



# SPOTLIGHT

NEWS

COLLEGE  
BOARDWIKI  
LEARNINGASSESSMENT  
LITERACYTRAINING &  
CONFERENCESIMPORTANT  
DATES

REMINDERS

CONTACT  
US

Welcome Dr. Glenn Maleyko! Dr. Maleyko joins the Michigan Department of Education this week as the new state superintendent of public instruction. Dr. Maleyko brings 30 years of experience in Dearborn Public Schools, where he has served as superintendent since 2015. Joining Dr. Maleyko on his first day are Michigan Department of Education staff (l to r): Olivia Ponte, Kenneth Coleman, Shulawn Doxie, Dan Centers, Dr. Delsa Chapman, Stacy Sipes, Dr. Michelle Harmala, Bob Wheaton, Dr. Glenn Maleyko, Alisande Shrewsbury, Liz Newell, and Ann-Marie Mapes.



Enjoying this newsletter?  
Click [here](#) to subscribe to the  
Spotlight.

### We Want to See Your Best Holiday Photos!

Help us shine a Spotlight on your school or district by sharing your favorite holiday festivities, traditions, performances, and celebrations. Here's how to send us your photo:

- Make sure you have permission to share the photo (check your school/district's policy)
- Add a short caption (up to 250 characters)
- Include a photo credit (or we'll credit your school or district)
- Email everything to [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)

Let's celebrate the season of joy together—send us your festive photo today!



# TABLE OF CONTENTS

NEWS INFO.....2

COLLEGE BOARD INFO.....4

WIN LEARNING INFO.....6

TRAINING & CONFERENCES.....7

IMPORTANT DATES.....8

OEAA ABBREVIATIONS.....11

OEAA PHONE TREE OPTIONS.....11

# NEWS INFO

## WIDA ACCESS and WIDA Alternate ACCESS Off-Site Requests Open for 2025-26 School Year

The Off-Site Request window is now open in the Office of Educational Assessment and Accountability [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) for WIDA ACCESS and WIDA Alternate ACCESS; it will remain open until April 2, 2026.

Schools need to submit an Off-site Test Administration Request through the OEAA Secure Site for students who will be testing off-site, meaning not in the school building they are attending. (If the off-site location is using a district-owned building, then an off-site request is not required.)

Requests can be submitted for a whole school, an entire grade, or just a few students. This would include virtual and online, homebound, hospitalized, and suspended students. Off-site testing plans must meet the following criteria:

- Testing location is appropriate and will allow students to be assessed in a safe, distraction-free environment
- Test security will be maintained before, during, and after test administration.
- The testing site has adequate local device connectivity and internet bandwidth.
- There is a plan in place to provide students with appropriate supports and accommodations when needed.
- Testing will occur during designated testing window for each assessment.

### Icon Key

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

# NEWS INFO

## Important WIDA ACCESS and WIDA Alternate ACCESS Tasks Reminders

To ensure the successful administration of these assessments, schools are encouraged to complete these actions:

- Review and update pre-identification (pre-ID) of students for the WIDA ACCESS and WIDA Alternate ACCESS on the Office of Educational Assessment and Accountability (OEAA) [Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)).
- Initial material paper/pencil materials will be sent to schools based on the pre-identification **by 5:00 p.m., December 19, 2025**.
- Student barcode labels will be printed and sent by the vendor for students who will take a paper/pencil test and have been pre-identified **by the December 19 deadline**.
- Switch students as appropriate from WIDA ACCESS to Alternate ACCESS by updating the tier to T on the student's record in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)).
- Review and create the school's accommodated material order through the Initial Material Order page of the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)).
- Submit a WIDA Test Exception for students who are unable to test due to a disability on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)).

Detailed information about each of these tasks can be found in the [Spotlight newsletter - November 13 issue](https://bit.ly/3MraERp) (<https://bit.ly/3MraERp>).

## Data Recognition Corporation INSIGHT Technology Readiness Training for Technology Coordinators

The Data Recognition Corporation (DRC) INSIGHT Technology Readiness Training for Technology Coordinators was held on Wednesday, December 3, 2025. This training is now available for Michigan Technology Coordinators in the DRC INSIGHT Portal under Documents > Training Presentations and at the following links:

- [Recording Link](https://drive.google.com/file/d/1IKoUQv6Otfp1DkVZQO-oqLUkPC16jY7g/view) (<https://drive.google.com/file/d/1IKoUQv6Otfp1DkVZQO-oqLUkPC16jY7g/view>)
- [PowerPoint presentation](https://mi.drccdirect.com/Documents/Unsecure/Doc.aspx) (<https://mi.drccdirect.com/Documents/Unsecure/Doc.aspx>)

The Technology Readiness Training for Technology Coordinators training session targets both new and returning Technology Coordinators and includes answers to the top 18 most commonly asked questions received by DRC Customer Service regarding site technology readiness.

### Training Highlights:

- Path to Successful Testing
- DRC INSIGHT Solution Review
- Overseeing the DRC INSIGHT Solution
- Troubleshooting and Support
- Other Frequently Asked Questions
- Preparing Testing Devices
- Managing Central Office Services (COS) Configurations
- Network Readiness
- Student Readiness
- Administration Readiness
- Key Dates and Readiness Milestones
- Chromebook and iPad setup Instructions
- Access to Tutorials and Online Tools Training

# COLLEGE BOARD INFO

## Services for Students with Disabilities Online Access

Please remember to ensure all known accommodations are accurate in the Services for Students with Disabilities (SSD) Online Access by **February 18, 2026**. Although this is typically the SSD Coordinator responsibility, they may be assisted by other appropriate personnel at their school. For any school personnel supporting this to have access to SSD Online, they must complete the [SSD Online Access form](https://app.smartsheet.com/b/form/eb56b797c0e64cf392fbeb5d-28edee4b) (https://app.smartsheet.com/b/form/eb56b797c0e64cf392fbeb5d-28edee4b).

## Important Dates

Item	Date(s)	Description
<b>TODAY!</b> Comparing and Contrasting Test-to-Speech and Screen Reader Accommodations	Thursday, December 11, 2025	The presentation and a recording of this training will be posted to the <a href="#">MME web page</a> (www.michigan.gov/mme) when available. Watch Spotlight for more information!
2025-26 Training Events for School Testing Personnel	Various dates December through March	<a href="https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/College-Board-Webinars-for-MDE-Spring-Implementation.pdf">Click here</a> (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/College-Board-Webinars-for-MDE-Spring-Implementation.pdf) for webinar details, including titles, dates, intended audience, and registration links.
Services for Students with Disabilities (SSD) Accommodations Request Deadline	Wednesday, February 18, 2026	Deadline to submit all known accommodations in SSD Online, to ensure they are processed and available well in advance of testing and that new students/accommodations identified after the deadline can be prioritized.
Student Rosters Available in the State Data Management System (SDMS) and Test Day Toolkit	Wednesday, February 18, 2026	Schools can confirm the accuracy of their student roster in SDMS and begin to prepare rooms in Test Day Toolkit, assigning students and staff to those rooms, as well as access test ticket information to facilitate student readiness checks and practice tests.

## College Board Past Webinar Materials

The recording and presentation decks from the following webinars may be accessed using the links below:



District Test Coordinator  
Webinar:

[recording](#) | [deck](#)

Services for Students with Disabilities Training for the Visually Impaired:

[recording](#)

School Test Coordinator  
Webinar Part 1:

[recording](#)

### 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)

# COLLEGE BOARD INFO

## Introducing College Board's Interactive Checklist

College Board's interactive checklist tool launched December 1, 2025,



with an initial welcome email to the School Test Coordinator as listed in the Educational Entity Master (EEM). The optional interactive checklist provides automated email reminders about required tasks for the Spring 2026 SAT Suite implementation. School Test Coordinators may also log into the interactive check list tool to delegate tasks to other members of their team.

### Addressing Access Issues

If a School Test Coordinator who was assigned in EEM by November 21 did not receive the welcome email, they should check their spam or junk email. If that does not resolve the issue, contact College Board customer service.

If the School Test Coordinator was not assigned in EEM by November 21, the new School Test Coordinator must contact College Board customer service to get access to the Interactive Checklist.

If there has been a change in the School Test Coordinator who should have access, it is also possible to delegate tasks in the Interactive Checklist. Steps to delegate tasks in the Interactive Checklist are provided below.

### How to Delegate Tasks in the Interactive Checklist

School Test Coordinators can log into the interactive checklist tool to delegate tasks to other team members.

1. From inside the Interactive Checklist, click on the task you wish to reassign.
2. At the top right, beneath the due date, select the gray words **assign to**.
3. Select **assign new user** and follow the prompts.

## College Board Monthly Newsletters Have Begun

Distributed on the second Thursday of each month, this newsletter keeps district and school test coordinators up-to-date on important news related to the Spring 2026 Michigan-provided SAT Suite. Newsletters will be archived in the SAT Suite Newsletter section for SAT with Essay, PSAT 8/9, and PSAT 10 on the [www.michigan.gov/mme](http://www.michigan.gov/mme) and [www.michigan.gov/psat](http://www.michigan.gov/psat) websites.



Distribution lists are pulled from the School Test Coordinators in the EEM. It is important to keep those lists up to date to ensure the correct staff members receive communications throughout the test administration.

## Off-Site Testing Request Form

If you intend for your staff to test any student(s) enrolled in your institution at a location other than your physical address (conference center, library, district office), submit an [Off-site Testing Form](http://www.sat.org/offsiterequest) ([www.sat.org/offsiterequest](http://www.sat.org/offsiterequest)) **by March 2, 2026**.



**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)

# WIN LEARNING INFO

Need assistance with WIN Learning?

Email: [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)

Call: 877-560-8378

Select Option 2, then Option 3

## New WIN Training Opportunity on January 8

WIN will be hosting an online training for testing coordinators about the ordering and shipping process for paper testing materials for the WIN Work Readiness Assessments. The training will be held at **10:00 a.m., Thursday, January 8, 2026**. [Register here](https://events.teams.microsoft.com/event/473095e2-5622-432a-8453-253c29d94075@95d5cf3f-705d-4453-bfce-acaba1747119) (<https://events.teams.microsoft.com/event/473095e2-5622-432a-8453-253c29d94075@95d5cf3f-705d-4453-bfce-acaba1747119>).

The presentation will be posted to the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) before the training session, and a recording of the session will be available after the training. An announcement will be made in the Spotlight when these resources are available.

The [updated full schedule of trainings](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/WIN-Webinar-Schedule-and-Links.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/WIN-Webinar-Schedule-and-Links.pdf>) is available.

Don't forget the [office hours schedule](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/WIN-Wednesday-Office-Hours-Schedule-and-Links.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/WIN-Wednesday-Office-Hours-Schedule-and-Links.pdf>) is also available on the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)).

## WIN Terminology Crosswalk

The WIN Work Readiness Assessments brings several new – and some familiar – terms regarding assessment administration. The [WIN Terminology Crosswalk document](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/WIN-Terminology-Crosswalk.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/WIN-Terminology-Crosswalk.pdf>) has been created and posted to the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) to provide clarification for new terms, how they relate to familiar terminology, and definitions.

Share this document with your staff to build awareness!

# TRAINING & CONFERENCES

## Join Education Leaders at the 2026 Michigan School Testing Conference

February 10–12, 2026 | Ann Arbor Sheraton Hotel

The Michigan School Testing Conference (MSTC) returns February 10–12, 2026, at the Ann Arbor Sheraton Hotel! Educators, administrators, and assessment professionals from across Michigan will gather for three days of workshops, keynotes, and clinic sessions focused on effective, equitable assessment practices and preparation for spring state testing.

### Pre-conference Workshops

#### Tuesday, February 10

Choose from eight interactive sessions: six half-day and two full-day workshops offered from 9:00 a.m.–noon and 1:00–4:00 p.m.

### Main Conference

#### Wednesday & Thursday, February 11–12

Engage in 37 clinic sessions and hear from three inspiring keynote speakers:

- **Dr. Carla Evans**, Associate Director, The National Center for the Improvement of Educational Assessment (Wednesday morning)
- **Andy Middlestead**, Director, Michigan Department of Education, Office of Educational Assessment and Accountability (Wednesday plated lunch)
- **Dr. Steve Sirici**, Distinguished University Professor, University of Massachusetts Amherst (Thursday morning)

### Why Attend?

- Stay current with the Michigan Department of Education policies, requirements, and state testing updates.
- Strengthen your understanding of high-quality, equitable assessment practices.
- Learn instructional strategies that improve teaching and learning outcomes.
- Prepare effectively for spring state assessments.

### Registration & Hotel

- [Register for MSTC 2026](https://gomasa.org/events/2026-michigan-school-testing-conference/) (https://gomasa.org/events/2026-michigan-school-testing-conference/)
- [Reserve your room at the Ann Arbor Sheraton](https://www.marriott.com/event-reservations/reservation-link.mi?id=1757516831607&key=GRP&app=resvlink) (https://www.marriott.com/event-reservations/reservation-link.mi?id=1757516831607&key=GRP&app=resvlink)

Don't miss this opportunity to learn, connect, and collaborate with education leaders from across Michigan.

**Register early to secure your spot and take advantage of discounted early-bird rates!**

# IMPORTANT DATES

## DECEMBER 2025

Start Date	Assessment/Event	End Date
Ongoing	<b>WIDA ACCESS and WIDA Alternate ACCESS</b> — Barcode Labels & Initial Material Order for Tier T (WIDA Alternate ACCESS), Braille, Enlarged Print	Friday, December 19, 2025
Ongoing	<b>WIDA</b> — Test Exception Window	Friday, January 16, 2026
Ongoing	<b>Early Literacy and Mathematics Benchmark Assessments</b> — Pre-identification of Students in the <a href="http://www.michigan.gov/oeea-secure">OEAA Secure Site</a> (www.michigan.gov/oeea-secure)	Friday, February 6, 2026
Ongoing	<b>WIDA ACCESS and WIDA Alternate ACCESS</b> — Pre-Identification	Friday, April 3, 2026
Friday, December 12, 2025	<b>Early Literacy and Mathematics Benchmark Assessments</b> — DRC INSIGHT Portal available to Create/Manage Online Test Sessions	Friday, February 6, 2026

# IMPORTANT DATES

## JANUARY 2026

Start Date	Assessment/Event	End Date
Monday, January 5, 2026	<b>Early Literacy and Mathematics Benchmark Assessments</b> — Winter Test Administration Window	Friday, February 6, 2026
Monday, January 5, 2026	<b>M-STEP</b> — Initial Material Order Window by 5:00 p.m./ (paper/pencil)	Friday, February 13, 2026
Monday, January 5, 2026	<b>M-STEP, WIN Work Readiness</b> — Pre-identification of students for preprinted barcode labels by 5:00 p.m. (paper/pencil testing)	Friday, February 13, 2026
Monday, January 5, 2026	<b>MI-Access</b> — Pre-identification of students for preprinted barcode labels by 5:00 p.m. (paper/pencil testing). <b>Expressing Ideas only.</b>	Friday, February 13, 2026
Monday, January 5, 2026	<b>SAT, PSAT-Related</b> — Pre-identification of students by 5:00 p.m.	Friday, February 13, 2026
Monday, January 5, 2026	<b>SAT, PSAT-Related</b> — Pre-identification of late-arriving students - paper/pencil and 2-day accommodation testing by 11:59 p.m.	Friday, April 24, 2026
Monday, January 5, 2026	<b>WIN Work Readiness</b> — Pre-identification of students	Thursday, April 30, 2026
Monday, January 5, 2026	<b>M-STEP</b> — Pre-identification of students - online	Thursday, May 14, 2026
Monday, January 5, 2026	<b>MI-Access</b> — Pre-identification of students - online and paper/pencil	Thursday, May 21, 2026
Tuesday, January 6, 2026	<b>WIDA ACCESS</b> — WIDA AMS Test Setup Available	Friday, April 3, 2026
Thursday, January 22, 2026	<b>WIDA ACCESS and WIDA Alternate ACCESS</b> — Initial materials orders arrive in districts	Monday, January 26, 2026
Thursday, January 22, 2026	<b>WIDA ACCESS and WIDA Alternate ACCESS</b> — Additional Material Order window open in WIDA AMS	Friday, March 27, 2026
Monday, January 26, 2026	<b>WIDA ACCESS and WIDA Alternate ACCESS</b> — Test Window Open	Friday, April 3, 2026

# IMPORTANT DATES

## FEBRUARY 2026

Start Date	Assessment/Event	End Date
Monday, February 16, 2026	<b>SAT, PSAT-related</b> — Pre-identification of late-arriving students - online testing by 11:59 p.m.	Tuesday, April 28, 2026
Monday, February 16, 2026	<b>M-STEP, WIN Work Readiness</b> — Pre-identification of students for local print- ing of barcode labels by 5:00 p.m.	Friday, May 1, 2026
Monday, February 16, 2026	<b>MI-Access</b> — Pre-identification of students for local print- ing of barcode labels by 5:00 p.m. <b>Expressing Ideas only.</b>	Thursday, May 21, 2026
Wednesday, February 18, 2026	<b>SAT, PSAT-related</b> — Services for Students with Disabilities Accommodations Request Deadline	Wednesday, February 18, 2026

# OEAA ABBREVIATIONS

A rotating list of OEAA abbreviations frequently used in Spotlight

Acronym	Name	Acronym	Name
DRC	Data Recognition Corporation	MSTC	Michigan School Testing Conference

# OEAA PHONE TREE OPTIONS

For assistance with assessment or accountability issues, **call 877-560-8378** (select the appropriate option):

**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 WIN Work Readiness 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 WIN Work Readiness 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)