



# SPOTLIGHT

NEWS

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WORKKEYSASSESSMENT  
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Students of the Ojibwe Charter School engage in hands-on watershed education, blending traditional ecological knowledge and climate science, exploring local watersheds and Lake Superior's fish hatchery; a partnership with the Inter-Tribal Council of Michigan. Photo Credit: Stephanie Vittitow, Superintendent/K-12 Principal, Ojibwe Charter School



Enjoying this newsletter?  
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Spotlight.

### Share Your Favorite School Photo!

This is your chance to showcase your school or district. Follow these guidelines to send us your photo: 1.) Ensure permission has been given to use the photo/subjects (per your school/district policies) 2.) Provide a 180-character (max) caption for your photo 3.) Provide a photo credit. No photographer name? We will credit the school/district. Email your photo, caption, and photo credit to [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov).



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# NEWS INFO






**IMPORTANT: Continue your Access to the OEAA Secure Site/WIDA AMS/DRC INSIGHT Portal**

Users of the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](https://www.michigan.gov/oeaa-secure) (<https://www.michigan.gov/oeaa-secure>) can currently access the site using their Michigan Education Information System (MEIS) login and password. **However, as of November 7, 2024, users will only be able to access the OEAA Secure Site with a MiLogin for Business account.**

Over the past several months, Secure Site users have received emails asking them to link their MEIS account to a MiLogin for Business account. If you have not linked your MEIS and MiLogin accounts, the following message will display at the top of the OEAA Secure Site when you are logged in:

You must link your [MiLogin for Business account](https://milogintp.michigan.gov) (<https://milogintp.michigan.gov>) to your MEIS account before November 7, 2024, or you will lose access to the Secure Site. Linked accounts will be loaded to the Secure Site nightly. If you linked your MiLogin for Business account to your MEIS account today, this warning will disappear tomorrow, Friday, October 18, 2024. [Instructions: Linking your MiLogin and MEIS Accounts](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Secure-Site-Training/CreateMiLoginandCreateMeis.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Secure-Site-Training/CreateMiLoginandCreateMeis.pdf>)

## Icon Key

-  Now Available
-  Reminder
-  Deadline
-  Survey
-  Thank You

# NEWS INFO

If you do not link your accounts before November 7, 2024, you will lose access to the OEAA Secure Site, WIDA AMS, and the DRC INSIGHT Portal on that date and you will need to go through the process of requesting access again.

You can continue to use your MEIS login and password through **November 6** to access the OEAA Secure Site. On **November 7**, you will need to add the OEAA Secure Site service to your MiLogin for Business account to maintain access.

[Directions for linking your MEIS and MiLogin accounts](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Secure-Site-Training/Linking-MiLogin-and-MEIS-for-Workers.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Secure-Site-Training/Linking-MiLogin-and-MEIS-for-Workers.pdf>)

## EEM Contact Updates

To allow the Michigan Department of Education (MDE) and College Board to provide better support to the schools with students in grades 9 and 10, the PSAT Grade 9/10 Backup Coordinator and the PSAT Grade 9/10 Services for Students with Disabilities (SSD) Coordinator contacts have been split into four separate contact types inside the Educational Entity Master (EEM).

- The listing for PSAT Grade 9/10 Backup Coordinator has been split into:
  - PSAT Grade 9 Backup Coordinator
  - PSAT Grade 10 Backup Coordinator
- The listing for PSAT Grade 9/10 SSD Coordinator has been split into:
  - PSAT Grade 9 Services for Students with Disabilities Coordinator
  - PSAT Grade 10 Services for Students with Disabilities Coordinator

The existing contact information for the PSAT 9/10 contacts was duplicated into the new corresponding contact types.

Schools are urged to review their data for accuracy in the [EEM](https://cepi.state.mi.us/eem/) (<https://cepi.state.mi.us/eem/>) and make any applicable updates, especially if the PSAT 9 and PSAT 10 Backup or SSD Coordinators are not the same individual. Testing vendors use the data in EEM to identify contact information for testing staff; email communications; mail materials; and, for College Board and ACT, to establish schools for testing.

If you have questions, contact the Michigan Department of Education (MDE) Office of Educational Assessment and Accountability (OEAA) by email [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov).

# NEWS INFO

## WIDA Webinars

New WIDA Test Administrators interested in learning more about the summative WIDA ACCESS assessments can register to join the following overview webinars. **Note:** These webinars are not substitutes for the required assessment courses Test Administrators will complete in the WIDA Secure Portal.

- **November 19, 2024, 9:30 - 11:00 a.m.**  
**Online WIDA ACCESS for ELLs (Grades 1-12)**
- **November 21, 2024, 9:30 - 11:00 a.m.**  
**WIDA Alternate ACCESS for ELLs (K-12)**
- **May 13, 2025, 9:30 - 11:00 a.m.**  
**WIDA Alternate ACCESS Score Reports**
- **May 14, 2025, 9:30 - 11:00 a.m.**  
**WIDA ACCESS Score Reports for Instruction**

[Registration Link](https://docs.google.com/forms/d/e/1FAIpQLSfEh93sp781FRPBCdArOiYYv0i-YU-OKI4_6668Mhamo_m4KBw/viewform) (https://docs.google.com/forms/d/e/1FAIpQLSfEh93sp781FRPBCdArOiYYv0i-YU-OKI4\_6668Mhamo\_m4KBw/viewform)

## M-STEP Multiplication Table Guidance

The Multiplication Table for the M-STEP mathematics assessment, which will be available by request later this winter, is only available for use by students testing in grades 4-7.

To help educators and Individualized Education Program (IEP) and 504 teams evaluate the use of the M-STEP multiplication table for their students, [an updated guidance document](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Multiplication_Table_Guidance_1.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Multiplication\_Table\_Guidance\_1.pdf) is now available. IEP/504 teams must answer the questions in the guidance document to help guide their decisions regarding the assignment and use of this accommodation.

Use of the Multiplication Table for the M-STEP mathematics assessment must be requested through the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](https://www.michigan.gov/oeaa-secure) (https://www.michigan.gov/oeaa-secure) during the annual Multiplication Table Request window. Refer to the [M-STEP List of Important Dates](https://www.michigan.gov/mde/services/student-assessment/assessment-calendars) (www.michigan.gov/mde/services/student-assessment/assessment-calendars) for information about the timing of the window.

# NEWS INFO

## 2024-25 Sending Scores Back Program Applications Now Available

Intermediate School Districts (ISDs), consortia, or other partnering districts may wish to apply to participate in the “Sending Scores Back” Program for school accountability reporting. Eligible schools and classroom programs provide alternative education, early/middle college education, gifted and talented education, or special education services to neighboring or consortium districts.

The Sending Scores Back Program allows non-resident student assessment results and non-resident graduation statuses to be redirected in school accountability reporting to another school in a student’s district of residency. **Note:** Public school academies (PSAs) are not eligible for this program, as PSAs do not have resident district boundaries like traditional districts.

Applying for the Sending Scores Back Program will designate your school building or classroom program as a Shared Educational Entity (SEE) or Specialized Shared Educational Entity (S2E2). That status is then used during submissions in the Michigan Student Data System (MSDS) to identify students to be processed, especially in school accountability reporting. Students identified in these schools/programs are then attributed back to a school building identified in their resident school district for the purposes of school accountability calculations.

SEEs and S2E2s that participated in the Sending Scores Back Program in a prior school year will **need to reapply** to reestablish their status as SEEs or S2E2s in the Sending Scores Back Program for 2024-2025 school accountability results, which are expected in the fall of 2025.

Additional information and applications for this program are [now available online](https://www.michigan.gov/sees) (<https://www.michigan.gov/sees>). Applications are due via electronic submission no later than Monday, January 13, 2025.



# NEWS INFO

## Preparing for Michigan School Index Reports and Accountability Datafiles

Later this fall, the Michigan Department of Education (MDE) will be making Michigan School Index reports and accountability datafiles available for 2024-25 school year results. Before results are released publicly, authorized users of [MI School Data](https://www.mischooldata.org) (<https://www.mischooldata.org>) will be afforded a preview window to access School Index reports and to download accountability datafiles. To preview results, users will have to be able to log into MI School Data and possess an appropriate access level. It is highly recommended that school and district staff wishing to access upcoming school index reports or download accountability datafiles verify or obtain appropriate access to MI School Data now, to ensure access issues are not encountered during the preview window.

Information on how to access school index reports and accountability datafiles on MI School Data can be found in the [Accountability Access and Preview Instructions](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/Index/Accountability_Access_and_Preview_Instructions.pdf) ([https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/Index/Accountability\\_Access\\_and\\_Preview\\_Instructions.pdf](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/Index/Accountability_Access_and_Preview_Instructions.pdf)). This includes help on obtaining appropriate access to MI School Data for users who do not already have such privileges.

Additionally, informational guides and other helpful resources for the upcoming 2023-24 school year accountability results will be posted as they become available at: <https://www.mi.gov/mde-schoolindex>.

## Now Available – Accountability Best Practices: Data Reporting Guide for Trouble-Free Accountability Data

Wondering how to have an impact on your School Index data for 2025? Check out the [Accountability Best Practices: Data Reporting Guide for Trouble-Free Accountability Data](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/General/Accountability-Best-Practices-Guide.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/General/Accountability-Best-Practices-Guide.pdf>). This document is designed to help districts and schools understand how data submitted in multiple state systems – such as the Michigan Student Data System (MSDS) and the Registry of Education Personnel (REP) – impact accountability calculations (for example, School Index, and Parent Dashboard).

District and school pupil accountants and assessment coordinators can use the Data Reporting Guide to gain understanding of how and when their student data is used for accountability purposes, along with where the data comes from, with a focus on accurate, timely reporting of:

- student demographics
- enrollment/exit dates
- instructional entity/program
- course information
- staffing information

You can find the [Best Practices Guide](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/General/Accountability-Best-Practices-Guide.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/General/Accountability-Best-Practices-Guide.pdf>) here, or by visiting the [MDE Accountability page](https://www.michigan.gov/mde/Services/school-performance-supports/Accountability) (<https://www.michigan.gov/mde/Services/school-performance-supports/Accountability>) and looking in the **Accountability News** section.

# COLLEGE BOARD INFO

## List of Important Dates

The List of Important Dates (LIDs) for the Michigan-provided PSAT-related assessments and SAT with Essay are now available:

- [PSAT-related assessments](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/PSAT_for_grades_9_and_10_List_of_Important_Dates.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/PSAT\_for\_grades\_9\_and\_10\_List\_of\_Important\_Dates.pdf)
- [SAT with Essay](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/SAT_List_of_Important_Dates.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/SAT\_List\_of\_Important\_Dates.pdf)

The LIDs outline key dates for Spring 2025 College Board testing, keeping you informed about important milestones leading up to the test administration window (opens April 7, 2025, and closes April 25, 2025).

**Note:** Some dates in the LIDs are subject to minor changes.

## Update on the Availability of State-Allowed Accommodations



In recent Spotlight articles, College Board informed Michigan educators that the ability to request State-Allowed Accommodations (SAAs) for the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 was available.

However, after further consideration, College Board has decided to hold off on making SAAs available until January 9, 2025, following the traditional schedule. We apologize for the inconvenience and appreciate your understanding, as this decision ensures that the appropriate technical processes for SAAs can be completed without interfering with fall testing and other cross-departmental projects at College Board.

## Michigan Intent to Test Window



The Intent to Test window for the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 **will open October 28, 2024, and close on November 20, 2024.**

During this period, schools that did not meet the auto-establishment rules can indicate their intent to participate in the required Spring 2025 administrations.

See the [Spotlight newsletter - October 10 issue](https://bit.ly/4h6yzAr) (https://bit.ly/4h6yzAr) for details regarding auto-establishment rules and the intent to participate process.

## Online Waiver Requests for SAT with Essay and PSAT-Related Assessments



Requests for waivers from online testing for the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 can now be submitted by authorized users in the Office of Educational Assessment and Accountability Secure Site through Friday, November 15, 2024.

See the [Spotlight newsletter - September 26 issue](https://bit.ly/4esTa04) (https://bit.ly/4esTa04) for details regarding online waiver categories and guidelines for approved waivers.

**Questions about the College Board Assessments (PSAT 8/9, PSAT 10, SAT)**

**Call:** Michigan Educator Hotline at 866-870-3127 (Option 1)

**Email:** [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)

# ACT WORKKEYS INFO

ACT WorkKeys Customer Support Team

Email: [workkeys@act.org](mailto:workkeys@act.org)

Call: 800-967-5539 (9:30 a.m.-6:00 p.m.)

Email to Accommodations Questions:

## UPCOMING MANAGE PARTICIPATION

The ACT WorkKeys assessment is one of three required components of the Michigan Merit Exam (MME) for grade 11 and eligible grade 12 students. All public schools are required to administer the full MME, which consists of the ACT WorkKeys, the SAT, and the M-STEP science and social studies assessments. If a nonpublic school chooses to administer any one of the three MME components, they are expected to administer all three components to their students.

Each school's WorkKeys Test Coordinator must indicate their school's participation status—either Participating or Not Participating—in the [PearsonAccess<sup>next</sup>](https://testadmin.act.org/) (<https://testadmin.act.org/>) during the Manage Participation window, **November 4 – December 6, 2024**, regardless of previous participation. The process will take approximately five minutes. All schools, public and nonpublic, must confirm that they are participating in order to receive test materials and to administer the WorkKeys assessment.

If your school will participate in the WorkKeys assessments in Spring 2025, you must also select the week in which you prefer to receive test materials. Be sure to select a week your school will be in-session and not during spring break.

Schools may select either Test Window 1 or Test Window 2 for initial testing. The Spring 2025 options are:

- **Test Window 1**

Standard Time: March 27

Accommodations: March 27 – April 9, 2025

- Delivery of test materials either the week of March 3 or the week of March 10

- **Test Window 2**

Standard Time: April 10

Accommodations: April 10 – 23, 2025

- Delivery of test materials either the week of March 17 or the week of March 24

**Note:** Manage Participation must be completed at the individual school level, not at the district level. District Assessment Coordinators are to ensure that all schools within the district have completed the Manage Participation process, even if they are not testing.

Information about completing the Manage Participation process will be emailed during the week of October 28, 2024, to the District Assessment Coordinators and the WorkKeys Test Coordinators listed in the [Educational Entity Master \(EEM\)](https://www.michigan.gov/eem) (<https://www.michigan.gov/eem>).

ACT will email the PearsonAccess<sup>next</sup> login information only to the WorkKeys Test Coordinators and District Assessment Coordinators listed in the EEM, for both public and nonpublic schools. **Note:** If your district's WorkKeys Test Coordinator does not receive this email by November 8, 2024, contact ACT at the email or phone number listed in the box above.



# ACT WORKKEYS INFO

ACT WorkKeys Customer Support Team

Email: [workkeys@act.org](mailto:workkeys@act.org)

Call: 800-967-5539 (9:30 a.m.-6:00 p.m.)

Email to Accommodations Questions:

[ACTStateAccom@act.org](mailto:ACTStateAccom@act.org)

## Updating EEM

Ensure that your building/school's WorkKeys Test Coordinator's correct contact name, email address, phone number, and mailing address (cannot be a post office box) are listed in the [Educational Entity Master \(EEM\)](https://www.michigan.gov/eem) (<https://www.michigan.gov/eem>). **If you have not verified your assessment contacts, including the WorkKeys Test Coordinator, please do so immediately.**

**Note:** Ensuring that the WorkKeys Test Coordinator contact information is accurate must be done for each school in the district, not just in the district-level information.

ACT uses the information in the EEM to call and send emails to the WorkKeys Test Coordinators, and to ship test materials to the appropriate locations. Inaccurate information will result in critical information not being received in a timely manner, delays in the receipt of test materials, and an ACT call center agent being unable to verify your identity.

**If the information in the EEM for your building/school is inaccurate, contact your authorized district EEM user to update it immediately**, to ensure your school receives the necessary information to start the Manage Participation process in November.

**Note:** Updating EEM information can only be done by the district's authorized EEM user. If you are not sure who your authorized EEM user is, use the District and School Contact page on the [OEAA Secure Site](https://www.michigan.gov/oeaa-secure) (<https://www.michigan.gov/oeaa-secure>) to retrieve their name and contact information. Instructions for using the District and School Contact page are available on the [Secure Site Training page](https://www.michigan.gov/securesitetraining) (<https://www.michigan.gov/securesitetraining>) under the **Miscellaneous** section.

Nonpublic schools: Call 517-241-5385 or email [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov) to update your information in the EEM.

An article titled "The Time is Now! Update School and District Contacts in the EEM for the 2024-25 School Year" in the [Spotlight newsletter - August 1, 2024 issue](https://bit.ly/4dRQurZ), (<https://bit.ly/4dRQurZ>) page 7, contains additional information on why this review/update is needed, as well as the list of contacts to be reviewed.

# TRAINING

## College Board Webinar: District Test Coordinator Orientation

- Thursday, November 7, 2024, 10:00 - 11:15 a.m.
- For District Test Coordinators
- [Register here](https://bit.ly/3B7QI09) (https://bit.ly/3B7QI09)

## Online WIDA ACCESS for ELLs (Grades 1-12)

- Tuesday, November 19, 2024, 9:30 - 11:00 a.m.
- [Registration Link](https://bit.ly/488kFK3) (https://bit.ly/488kFK3)

## WIDA Alternate ACCESS for ELLs (K-12)

- Thursday, November 21, 2024, 9:30 - 11:00 a.m.
- [Registration Link](https://bit.ly/488kFK3) (https://bit.ly/488kFK3)

## College Board Webinar: School Test Coordinator, Part 1

- Tuesday, December 3, 2024, 10:00 - 11:30 a.m.
- For Test Coordinators
- [Register here](https://bit.ly/3zxYSOP) (https://bit.ly/3zxYSOP)

## College Board Webinar: Services for Students with Disabilities (SSD) Training for the Visually Impaired

- Thursday, December 5, 2024, 3:00 - 4:00 p.m.
- For SSD Coordinators, Teachers of Visual Instruction
- [Register here](https://bit.ly/3N0zMvf) (https://bit.ly/3N0zMvf)

## College Board Webinar: Services for Students with Disabilities (SSD) & Accommodations

- Wednesday, January 15, 2025, 1:00 - 3:00 p.m.
- For SSD Coordinators, School Test Coordinators
- [Register here](https://bit.ly/4ecfwD0) (https://bit.ly/4ecfwD0)

## College Board Webinar: Technical Readiness

- Thursday, January 23, 2025, 10:00 - 11:15 a.m.
- For Technology Coordinators, School Test Coordinators
- [Register here](https://bit.ly/3MStUUG) (https://bit.ly/3MStUUG)

## College Board Webinar: School Test Coordinator, Part 2

- Wednesday, March 5, 2025, 1:00 - 2:30 p.m.
- For School Test Coordinators, District Test Coordinators
- [Register here](https://bit.ly/3MVDUfO) (https://bit.ly/3MVDUfO)

# IMPORTANT DATES

## OCTOBER 2024

25



ELMBA Test Administration Window open through October 25, 2024

## NOVEMBER 2024

15

Online Testing Waiver Request Window open through November 15, 2024.

- Requests for the online waiver for the Spring 2025 M-STEP, MI-Access Functional Independence (FI), SAT with Essay, PSAT 8/9, PSAT 10, and WIDA ACCESS for ELLs assessments. Requests must be submitted through the [OEAA Secure Site](https://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

# OEAA ABBREVIATIONS

A rotating list of OEAA abbreviations frequently used in Spotlight

Acronym	Name	Acronym	Name
EEM	Educational Entity Master	LID	List of Important Dates
ELL	English Language Learner	SSD	Services to Students with Disabilities
EL	English Learner	TTS	Text to Speech

## OEAA PHONE TREE OPTIONS

**Option 1** - For inquiries related to state assessment policy; the OEAA Secure Site; administration of the M-STEP, MI-Access, Early Literacy and Mathematics; and Accountability Reporting

**Option 2** - For inquiries related to the SAT, PSAT, or WorkKeys testing:

Option 1 - eligibility to test and the OEAA Secure Site

Option 2 - administration of the College Board assessments (PSAT 8/9, PSAT 10, SAT)

Option 3 - administration of the WorkKeys work skills test

**Option 3** - For inquiries related to WIDA, the English Language Learner assessment; Call 866-276-7735 for assistance with the WIDA Screener and the WIDA Secure Portal

**Option 4** - For all other calls

**Option 5** - To report known unethical testing practices by a school on any state assessment

**Option 6** - To repeat these options



### Questions or Comments?

Contact MDE at:

**Mail:** 608 W. Allegan St., PO Box 30008, Lansing, Michigan 48915

**Assessment Questions:** [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)

**Accountability Questions:** [mde-accountability@michigan.gov](mailto:mde-accountability@michigan.gov)

**Phone Assistance:** 877-560-8378

**Website:** [www.michigan.gov/oeaa](http://www.michigan.gov/oeaa)