Accountable Students Enrolled
and Demographics

The Accountable Students Enrolled and Demographics function allows schools to verify the student enrollment and demographic information that will be used in assessment and accountability reporting. During this review, districts continue to have the opportunity to submit Student Record Maintenance (SRM) files in the Michigan Student Data System (MSDS) to update student enrollment and demographics before the final assessment and accountability reporting. You will need to work closely with the district MSDS person to make any changes to the enrollment and demographics of the students. If you do not know who your district MSDS person is, you can look up their name and contact information on the District and School Contacts page of the OEAA Secure Site.

The Accountable Students Enrolled and Demographics student list is updated from MSDS daily through the posted deadline.

Accountable Student Groups

1. Login on to the Secure Site at www.michigan.gov/oeaa-secure.
2. Select *Accountable Students & Test Verification* and then *Accountable Students Enrolled and Demographics* from the Student Assessments menu.
3. Select the Test Period from the Test Period down.
   a. Spring 20XX includes students in grades 3-8, 11 and required grade 12
   b. Spring 20XX WIDA includes English learner students in grades K-12
4. Select the ISD, District and School from the drop downs. These may already be filled in based on your security.
   a. If you have district level access, you are not required to select a school and will bring up the district list.
   b. If searching by district, the District Summary for each subgroup will be listed first. You can scroll down to see the breakdown by schools within the district.
5. Click the *Search* button at the bottom right to display the list of Accountable Student Groups

SCHOOL	STUDENT GROUP	ALL GRADES	GRADE 03	GRADE 04	GRADE 05	GRADE 06	GRADE 07	GRADE 08	GRADE 11	GRADE 12
District Summary	Total Accountable Students	868	83	104	94	114	110	97	120	146
District Summary	Economically Disadvantaged (ED)	447	49	56	46	66	48	55	56	71
District Summary	Homeless (HL)	91	6	14	9	21	9	7	10	15
District Summary	English Learner (EL)	4	0	0	1	0	0	0	0	3
District Summary	Migrant Student (MS)	0	0	0	0	0	0	0	0	0
District Summary	Special Education (SE)	100	13	18	11	15	12	7	9	15
District Summary	American Indian or Alaska Native	5	0	0	0	1	0	1	2	1
District Summary	Asian	4	0	0	1	0	0	0	1	2

6. The student groups listed are used in assessment and accountability reporting with the exception of Military Connect (MC) and Foster Care (FC). You can do the following:
   a. You can sort the columns by clicking on the column name to change the order between ascending and descending.
   b. You use the column filters to filter the columns. For example, if you search by district, you can type in a school name and select "StartsWith" from the column filter and filter by the school. This is available for School and Student Group columns.

SCHOOL	Column Filter
NoFilter	
Contains	
DoesNotContain	
StartsWith	
EndsWith	
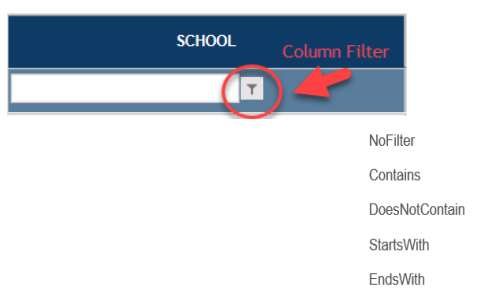
   c. You can click on the number link under each of the columns and this will bring up the full list of students included in the Accountable Student Groups and filtered by the number selected. For example, under the 04 column, click on the number in the Special Education row. This will bring up the list of students that are in grade 04 and are identified as special education.

7. The Accountable Students Group grid can be downloaded or printed using the Download and Print button at the bottom right.
8. Click the Next Task button at the bottom right or the Accountable Students Enrolled and Demographics task at the top left of the Accountable Student Groups list to review the detailed list of the enrolled students and student demographics.

Accountable Student Groups   Accountable Students Enrolled and Demographics
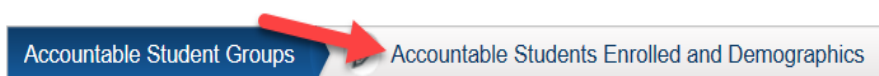
Accountable Students Enrolled and Demographics

Students listed are showing as enrolled in the district/school (depending on how you searched) along with the demographic information shown in MSDS. Don't forget you can use the column filters to filter the data for easier review.

Search Results

SCHOOL	UIC	STUDENT NAME	BIRTH DATE	GENDER	ETHNICITY	GRADE	EL	SE	ED	MS	HL	FC	MC	LAST UPDATED FROM MSDS
Berrien County Truancy Academy (01556)	1414626850	Goudeseune, Tyish'Janal	05/13/2005	Female	Black or African American	08	No	No	Yes	No	No	No	No	12/10/2018 01:00 PM
Berrien County Truancy Academy (01556)	3273007447	Palland, Tavorse	08/14/2003	Female	White	08	No	No	Yes	No	No	No	No	12/10/2018 01:00 PM

All student data displayed in the image has been masked and is not real data.

The following is suggested:

- Verify students enrolled on the OEAA posted "as of date" are listed.
  - If a student was enrolled but is not listed, work with the district MSDS person to get the student enrollment information submitted and certified in MSDS with the appropriate "as of date" and by the posted deadline.
  - If the student's enrollment information was already in MSDS, have the district MSDS person verify the student's residency code is correct and not showing as a home schooled or nonpublic school student. Home school and nonpublic school students will not be displayed on the list because they are not included in accountability for a public school.
- Verify students that exited the school prior to the posted "as of date" are not listed.
  - If a student was not enrolled on the posted "as of date" but is listed, work with the district MSDS person to get the student's exit record submitted and certified in MSDS with the appropriate "as of date" and by the posted deadline.
- Verify the student demographic information
  - If student demographic information is incorrect, work with the district MSDS person to get the student's demographic information updated in MSDS with the appropriate "as of date" and by the posted deadline.
    - Special Education (SE)
      - Students that have taken the MI-Access or WIDA Alternate ACCESS tests must be identified as SE in MSDS or the student's MI-Access or WIDA Alternate ACCESS test will be invalidated.
      - A student identified as special education by any district will carry over to a new district until the student is exited from the special education program.
    - Economically disadvantaged (ED)
      - Students are identified as ED in the Secure Site if they meet one or more of the four criteria listed:
        - free/reduced lunch
        - migrant
        - homeless
        - submitted on a direct certification file in MSDS by the Department of Health and Human Services (DHHS)
      - Once a student is identified as ED they are considered ED for the full school year for assessment and accountability purposes, even if removed from one or more of the categories listed above. This means if you submit an SRM to change the status of one of the indicators, the student will remain ED for the current school year.
    - Homeless
      - A student identified as homeless by any district will carry over to a new district.
      - Once a student is identified as homeless, they are considered homeless for the full school year for assessment and accountability purposes even if their status changes. This means if you submit an SRM to change the status of the student now, the student will remain ED for the current school year.
    - Migrant (MS)
      - The student was identified as MS in the Michigan Migrant Educational Database System (MEDS) and then the data was transferred to MSDS. If needed, this should be corrected in MEDS but depending on the timing, it may not be completed in time for accountability and reporting purposes.
    - English Learner (EL), also known as Limited English Proficient (LEP)
      - Once a student is identified as EL they are considered EL for the full school year for assessment and accountability purposes.
      - Students must be exited from EL by the end of the school year to remove them from WIDA testing and accountability as EL the following school year.
      - This means if you exit the student from EL now, the student will remain EL for this school year.
    - Foster Care (FC)
      - The student is identified by the Department of Health and Human Services (DHHS) as being in FC.
      - This can not be updated by the district.
      - Once a student is identified in FC, they are considered in foster care for the full school year for assessment and accountability purposes even if their status changes.
      - Foster care will be used in assessment reporting but is not currently used in accountability.
    - Military Connect (MC)
      - The student is identified as military connect by the district.
      - Once the student is identified as MC, they are considered MC for the full school year for assessment and accountability purposes even if their status changes.
      - Military connect will be used in assessment reporting but is not currently used in accountability.
  - The "Last Updated from MSDS" column will identify the last time the student's information was updated from MSDS. If there were no changes to a student in MSDS, then the date will not change.

Once you have reviewed the information, you can mark this section as completed by clicking in the check box next to the statement "Mark Accountable Students Enrolled and Demographics task as reviewed". This is not used by OEAA and once checked, schools still have access to this page to review, print and download. This is just a way for schools/districts to keep track of what has been reviewed, when and by whom.

The link "view Summary of Reviewed Tasks" can be used to access the Summary of Reviewed Tasks page. This page can be used to verify the person that reviewed and the date and time the data for Accountable Students Enrolled and Demographics and Answer Documents Received and Not Tested Students was reviewed. Only if the reviewer marks the section as reviewed will it be listed on this page. This is not used by OEAA but is a tool to help schools and districts manage these review processes.

The Summary of Reviewed Tasks page can also be accessed by from the *Accountable Students & Test Verification* and then *Summary of Reviewed Tasks* from the Student Assessments menu.

IMPORTANT NOTE: PSAT 8/9 (for grade 9 students) and PSAT 10 are not currently used in accountability calculations, therefore grade 9 and 10 students are not included on the Accountable Students Enrolled and Demographics list. Their demographic information can be updated in MSDS and will be included in assessment reporting.