

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 \(www.michigan.gov/oeaa-secure\)](http://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 dropdowns.
 - 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.
 - i. If you review an error or the download does not come up, please check your download file and ensure to associate opening the file with excel.
5. Click on the *Search* button at the bottom right.

Search Criteria

* Indicates required field

* Test Period: Spring 2024 MI-Access, M-STEP, Gr 8 PSAT 8/9, SAT

* ISD: Berrien RESA (11000)

* District: Berrien Springs Public Schools (11240)

* School: Berrien Springs Middle School (00296)

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
- If a student's grade level is incorrect, unassign the student and pre-ID the student again using the correct grade level. Make sure the student's grade level is being updated in MSDS.
- 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 mid-April.
- 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.

Pre-ID Report

Not Pre-Ided: Total Count: 147

Pre-Id to Multiple Assessments: Total Count: 3

MI-Access Warnings: Total Count: 1

Search Results

UC	LOCAL STUDENT NUMBER	STUDENT NAME	WARNING	GRADE	ACCESSING PRINT	ENGLISH LANGUAGE ARTS	EXPRESSING IDEAS	MATHEMATICS	SCIENCE	SOCIAL STUDIES	SE	EL	HS	ED	MS	HL	FC	MC	LAST UPDATED FROM MSDS
1935969384	12125	Acosta_Baltazar_Ka-Hoi B	Yes	07	⚠️ EL-ON	⚠️ MSTEP-ON	⚠️ EL-P/P	⚠️ MSTEP-ON; EL-ON	N/A	N/A	⚠️ No	Yes	No	Yes	No	No	No	No	01/09/2024 08:52 AM
1357757877	28335	Apus_Carlos R	Yes	07	⚠️ EL-ON	⚠️ P-P/P	⚠️ EL-P/P	⚠️ EL-ON; P-P/P	N/A	N/A	Yes	No	No	Yes	No	No	No	No	01/09/2024 08:52 AM
3030031983	28256	Aidefti_Davshenou L	Yes	07	⚠️ EL-ON	⚠️ MSTEP-ON	⚠️ EL-P/P	⚠️ Pre-ided to multiple assessments for the same content area, test period, and school; unassign the assessment type that is not indicated on the student's IEP. Failure to do so will result in the student's scores being invalidated.											24 08:52 AM

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 reviewed or 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**
 1. Contains full list of students pre-identified to one of the assessments in the selected test period
- ii. **Not Pre-Ided**
 1. 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
 2. Under the content area it will say "Not pre-Ided", however it is NOT highlighted in yellow.
 3. 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
 4. 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.
- iii. **Pre-Id to Multiple Assessments**
 1. Contain students that are pre-identified to more than one assessment within the test period for a content area
 2. The content area cell will display a yellow warning triangle and be highlighted in yellow on the report
 3. 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.
 4. 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
 5. Once the content area is unassigned, the yellow warning will be removed
- iv. **Not EL**
 1. 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.
 2. The EL cell will have a yellow warning triangle and be highlighted in yellow on the report
 3. 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.
 4. 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.
 5. 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.
 - a. 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.

v. Alt Assessment Not SE

1. Students taking 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
2. The SE for special education cell will have the yellow warning triangle and be highlighted in yellow on the report
3. 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.
4. 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.
5. If a student is not identified as SE in MSDS with an “as of date” on or before the last day of 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.
 - a. The Answer Documents Received and Not Tested is available a few weeks after the last day of WIDA for the WIDA ACCESS. Watch the weekly Spotlight for dates and information when it becomes available.

vi. MI-Access Warnings

1. Students pre-identified to MI-Access and M-STEP for the same content area
 - a. Determine based on the IEP or lack of IEP which assessment the student should take for each content area and adjust the pre-id accordingly
 - b. If a student takes two different assessments in the same content area the test will be invalidated
2. Students not identified as special education (SE) in MSDS.
 - a. Students taking MI-Access must be special education
 - b. If student is SE, work with your local MSDS person to have it updated in MSDS
 - c. If the student is not SE, the student should not be taking MI-Access and the test will be invalidated
 - d. If a student is not identified as SE in MSDS with an “as of date” on or before the last day of MI-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.
 - e. 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.
3. Student pre-identified for two nonadjacent assessments in different content areas
 - a. The IEP or lack of IEP needs to determine which assessments and they must be adjacent
 - b. If tests taken are not adjacent, tests will be invalidated
4. Disability type in MSDS does not appear to warrant the use of MI-Access
 - a. Check the IEP to ensure the student should be taking MI-Access
 - b. This is a warning and will not invalidate the MI-Access test if taken
5. Past performance

- a. The student tested proficient in the previous two MI-Access administration and it may be time to reevaluate the assessment type
 - b. Consult the IEP team
 - c. If MI-Access is taken, the test will not be invalidated
6. Primary Instruction and Educational Standards
- a. Based on student information in MSDS, the MI-Access may not be appropriate for the student.
 - b. Consult the IEP team
 - c. If the MI-Access is taken, the test will not be invalidated

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.

The screenshot shows the 'Pre-ID Report' interface. At the top, there are four tabs: 'Pre-Id Report' (Total Count: 201), 'Not Pre-Ided' (Total Count: 4), 'Pre-Id to Multiple Assessments' (Total Count: 5), and 'Alt Assessment Not SE' (Total Count: 7). Below the tabs is a 'Search Results' section with a table. The table has columns for UIC, LOCAL STUDENT NUMBER, STUDENT NAME, GRADE, ACCESSING PRINT, and ENGLISH LANGUAGE ARTS. A dropdown menu is open over the table, showing filter options: MSTEP - ON, N/A, Not Pre-Ided, P - P/P, and SI - P/P. Below the dropdown, there are sections for 'Show rows with value that' and 'And', both with 'NoFilter' selected. At the bottom of the dropdown are 'Filter' and 'Clear Filter' buttons.

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.

The screenshot shows the 'Pre-ID Totals Search Criteria' section. It has four main sections with checkboxes:

- 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

 There are 'Search' and 'Reset' buttons at the bottom right of this section. Below it is the 'Pre-ID Totals Search Results' section, which shows a table with columns: ASSESSMENT, GRADE, CONTENT AREA, TEST MODE, and PRE-ID TOTAL. The table contains three rows:

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

 At the bottom of the results section are 'Clear Filters and Sorts', 'Download', and 'Print' buttons.