Online Waiver Request
OEAA Secure Site

The following assessments are administered online and schools are expected to administer it online to their students. If the school is not able to administer one or more of the following assessments on online, the District Administrator or Nonpublic School Administrator level user of the OEAA Secure Site is expected to submit an Online Waiver Request for review by the Office of Educational Assessment and Accountability (OEAA).

- M-STEP
- MI-Access Functional Independence (FI)
- SAT with Essay

- PSAT 8/9 for both grades 8 and 9
- PSAT 10
- WIDA ACCESS for ELLs.

Detailed information to explain why the school is not able to administer one or more of the assessments online will need to be provided in the Online Waiver Request.

An Online Waiver Request does not need to be submitted if only a few students will require paper/pencil tests versus taking it online due to accommodations or religious reasons. If there are students requiring paper/pencil tests for the SAT with Essay, PSAT 8/9 and PSAT 10, they must be submitted in the College Board SSD Online system or paper/pencil materials will not be received.

1. Log into the OEAA Secure Site at www.michigan.gov/oeaa-secure
2. Select *Online Waiver Request* from the Assessment Registration menu at the top
3. Select the *Academic Year* from the dropdown menu
4. Select the *ISD* from the drop down (this may already be populated if you have access to only one ISD)
5. Select the *District* from the drop down (this may already be populated if you have access to only one district)
6. Select the *School* from the dropdown. To search by district, Leave the School field at *Select a School* to bring up all online waivers already submitted for the district.
   a. The search results will return waivers that have already been submitted for the school or the district based on the selections made in the Online Waiver Request Details section.
   b. If you wish to view the status or update a waiver request, click on the *View/Update Waiver* link under the first column, View/Update
   c. If the waiver request is open or additional information is requested, you can change the *Online Waiver Request Reason* field, select additional assessments from the *Assessment(s)* check box, and enter additional information in *the Online Waiver Request Details* text box. If you make any changes or additions, make sure to click the blue *Submit* button at the bottom right.
   d. To go back to the Online Waiver Requests Search Results page, click the blue *Back* button at the bottom right
7. To create and submit a new waiver request, click the *Create Online Waiver Request(s)* link button at the bottom right. If you did a search at a district level, it will take you back to the *Online Waiver Requests Detail* page and require you to select a school first.

a. Only a <u>District Administrator or Nonpublic School Administrator level user</u> of the Secure Site can submit a waiver request and update a waiver if it is in the "Open" or "Additional Info Requested" status. Any level user can view the Online Waiver Request page.

b. A request cannot be made at a district level and must be made for each school that will be unable to test online.

8. Select the most appropriate reason for requesting the waiver for online testing from the *Online Waiver Request Reason* drop-down menu.

9. Select the assessments that you are requesting to test as paper/pencil instead of online from the *Assessment(s)* check list. You can select more than one.

a. Schools do NOT have the option to submit a waiver for MI-Access Supported Independence or Participation since this is entered by the teacher and not the student and all schools will be expected to follow the process.

10. A detailed explanation for the online waiver request is required to be provided in the *Online Waiver Request Details* text box.

11. Attachments can be attached to the waiver request by clicking on the blue *Select* button below the *Online Waiver Request Details* text box. Attachments are NOT required but may be helpful.

12. Once you have completed the request, click on the *Submit* button at the bottom right.

13. You will receive a message "The online waiver request(s) were successfully submitted." Click the OK button to continue.

14. The user that submitted the request will receive an email confirmation when the request has been reviewed and status is changed. The request and status can be viewed at any time by returning to the screen and using the first set of instructions.

Online Waiver Request Details

Online Waiver Request Details				⌃
* Indicates required field				

Academic Year	* ISD	* District	* School
2023-2024	Barry ISD (08000) ▾	Hastings Area School District (08030) ▾	Hastings High School (05882) ▾

Add Online Waiver Request(s) ⌃

* Indicates required field

* Online Waiver Request Reason

Select an Online Waiver Request Reason ▾

┌─ * Assessment(s) ──────────┐
☐ Select All
☐ M-STEP
☐ SAT
☐ PSAT 9
☐ PSAT 10
☐ MI-Access FI
☐ WIDA
└────────────────────────────┘

Details About Online Waiver Request(s) ⌃

* Indicates required field

* Online Waiver Request Details

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Attach documents to support the online waiver request(s) (Allowed extensions are: .doc, .docx, .xls, .xlsx, .csv, .txt, .pdf)

[Select]

[Submit] [Back]

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