



SPOTLIGHT

DIVISION OF ASSESSMENT, SCHOOL IMPROVEMENT, AND SYSTEMS SUPPORT

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February 12, 2026

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NEWS INFO

Supports and Accommodations Resources for Educators (Teacher Guides and Videos)

Educators looking for more information about Universal Tools, Designated Supports, and Accommodations for M-STEP, MI-Access, and WIDA can review the following resources:

- [M-STEP Guide for Teachers of Students Who Are English Learners](https://go.mi.gov/xtv5h1860)
(<https://go.mi.gov/xtv5h1860>)
- [M-STEP Guide for Teachers of Students Who Are Deaf or Hard-of-Hearing](https://go.mi.gov/t2unv1863)
(<https://go.mi.gov/t2unv1863>)
- [M-STEP Guide for Teachers of Students Who are Visually Impaired](https://go.mi.gov/j2mjd1864)
(<https://go.mi.gov/j2mjd1864>)

Educators may also find it helpful to review these updated Supports and Accommodations videos:

- [Supports and Accommodations YouTube Video Playlist](https://go.mi.gov/ahbdg1865)
(<https://go.mi.gov/ahbdg1865>)
- [Supports for Students Who Are English Learners](https://youtu.be/lryvCzRJUFg)
(<https://youtu.be/lryvCzRJUFg>)
- [Supports for Students With Visual Impairments](https://youtu.be/WTb60Ns8P6M)
(<https://youtu.be/WTb60Ns8P6M>)
- [Supports for Students with Hearing Impairments](https://youtu.be/zr-CrgsH7IQ)
(<https://youtu.be/zr-CrgsH7IQ>)
- [Read-Aloud & Text-to-Speech for M-STEP & MI-Access](https://youtu.be/VoLr-K74KVA)
(<https://youtu.be/VoLr-K74KVA>)

Questions or Comments? Contact MDE OEAA
Assessment Questions: mde-oeaa@michigan.gov
Accountability Questions: mde-accountability@michigan.gov
Website: www.michigan.gov/oeaa | **Phone:** 877-560-8378



COLLEGE BOARD INFO

Deadlines and Roster Availability

Pre-identification (Pre-ID) window for Spring SAT Suite testing ends tomorrow, Friday, February 13, 2026. Students pre-identified for testing by February 13 will be pulled into the Student Data Management System (SDMS) in the initial pull and student rosters will be available in SDMS and the Test Day Toolkit (TDTK) starting February 18.

Note: Pre-ID of additional students begins on February 16. Students pre-identified by February 16 or later are pulled into SDMS and will be available in TDTK within two business days after Pre-ID.

The initial deadline for submitting College Board Approved Accommodation requests, State Allowed Accommodation (SAA) requests, and certain English Learner (EL) Support requests in Services for Students with Disabilities (SSD) Online is Wednesday, February 18, 2026.

Submit accommodation requests by the deadline — or as soon as possible for newly enrolled students or those with new IEP/504 plan accommodations — to ensure students have approved accommodations during testing.

For further details, please see the **Important Dates** article below. For more information on SDMS and TDTK, see the section **College Board Publications & Past Webinar Materials** below and join our upcoming School Test Coordinator Webinar, Part 2 from 1:00 – 2:30 p.m., on Wednesday, March 4, 2026. [Register here](https://go.mi.gov/fkeep1856) (https://go.mi.gov/fkeep1856).

Questions or Comments? Contact MDE OEAA
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COLLEGE BOARD INFO

Open Office (Half) Hours Start Next Week

When: Thursdays at 2:00 p.m.

Where: [Register Here](#) to attend on Zoom

These optional sessions are an opportunity to ask College Board any questions regarding spring testing. Session topics are listed below by week in consideration of deadlines and activities with which you will be engaged.

Topic/Date	Open Office Highlights
Accommodations February 19, 2026 2:00 p.m.	<ul style="list-style-type: none"> SSD Online Initial Deadline Yesterday; facilitating outstanding or new student/IEP/504 request submissions Force Matching & Waiving SSD Online-Approved Accommodations in SDMS Paper Testing
State Data Management System & Test Day Toolkit February 26, 2026 2:00 p.m.	<ul style="list-style-type: none"> Access Interaction with each other and Bluebook Respective use
Training Proctors & Monitors (Online, On-Demand Modules) March 5, 2026 2:00 p.m.	<ul style="list-style-type: none"> Assignment Access Tracking completion
General Q&A / Past Topic Reprise March 12, 2027 2:00 p.m.	<ul style="list-style-type: none"> Accommodations State Data Management System & Test Day Toolkit Test Administration Staff Training
Conducting Student Readiness Check March 19, 2026 2:00 p.m.	<ul style="list-style-type: none"> When What / How (Screen-by-Screen) Benefits

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COLLEGE BOARD INFO

Topic/Date	Open Office Highlights
Test Administrations March 26, 2026 2:00 p.m.	<ul style="list-style-type: none"> • Primary (including makeup testing) • Re-test
Bluebook April 2, 2026 2:00 p.m.	<ul style="list-style-type: none"> • Student Experience on test day (Screen-by-Screen)
General Q&A / Past Topic Reprise April 9, 2026 2:00 p.m.	<ul style="list-style-type: none"> • Student Readiness Check • Test Administrations: Primary/Re-test • Bluebook: Student test day experience • Worried about missed opportunities: Accommodations, SDMS/TDTK, Training
Drop-in Open Q&A April 16, 2026 2:00 p.m.	<ul style="list-style-type: none"> • Open questions and answers
Drop-in Open Q&A April 16, 2026 2:00 p.m.	<ul style="list-style-type: none"> • Open questions and answers

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COLLEGE BOARD INFO

Important Dates

- [SAT List of Important Dates](https://go.mi.gov/z7uv11876) (https://go.mi.gov/z7uv11876)
- [PSAT List of Important Dates](https://go.mi.gov/dykun1877) (https://go.mi.gov/dykun1877)

Item	Date	Description
Test Day Toolkit (TDTK) Available	Ongoing	Primary School Test Coordinators listed in the Michigan Educational Entity Master (EEM) now have access to College Board’s Test Day Toolkit to begin adding test staff and testing rooms as needed.
The Michigan Department of Education’s student Pre-Identification (Pre-ID) window for Spring SAT Suite testing ends	Friday, February 13, 2026	For details, see prior Spotlight articles (https://go.mi.gov/jasnh1879)
Services for Students with Disabilities (SSD) Accommodations Request Deadline	Wednesday, February 18, 2026	<p>Deadline to submit all known accommodations in SSD Online to ensure they are processed and available in advance of testing and that new students/accommodations identified after the deadline can be prioritized.</p> <p>This deadline includes State Allowed Accommodations (SAAs). However, SAAs, while permitted by the Michigan Department of Education, are not considered approved accommodations by College Board. For that reason, scores obtained with SAAs are not reported to colleges.</p>
Student Rosters become available in the State Data Management System (SDMS) and Test Day Toolkit (TDTK)	Wednesday, February 18, 2026	Schools can confirm the accuracy of their student roster in SDMS and commence preparing rooms in TDTK), assigning students and staff to those rooms, as well as access test ticket information to facilitate student readiness checks and practice tests.

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Item	Date	Description
Required Online Training Modules for Test Staff Available	Monday, February 23, 2026	Educational Entity Master (EEM)-designated testing personnel will receive email notification and automatic access through their College Board professional account dashboard (www.collegeboard.org). Proctors and monitors will obtain access through their College Board professional account dashboard once their Test Coordinator has added them as staff to a spring 2026 SAT Suite Assessment administration in TDTK.
Off-Site Request Form deadline (www.sat.org/offsiterequest)	Monday, March 2, 2026	Submit If any students enrolled in your institution need to test at a location other than a school building, such as conference center, library, district office.
School Test Coordinator Webinar, Part 2	Wednesday, March 4, 2026 1:00 – 2:30 p.m.	Register Here (https://go.mi.gov/fkeep1856)

College Board Publications & Past Webinar Materials



Spring 2026 College Board manuals, guides, handbooks, and tip sheets for SAT with essay, PSAT 10, and PSAT 8/9 are [now available here](https://go.mi.gov/5eir1880) (https://go.mi.gov/5eir1880).

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](#) | [deck](#)
- School Test Coordinator Webinar Part 1: [recording](#) | [deck](#)
- Comparing and Contrasting Text-to-Speech & Screen reader Accommodations: [recording](#) | [deck](#)
- SSD Online Webinar: [recording](#) | [deck](#)
- Technology Coordinator Webinar: [recording](#) | [deck](#)

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WIN LEARNING INFO

WIN Career Readiness System Access, Upcoming WIN Wednesdays and Training Sessions

District Assessment Coordinators and Building Assessment Coordinators will have access to WIN Career Readiness System (WIN CRS), beginning **Wednesday, February 18, 2026**.

Assessment Coordinators will be automatically enrolled in WIN CRS via [OEAA Secure Site](https://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) and will receive a notification email from DoNotReply@wincrsystem.com. The email includes a link to verify their email and complete account setup.

Note: The verification link **expires 48 hours** after it is sent. If it is not opened before this deadline, contact WIN support at support@winlearning.com or call 877-560-8378 and select Option 2.

WIN Wednesday Office Hours: Introduction to the WIN Career Readiness System

On **February 18 at 10:00 a.m.**, WIN Learning will introduce the WIN CRS and a live demonstration. The session will show Assessment Coordinators how to:

- Login to WIN Career Readiness System
- Add accommodations and language preferences for students
- Build test session groups
- Generate test tickets
- Access additional test preparation resources

Registration is not required for WIN Wednesday Office Hours. [Join us](https://go.mi.gov/1quy71866) (https://go.mi.gov/1quy71866) on Wednesday, February 18 at 10:00 a.m. using the link provided.

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WIN LEARNING INFO

In addition to this WIN Wednesday session, WIN will also host two additional training sessions for Testing Coordinators at the end of this month:

- **Online Test Administration Training** (*Repeat of 1/13/2026 training; not necessary to attend both*)
Tuesday, February 24, 2026 | 10:00 a.m.
[Register here](https://go.mi.gov/0qnd81867) (https://go.mi.gov/0qnd81867)
- **Paper Test Administration Training**
Wednesday, February 25, 2026 | 10:00 a.m.
[Register here](https://go.mi.gov/bc1gm1868) (https://go.mi.gov/bc1gm1868)

Technology Verification Survey

District Technology Coordinators must complete Technology Verification Survey by **March 7, 2026** to ensure that all devices meet WIN's technical requirements.

Note: One survey is required per district.

The steps for the technology verification process and the link to the verification form are available in the [WIN Resource Center](https://www.winresourcecenter.com/Assessments/mi-technology-verification) (https://www.winresourcecenter.com/Assessments/mi-technology-verification).

The [WIN technical requirements](https://go.mi.gov/1vkqp1869) (https://go.mi.gov/1vkqp1869) are outlined in this document.

Technology Coordinators can also review the [Technology Checklist](https://go.mi.gov/tdjqj1870) (https://go.mi.gov/tdjqj1870), which provides a timeline for technology preparation leading up to the testing window.

 **Be sure to share these resources with your Technology Coordinator!**

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TRAINING & CONFERENCES

Spring 2026 M-STEP Building and District Coordinator Administration Training

Tuesday, February 17, 2026 | 10:00-11:00 a.m.

[Meeting-Join | Microsoft Teams](#)

(recording available February 18, 2026)

Microsoft Teams Online Virtual Meeting ID: 229 533 371 068 67

Passcode: Vh7Ui3uU

Dial in by phone: +1 612-704-8944, 976750554# United States, Minneapolis

Phone conference ID: 976 750 554#

Spring 2026 MI-Access Building and District Coordinator Administration Training

Wednesday, February 18, 2026 | 10:00-11:00 a.m.

[Meeting-Join | Microsoft Teams](#)

(recording available February 19, 2026)

Microsoft Teams Online Virtual Meeting ID: 217 2003 859 684 97

Passcode: WL7W998L

Dial in by phone: +1 612-704-8944, 696410952# United States, Minneapolis

Phone conference ID: 696 410 952#

WIN Learning Online Test Administration Training

(Repeat of 1/13/2026 training; not necessary to attend both)

Tuesday, February 24, 2026 | 10:00 a.m.

[Register here](https://go.mi.gov/0qnd81867) (https://go.mi.gov/0qnd81867)

WIN Learning Paper Test Administration Training

Wednesday, February 25, 2026 | 10:00 a.m.

[Register here](https://go.mi.gov/bc1gm1868) (https://go.mi.gov/bc1gm1868)

College Board School Test Coordinator Webinar, Part 2

Wednesday, March 4, 2026 | 1:00 - 2:30 p.m.

[Register here](https://go.mi.gov/fkeep1856) (https://go.mi.gov/fkeep1856)

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IMPORTANT DATES

Start Date	Assessment/Task	End Date
Ongoing	M-STEP, MI-Access, WIN Work Readiness Initial Material Order Window by 5:00 p.m. (paper/pencil testing)	Friday, February 13, 2026
Ongoing	M-STEP, WIN Work Readiness Pre-identification of student for pre-printed barcode labels by 5:00 p.m. (paper/pencil testing)	Friday, February 13, 2026
Ongoing	MI-Access Pre-identification of students for preprinted barcode labels by 5:00 p.m. Expressing Ideas only (all ELA testing)	Friday, February 13, 2026
Ongoing	SAT, PSAT-related Pre-identification of students by 5:00 p.m.	Friday, February 13, 2026
Ongoing	SAT, PSAT-related SSD Accommodations Request Deadline	Wednesday, February 18, 2026
Ongoing	M-STEP and MI-Access Request alternate online testing engine access outside of the standard testing hours of 7:00 a.m. to 4:00 p.m. on school days. Alternate INSIGHT Availability Request Form (https://forms.office.com/pages/responsepage.aspx)	Thursday, March 12, 2026
Monday, February 16, 2026	SAT, PSAT-related Pre-identification of late-arriving students – online testing by 11:59 p.m.	Tuesday, April 28, 2026
Monday, February 16, 2026	M-STEP, WIN Work Readiness Pre-identification of students for local printing of barcode labels by 5:00 p.m.	Friday, May 1, 2026
Monday, February 16, 2026	MI-Access Pre-identification of students for local printing of Expressing Idea barcode labels by 5:00 p.m.	Thursday, May 21, 2026

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IMPORTANT DATES

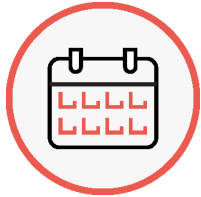
Start Date	Assessment/Task	End Date
Monday, February 16, 2026	Early Literacy and Mathematics Benchmark Assessment Pre-Identification of students	Friday, May 29, 2026
Wednesday, February 18, 2026	WIN Work Readiness WIN Career Readiness System available for test administration tasks	Thursday, April 30, 2026
Friday, February 20, 2026	M-STEP Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal	Friday, May 15, 2026
Friday, February 20, 2026	MI-Access Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal	Friday, May 22, 2026
Friday, February 20, 2026	Early Literacy and Mathematics Benchmark Assessments Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal	Friday, May 29, 2026

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REMINDERS

Deadline Approaching: SAT, PSAT, M-STEP, MI-Access, and WIN Identification and Materials Orders Due Feb. 13, 2026



At this time, districts and schools should be working on their Pre-ID Student report and material orders in the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](https://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) for the Spring 2025 SAT, PSAT 8/9, PSAT 10, WIN Work Readiness, M-STEP, and MI-Access administrations.

Schools/districts will receive M-STEP, WIN Work Readiness, and MI-Access paper/pencil assessment materials and printed barcode labels based on the students who are pre-identified in the Secure Site by **5:00 p.m., February 13, 2026.**

Refer to the [Spotlight newsletter – December 4, 2025 issue](https://go.mi.gov/hxf221851) (<https://go.mi.gov/hxf221851>) to ensure your school/district has accurate counts, to get detailed instructions on how to pre-identify students, and for other important information.

Science Educators Invited to Participate in Science M-STEP Committees



Science educators have several opportunities to contribute to the development and quality of the Michigan Science M-STEP by serving on assessment committees throughout 2026. Educators may participate in reviewing science test items for content alignment, bias, and sensitivity; writing new stimulus and item clusters aligned to the NGSS 3-Dimensions of Learning; or analyzing data from field-tested items to inform improvement decisions. Committee work takes place between May and July and involves collaboration with fellow educators to ensure fair, rigorous, and high-quality assessments, with stipends provided for participants' time and expertise. Full details are available in the [Spotlight newsletter – January 29 issue](https://go.mi.gov/hzqs71854) (<https://go.mi.gov/hzqs71854>) on page 4.

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CONTACT US

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

Mailing Address

Michigan Department of Education
608 W. Allegan St.
PO Box 30008
Lansing, Michigan 48915

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