

2025 WIDA ACCESS/WIDA Alternate ACCESS Label and Bubbling Information For Paper/Pencil Test Booklets

Below is a list of information that **should** be bubbled in on all student’s test booklets. Information noted is for students that DO have a Pre-ID label and for those who do NOT have a Pre-ID label. Districts choosing to not bubble in this information for students who do have a Pre-ID label are risking the inability of DRC and MDE being able to match-up a test booklet to a particular student in the event that a label is damaged or falls off. It is in the best interest of schools, students, and parents who desire test scores to do this.

Test Booklet Field	Required if Student HAS a Label	Required if Student Does NOT Have a Label
Date of Testing	Y	Y
Student’s Last Name	Y	Y
First Name	Y	Y
MI	Y	Y
District Name	Y	Y
School Name	Y	Y
Native Language		
State Name Abbreviation		Y
Racial/Ethnic Group		Y
Birth Date	Y	Y
Date First Enrolled U.S. School		
Grade Level	Y	Y
Length of Time in LEP/ELL Program		
Gender		Y
IEP Status		
Title III Status		
Migrant		
504 Plan		
State Student ID Number (UIC)	Y	Y
State Defined Optional Data (Barcode Number)		Y
District Student ID Number		
District Defined Optional Data		
Accommodations	Y (if needed)	Y (if needed)
Bilingual/ESL Type		
State Support Delivery Model		
Do Not Score This Section for This Student	Y (if needed)	Y (if needed)
All Questions in Individual Characteristics Questionnaire		

Special Instructions for Students that did not Receive a Barcode Label and Additional Materials Orders

- ✓ For students that did not receive a barcode label, most student information should be hand-bubbled on the Test Booklet and ensured that they have been pre-identified on the OEAA Secure Site for the “Spring 2024 WIDA” assessment. Instructions for hand-bubbling student demographic information are available in this manual; however, the following additional steps **MUST** be followed to ensure proper scoring and identification of these students.

For students not already pre-identified to the Spring 2025 WIDA in the OEAA Secure Site:

1. Use the “Add Test Cycle” function on the Student Summary page (access through Student Search) to ensure these students are assigned to the Spring 2025 WIDA test cycle. The “Add Test Cycle” function will bring up the Student Assessment Details page.
2. Once the Test Cycle information is added, press “Save.”
3. Once assigned, the Spring 2025 WIDA will appear in the “Assessments Scheduled” portion of the Student Summary page.
4. The student will immediately appear on the Pre-ID Student Report and you can access the student’s barcode number to be bubbled on the test booklet.

For additional information on how to complete these steps in the OEAA Secure Site, please refer to resources found on the [Secure Site Training web page](http://www.michigan.gov/secaesitetraining) (www.michigan.gov/secaesitetraining). For questions pertaining to the Secure Site, email mde-oeaa@michigan.gov or call 1-877-560-8378, Option 1.

Completing the State Defined Optional Data field on the Test Booklet

- ✓ The field **State Defined Optional Data** on the Test Booklet **MUST** be filled in with the student’s **10-digit barcode number**. Despite the name, this is not an optional field, nor is it the student’s UIC. The student barcode number and UIC number can be found in the Pre-ID Student report in the OEAA Secure Site. To locate the number:
 1. Use the “Pre-ID Student Report” function found under the “Assessment Administration” tab.
 2. Enter your district or school and select the Spring 2025 WIDA test cycle and press “Search.”
 3. Your WIDA Pre-ID Student Report will appear and the barcode will be listed in the second column and the UIC number in the third column.

For additional information on how to generate the Pre-ID Student Report in the OEAA Secure Site, refer to resources found on the [Secure Site Training page](http://www.michigan.gov/secaesitetraining) (www.michigan.gov/secaesitetraining). For questions pertaining to the Secure Site, email mde-oeaa@michigan.gov or call 1-877-560-8378, Option 1.