Pre-ID Student Report
OEAA Secure Site

A Pre-ID Report can be run to verify to students have been pre-identified and to manage other aspects of the state assessment. This report will include all students pre-identified by district, school or the OEAA immediately after they have been pre-identified.

1. Log in to the Secure Site at www.michigan.gov/oeaa-secure with your MEIS login and password.
2. From the menu at the top, select the Assessment Registration, Pre-ID and then *Pre-ID Student Report.*
3. Select the *ISD* and *District* from the drop-down boxes. If you do not have "district level" access, you will be required to select a school or your school may already be prepopulated based on your access.
4. Select the test period from the *Test Period* dropdown **OR** select the test cycle from the *Test Cycle* drop down.
   a. Test Cycles are the individual assessments, for example M-STEP.
   b. Test Periods are:
   - SAT, M-STEP and MI-Access test cycles are in the "Spring" test period.
   - PSAT 9 and 10 are in "Spring PSAT" test period.
   - WorkKeys is its own test period called "Spring Workkeys".
   - WIDA is its own test period called "Spring WIDA".
   - WIDA Screener and W-APT are in the "EL Screener" test period.
   - Early Literacy is its own test period called "Spring Early Literacy".
5. If you are administering the test online, you can select from the drop-down menu the *Testing Mode* of Paper and Pencil or Online. This field is optional.
   a. Even if testing online, there may be some students that will be taking the paper and pencil test because of accommodation reasons.
6. If appropriate, you can select content areas from the *Select Content Areas* box to limit the results of your report to students assigned to test for the specified contact areas. This is optional.
7. Click the *Search* button at the bottom right. A list of students pre-identified for the selected Test Period or Test Cycle selected will be displayed.

The Pre-ID Student Report will display students identified for testing in the selected Test Period or Test Cycle. All students, including home schooled students, taking online or paper and pencil assessments must be pre-identified. Once the list of students is displayed, you can also select students using the check box to the far left and unassign them from the test cycle by clicking the "Unassign" button at the bottom right.

Page Instructions

Search Criteria

Indicates required field

* Test Period   OR   * Test Cycle

Spring 2017 ▼   *The Spring 2017 Test Period will include M-STEP, MI-Access and SAT assessments all on one report.*   Select a Test Cycle

NoFilter

* ISD   District   Contains

Berrien RESA (11000)   Berrien S   DoesNotContain

Use the column filters to filter student data to ensure all students are listed and demographic information is correct. Enter text and click on the filter icon to the right of text box at the top of each column you wish to filter.

StartsWith

EndsWith

Testing Mode
● All ○ Online ○ Paper and Pencil

School
Select a School ▼

Select Content Areas
☐ Check All
☐ Accessing Print
☐ English Language Arts

Date student was pre-ID on the site

Search   Reset

Pre-IDed Students

SCHOOL	UIC	STUDENT ID	STUDENT NAME	BIRTH DATE	GENDER	GRADE	ETHNICITY	LEP	SE	ED	HL	MS	HS	PREID DATE	ACCESSING PRINT	ENGLISH LANGUAGE ARTS	EXPRESSING IDEAS	MATHEMATICS
			avil															
Berrien County Truancy Academy (01556)	2955787446	18239	Meza-Visel, ShNiya A	08/13/2003	M	08	White	N	N	Y	N	N	N	01/09/2017		MSTEP - ON		MSTEP - ON
Berrien County Truancy Academy (01556)	6883092892	18240	Shriver, Faven A	07/15/2002	M	08	White	N	N	Y	N	N	N	01/09/2017		MSTEP - ON		MSTEP - ON
Berrien Springs Discovery Academy (09086)	1810994933	1000	*Click on the student's name to go to the student's demographic page if needed.*	2/13/2000	F	11	White	N	N	Y	N	N	N	01/09/2017		SAT - P/P		SAT - P/P
Berrien Springs Discovery Academy (09086)	1810994933	1000		2/13/2000	F	11	White	N	N	Y	N	N	N	01/09/2017				

|◀ ◀ **1** 2 3 4 5 6 7 8 9 10 ... ▶ ▶| Page size: 50 ▼   1702 items in 35 pages

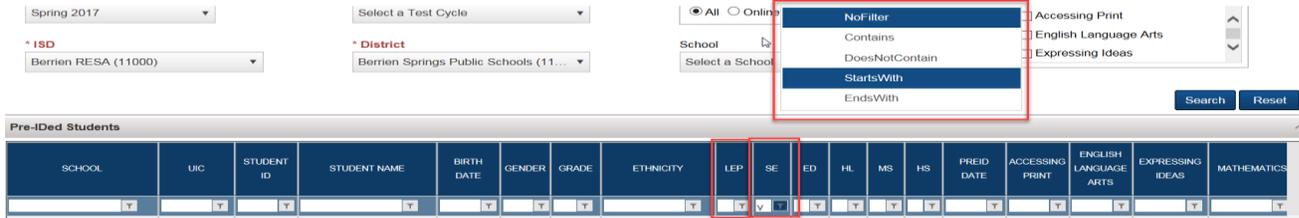Unassign   Clear Filers and Sorts   Print   Download

The student data shown above has been masked and is not real student information.

8. Once the report is displayed, you can review it on the screen, you can use the *Print* button at the bottom right to print it or use the *Download* button also located at the bottom right to download into a spreadsheet all of the displayed student data.
   a. The following student demographics are updated from MSDS daily.
   - Ethnicity
   - LEP (Limited English Proficiency, also known as English learner (EL))
   - SE (Special Education)
   - ED (Economically Disadvantaged)
     o Free/reduced lunch
     o Migrant
     o Homeless
     o Submitted on direct certification report from Department of Health and Human Services (DHHS)
   - HL (Homeless)
   - MS (Migrant Status)
   - HS (Home Schooled)
     o This is only updated if the student is submitted by the school in MSDS and the residency code is 07 or 15. If the student is submitted in MSDS, this is the only way to keep them out of accountability calculations.
     o Home schooled can also be checked in the student demographic screen of the Secure Site. Marking the student home schooled will keep their scores out of the district and schools aggregate reporting.
   b. Use the filters to ensure student's demographics are correct. If they are not, contact your district student pupil accounting person to make sure it will be updated in MSDS in the upcoming MSDS general collection (not including the end of year collection) or in a student record maintenance (SRM) file.
     i. Pay close attention to SE on the MI-Access and WIDA ACCESS for ELLs (WIDA Alternate ACCESS for ELLs) Pre-ID Student Report to make sure all students are marked SE. Only SE students can take the MI-Access test and WIDA Alternate

ACCESS for ELLs. If a student is not identified SE in MSDS by the final reporting and accountability deadline, the student's test will be invalidated.

ii. Pay close attention to LEP (also known as EL) on the WIDA ACCESS for ELLs Pre-ID Student Report to make sure all students are marked LEP. Only LEP students can take the WIDA ACCESS for ELLs. If a student is not identified as LEP (now known as EL in MSDS) in MSDS by the final reporting and accountability deadline, the student's test will be invalidated.

9. Use the Total pre-IDed Students section at the bottom of the screen to ensure that you have all students pre-identified per content area and online versus paper/pencil. Using the Print and Download button direction below the totals will only print or download the total grid that is displayed and not the full student data.

Total Pre-IDed Students

GRADE	ACCESSING PRINT		ENGLISH LANGUAGE ARTS		EXPRESSING IDEAS		MATHEMATICS		SCIENCE		SOCIAL STUDIES		TOTAL FOR GRADE	
	PAPER	ONLINE	PAPER	ONLINE	PAPER	ONLINE	PAPER	ONLINE	PAPER	ONLINE	PAPER	ONLINE	PAPER	ONLINE
03	0	0	0	137	0	0	0	137	0	0	0	0	0	137
04	0	0	0	158	0	0	0	158	0	158	0	0	0	158
05	0	0	0	159	0	0	0	159	0	0	0	159	0	159
06	0	0	0	142	0	0	0	142	0	0	0	0	0	142
07	0	0	0	169	0	0	0	169	0	169	0	0	0	169
08	0	0	0	181	0	0	0	181	0	0	0	181	0	181
11	0	0	327	0	0	0	327	0	0	327	0	327	327	327
12	0	0	51	0	0	0	51	0	0	51	0	51	51	51
Total for Content Area	0	0	378	946	0	0	378	946	0					1324

The Print and Download button will only print or download the Total pre-IDed Students grid and not the student information. Use the Print and Download button just below the student listing to print or download the student detail.

[Print] [Download]

10. Students can be unassigned from the displayed test cycle (==the option to unassign a student from the Pre-ID Student Report is not available if the report is ran by test period and not test cycle==) by clicking in the check box in the first column to the left of the student name and clicking the *Unassign* button at the bottom right.

a. Unassigning a student from a test cycle indicates a student is not testing. This does not remove a student from accountability calculations. Students that have exited the district must be exited in MSDS to be removed from accountability.

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SPECIAL NOTE: For WIDA ACCESS for ELLs only, the Pre-ID Student Report contains a column with the OEAA assigned barcode number for the student. Since barcode labels cannot be printed from the Secure Site for WIDA, you can easily obtain the barcode number for a student (s) to be filled in on the answer document when needed.

The student data shown above has been masked and is not real student information.