



2024 M-STEP List of Important Dates

Start	End	Task/Activity	Mode
10/16/23	11/22/23	Online Waiver Window – request waiver to administer paper/pencil by 5 p.m.	PP
11/29/23	11/29/23	DRC Technology Readiness Webinar (10:00 AM – 11:00 AM) – recording available 11/30/23	OL
1/3/24	2/14/24	Initial Material Order Window (all grades) by 5 p.m.	PP
1/3/24	2/14/24	Pre-identification of students for barcode labels by 5 p.m.	PP
1/3/24	3/15/24	Alternate Insight Availability Request	OL
1/3/24	5/2/24	Off-site Test Administration Request – Paper/Pencil	PP
1/3/24	5/16/24	Off-site Test Administration Request - Online	OL
1/3/24	5/16/24	Pre-identification of students by 5 p.m.	OL
2/15/24	5/3/24	Pre-identification of students for local printing of barcode labels by 5 p.m.	PP
2/27/24	2/27/24	Online District and Building Coordinator Training – DRC INSIGHT Portal (10-11:00 A.M.) – recording available 02/28/24	OL
3/1/24	5/17/24	Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal	OL
3/25/24	3/27/24	Materials arrive in schools All Grades/All Content Areas	Both
3/25/24	5/17/24	M-STEP Multiplication Chart Accommodation Request Window by 5 p.m.	Both
4/1/24	4/3/24	Materials arrive in schools – alternate delivery date requested – All Grades/All Content Areas	Both
4/4/24	4/30/24	Additional Material Order Window (closes at noon) – All Grades/All Content Areas	PP



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Start	End	Task/Activity	Mode
4/8/24	5/3/24	Paper/Pencil Test Administration Window All Grades/All Content Areas	PP
4/8/24	05/17/24	Online Test Administration Window	OL
4/10/24	TBD	Preliminary Reports (within 48 hours of online test completion)	OL
5/8/24	5/8/24	Return of Materials Deadline – All Grades/All content Areas	PP
June 2024	June 2024	Accountable Students Enrolled and Demographics – watch Spotlight for details	Both
June 2024	June 2024	Answer Documents Received – watch Spotlight for details	Both
June 2024	June 2024	Students Not Tested – watch Spotlight for details	Both
August 2024	TBD	Final Reports – watch Spotlight for details	Both

Watch the weekly [Spotlight on Student Assessment and Accountability](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) for updates and additional information.



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Change Log

Date	Task/Activity	Change
10/5/2023	Initial version	NA