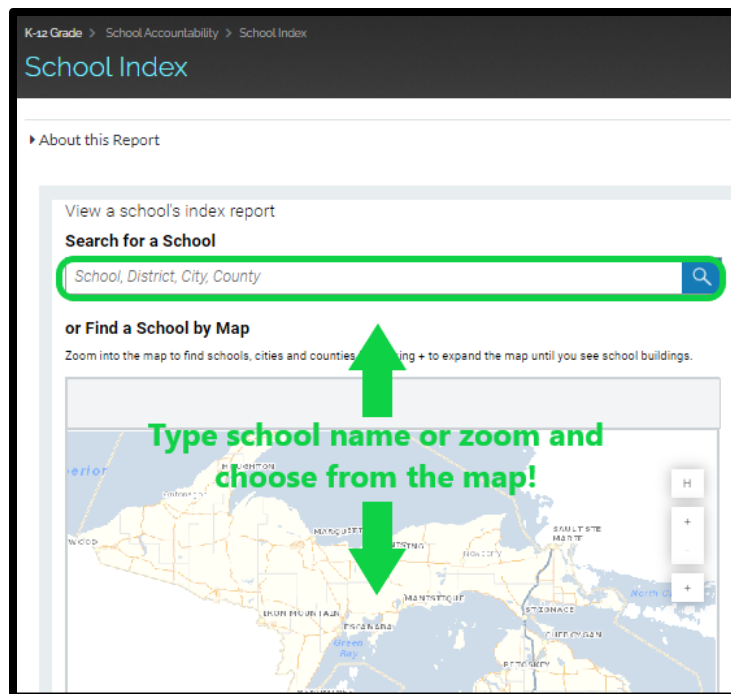
Locating School Index Reports

Once embargoed 2022-23 School Index reports become available, school administrators and staff will be notified with a targeted email announcement using contact information districts have entered in the [Educational Entity Master, or EEM \(www.mi.gov/eem\)](#).

- 1) Once you have setup or confirmed your secure user account for MISchoolData, to view embargoed School Index reports, please login by clicking the login button at the top of the screen. Once logged in, navigate to the “School Index” menu item from the “K-12th Grade” menu. You can also find the “School Index” report link from the “K-12th Grade” menu and then “School Accountability” sub-menu.

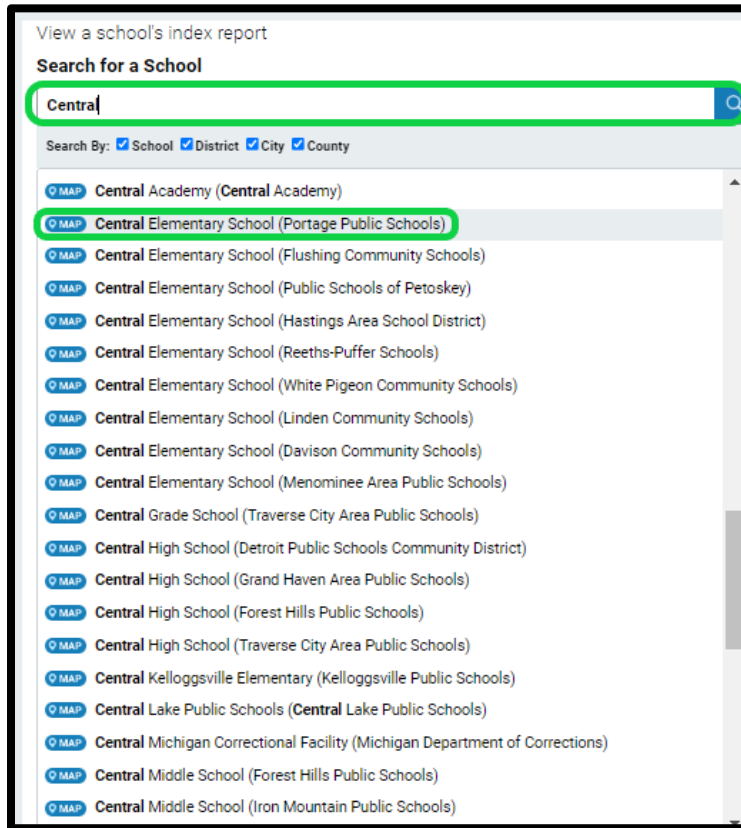


- 2) Search for the School Index report for your school, using the text search box or map feature.

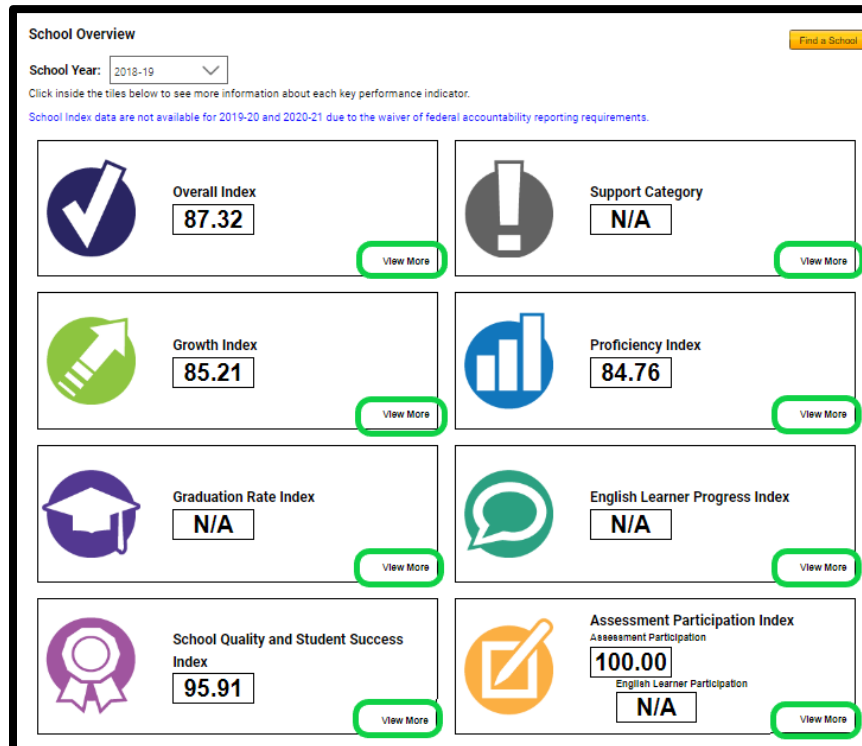


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- 3) If you search for your school using the text search box, schools with matching names will appear in the list below. You are then able to click on your specific school in the list to be taken to view its School Index report.



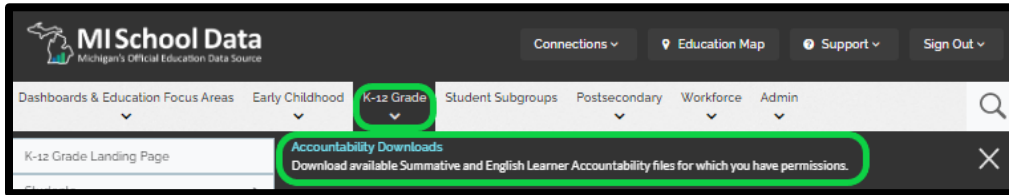
- 4) From the School Index Report page for your school, click on each tile to view more detailed information about that component of the Michigan School Index system.



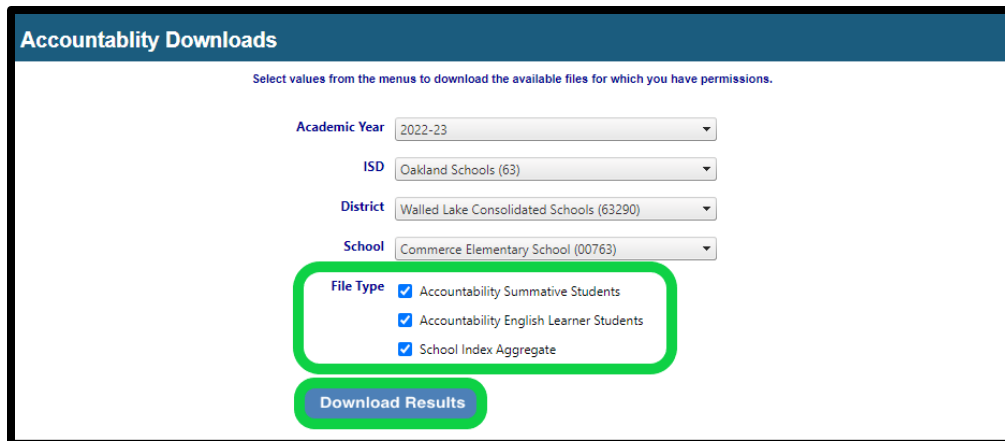
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Downloading Accountability Datafiles

- 1) If you have a secure MISchoolData account and are now set up as an “Accountability User” role for your ISD, district, and/or school as described in the “Obtaining Access” section at the beginning of this document, you will also be able to download student information used in School Index report calculations and a NEW for 2022-23 School Index aggregate file, click “Other & Data Files” → “Accountability Review” → “Accountability Downloads” using the navigation menus.



- 2) On the **Accountability Downloads** page, choose the entity-level for which you wish to download accountability data file(s) by selecting the ISD, District, and School (district-level users may download all school data for the district). Check or uncheck the relevant boxes to download up to three separate files for your selected school or district.



- A. **Summative Accountability Student Data File** – This option downloads the student-level data necessary to replicate and verify the assessment participation, proficiency, and growth information for M-STEP, MI-Access, and SAT assessments in the aggregated Accountability Report file. If “All Schools” is selected in the school drop-down box, student-level accountability data for all schools within a district will be downloaded (for district-level authorized Secure Site users). **The data in this file contains individual student data and may not be shared with unauthorized individuals.**
- B. **English Learner Accountability Student Data File** – This option downloads the student-level data necessary to replicate or verify the assessment participation, proficiency, growth, and progress information for WIDA-Access assessments in the aggregated Accountability Report file. If “All Schools” is selected in the school drop-down box, student-level accountability data for all schools within a district will be downloaded (for district-level authorized Secure Site users). **The data in this file contains individual student data and may not be shared with unauthorized individuals.**
- C. **NEW for 2022-23: School Index Aggregate** – This option downloads building-level records containing all component index values and information on federal school support identifications (CSI, ATS, and TSI). This file is particularly useful for downloading all index values and support identifications for a single school, all schools within a district, or all schools within an ISD—enabling bulk download of School Index

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and support identification data.

A link to the student data file(s) indicated by check mark will be downloaded in separate .CSV files, emailed to you individually. For instructions on working with student-level datafiles, please click the links available near the top of the page for [Instructions on Working with Accountability Student Datafiles](#) and [Data Dictionary for Accountability Student Data Files](#). Alternately, these are available from the School Index Resources webpage at www.mi.gov/mde-schoolindex.