

OEAA Secure Site

Pre-ID Report

The Pre-ID Report displays the students that are pre-identified in the OEAA Secure Site for state assessments. This report should be used to ensure all students are identified for the correct assessment, mode of testing, grade level, and student demographics that affect testing are correct.

1. Log into the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)
2. Select Pre-ID and then Pre-ID Report from the Assessment Registration menu
3. Select the Test Period from the drop-down
 - a. A test period can include more than one assessment
 - b. For the grade 11 and 12 MME, you will need to check two test periods
 - i. MI-Access, M-STEP, Gr8 PSAT 8/9, SAT **AND** WorkKeys
 - ii. This is the only assessment that has multiple components over two test periods
4. Select the ISD, District and School from the appropriate drop-downs.
 - a. If you are district level user, you can select *District Pre-ID Report* from the School drop-down to download a district level report. It is not available to view on the page.
5. Click on the *Search* button at the bottom right.
6. A list of students that are pre-identified for one of the assessments in the selected test period will be displayed.
 - a. Content area cells will be highlighted in yellow with a yellow triangle warning if there is an issue that needs to be resolved. You can hover over the yellow triangle to view a description of the warning.
 - b. Depending on the test period selected, there may be one or more tabs displayed to help in your review. If there are students listed under the tab, there will be a "Total Count" identified on the tab. A warning in yellow will also be seen under the affected content area in the list of students.
 - i. **Pre-ID Report**
 - ii. contains full list of students pre-identified to one of the assessments in the selected test period
 - iii. **Not Pre-Ided**
 - iv. contains students that are pre-ID but are not pre-ID to one or more required content area based on the student's grade level
 - v. Under the content area it will say "Not pre-Ided", however it is NOT highlighted in yellow.
 - vi. Click on the student's name to go to the Student Summary page and assign the student to the correct assessment for the content area
 - vii. If a first year English learner student is exempt from the ELA, the ELA content area should not be assigned, and the warning will remain. A reason of EL Exempt will be submitted as the Not Tested reason during the Answer Documents Received and Not Tested review period a few weeks after testing has closed.
 - viii. **Pre-Id to Multiple Assessments**
 - ix. Contain students that are pre-identified to more than one assessment within the test period for a content area
 - x. The content area cell will display a yellow warning triangle and be highlighted in yellow on the report

- xi. If a student is pre-identified for Accessing Print, English Language Arts, and Expressing Ideas, the student will need to be unassigned from either ELA or Accessing Print and Expressing Ideas.
- xii. Under the content area column, place a check mark in the box of the assessment to be unassigned and then click the *Unassign* button at the bottom right or click on the student's name to go to the Student Summary page and unassign the student from the incorrect assessment for the content area
- xiii. Once the content area is unassigned, the yellow warning will be removed
- xiv. Not EL**
- xv. Students taking the WIDA ACCESS or WIDA Alternate ACCESS for ELLs need to be identified in the Michigan Student Data System (MSDS) as an English learner (EL) or the test will be invalidated.
- xvi. The EL cell will have a yellow warning triangle and be highlighted in yellow on the report
- xvii. OEAA does not get access to the Spring MSDS General Collection (Spring student count day) until mid-April. If the EL status was submitted in the Spring collection, there is nothing to do and in mid-April the Secure Site will update.
- xviii. If the student was not submitted in the Spring MSDS General Collection as EL, you will need to work with your authorized district MSDS user to have a student record maintenance (SRM) file submitted in MSDS to resolve the warning.
- xix. If a student is not identified as EL in MSDS with an "as of date" on or before the last day of WIDA testing and submitted by the end of the Answer Documents Received and Not Tested review period, then the student's test will be invalidated, and they will not receive scores.
 1. The Answer Documents Received and Not Tested is available a few weeks after the last day of WIDA testing. Watch the weekly Spotlight for dates and information when it becomes available.
- xx. Alt Assessment Not SE**
- xxi. Students taking the MI-ACCESS FI, SI, P or the WIDA Alternate ACCESS for ELLs (Tier T) need to be identified in the MSDS as a special education (SE) or the test will be invalidated.
- xxii. The SE for special education cell will have the yellow warning triangle and be highlighted in yellow on the report
- xxiii. OEAA does not get access to the Spring MSDS General Collection (Spring student count day) until mid-April. If the SE status was submitted in the Spring collection, there is nothing to do and in mid-April the Secure Site will update.
- xxiv. If the student was not submitted in the Spring MSDS General Collection as SE, you will need to work with your authorized district MSDS user to have a student record maintenance (SRM) file submitted in MSDS to resolve the warning.
- xxv. If a student is not identified as SE in MSDS with an "as of date" on or before the last day of MI-Access or WIDA Alternate ACCESS testing and submitted by the end of the Answer Documents Received and Not Tested review period, then the student's test will be invalidated, and they will not receive scores.
 1. The Answer Documents Received and Not Tested is available a few weeks after the last day of WIDA for the WIDA ACCESS and the last day of MI-Access testing for the other spring assessments (SAT, WorkKeys, PSAT, M-STEP and MI-Access). Watch the weekly Spotlight for dates and information when it becomes available.

Search Criteria

* Indicates required field

* Test Period: Spring 2023 MI-Access, M-STEP, Gr6 PSAT 8/9, SAT

* ISD: Ingham ISD (33000)

* District: Okemos Public Schools (33170)

* School: Bennett Woods Elementary School (07828)

Search Reset

Directions

This is the full list of students pre-identified for the selected test period.

- Click on a student's name to go to the Student Summary page to view additional information or to make changes if needed.
- Ensure students are pre-identified to the correct assessment and mode of testing, meaning paper/pencil (P/P) or online (ON).
- Yellow warning triangles are used to alert that there may be an issue with the pre-ID record that could cause a test to be invalidated. Hover over the warning symbol for more details.
- Use the additional tabs provided to review each category if there are records listed.
- Student information is pulled from MSDS. The spring 2023 general collection (spring student count day) will not be closed out and available to OEAA until April/May 2023.
- If you do not know who updates MSDS for your district, click on the Download MSDS Authorized User(s) button for name and contact information.

Download MSDS Authorized User(s)

Pre-ID Report | Not Pre-Ided | Pre-Id to Multiple Assessments | Alt Assessment Not SE

Total Count: 201 | Total Count: 4 | Total Count: 5 | Total Count: 7

Search Results

Page size: 150

UC :	LOCAL STUDENT NUMBER :	STUDENT NAME :	GRADE :	ACCESSING PRINT :	ENGLISH LANGUAGE ARTS :	EXPRESSING IDEAS :	MATHEMATICS :	SCIENCE :	SOCIAL STUDIES :	SE :	HS :	LAST UPDATED FROM MSDS
			03	N/A	Not Pre-Ided	N/A	<input type="checkbox"/> MSTEP - ON	N/A	N/A	No	No	01/02/2023 11:01 AM
			03	<input type="checkbox"/> FI - P/P	<input type="checkbox"/> MSTEP - ON	<input type="checkbox"/> FI - P/P	Not Pre-Ided	N/A	N/A	N/A		01/12/2023 06:44 PM
			03	N/A	<input type="checkbox"/> MSTEP - ON	N/A	<input type="checkbox"/> MSTEP - ON					
			03	Not Pre-Ided	N/A	Not Pre-Ided	<input type="checkbox"/> FI - ON					

The student is not identified as a Student with Disabilities (a student with an IEP). If they should be, their special education status should be updated in the Michigan Student Data System (MSDS) prior to or during the post-testing validation period in the spring called the "Accountable Students Enrolled and Demographics Window". Failure to do so will result in the student's scores being invalidated.

Last updated from MSDS: 1/12/2023 6:44 PM

- c. You can change the sorting of some columns from ascending to descending by clicking on the column header. You can also filter the columns to customize your Pre-ID Report, including by assessment, by clicking on the three vertical dots (kebab) in the column header. If you set up filters, you can clear them using the kebab and selecting Clear Filter or you can use the Clear Filters and Sorts button at the bottom right to remove all filters and sorts.

Pre-ID Report | Not Pre-Ided | Pre-Id to Multiple Assessments | Alt Assessment Not SE

Total Count: 201 | Total Count: 4 | Total Count: 5 | Total Count: 7

Search Results

Page size: 150

UC :	LOCAL STUDENT NUMBER :	STUDENT NAME :	GRADE :	ACCESSING PRINT :	ENGLISH LANGUAGE ARTS :
			03	N/A	Not Pre-Ided
			03	<input type="checkbox"/> FI - P/P	<input type="checkbox"/> MSTEP -
			03	N/A	<input type="checkbox"/> MSTEP -
			03	Not Pre-Ided	N/A
			03	N/A	<input type="checkbox"/> MSTEP -
			03	N/A	<input type="checkbox"/> MSTEP -
			03	N/A	<input type="checkbox"/> MSTEP -

Filter options:

- MSTEP - ON
- N/A
- Not Pre-Ided
- P - P/P
- SI - P/P

Show rows with value that

NoFilter

And

NoFilter

Filter Clear Filter

7. Under the *Pre-ID Totals Search Criteria* section at the bottom of the page, you can create a customized Pre-ID Total based on the assessment, grade, content area and test modes by using the check boxes. This will only create totals and will not filter the list of students on the page.
- a. Deselect or select an option under each field, Assessment(s), Grade(s), Content Area(s), and Test Mode(s) and click the *Search* button at the bottom right.

Pre-Id Totals Search Criteria

* Indicates required field

* Assessment(s)

- All Assessments Combined
- M-STEP
- MI-Access FI
- MI-Access SI
- MI-Access P

* Grade(s)

- All Grades Combined
- 03
- 04

* Content Area(s)

- All Content Areas Combined
- English Language Arts
- Mathematics

* Test Mode(s)

- All Test Modes Combined
- Online
- Paper/Pencil

Search Reset

Pre-Id Totals Search Results

Page size: 150

3 items in 1 pages

ASSESSMENT	GRADE	CONTENT AREA	TEST MODE	PRE-ID TOTAL
M-STEP	03	All Content Areas Combined	Paper/Pencil	1
M-STEP	03	English Language Arts	Paper/Pencil	1
M-STEP	03	Mathematics	Paper/Pencil	1

Page size: 150

3 items in 1 pages

Clear Filters and Sorts Download Print