

## NOTES FROM THE CONTRACTOR TO DISTRICT MI-ACCESS COORDINATORS

### **Return of Spring 2006 MI-Access Grade 11 Assessment Materials**

Greetings from BETA/TASA, the MI-Access assessment contractor. We hope the administration of the Spring 2006 Grade 11 MI-Access assessments went smoothly in your district. As you know, the assessment window closed April 14, 2006. District MI-Access Coordinators needed to ship all used and unused assessment materials (excluding rulers and *Spring 2006 MI-Access Coordinator and Assessment Administrator Manuals*) back to BETA/TASA NO LATER THAN April 21, 2006. This date was critical to ensure that materials were scanned, scored, and reported before the State Board of Education met to approve recommended student performance standards, which will be set in early May. Remember, if your district's results were not postmarked by April 21, 2006, your students will count as not participating in your No Child Left Behind (NCLB) participation rates and Adequate Yearly Progress (AYP) calculations.

### **Early Return Districts**

Thank you to the many districts who agreed to participate in the MI-Access Early Return Program by returning MI-Access assessment materials before April 12, 2006. Returning materials early ensures your district's results will be included in standard-setting data and also enables you to view your *Tested Roster* earlier than others. We encourage all districts to take advantage of this opportunity in the future, if possible.

### **Spring 2006 MI-Access Grade 11 Tested Roster and Demographic Updates**

Once BETA/TASA has scanned and scored the MI-Access assessments, District Coordinators will have an opportunity to review their *Tested Rosters* at the OEAA Secure Site ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) to verify that (1) all students who were assessed are accounted for, and (2) each student's demographic information is correct. This is necessary to produce accurate reports and data for calculating NCLB participation rates and Adequate Yearly Progress.

The statewide verification of *Tested Rosters* began on April 21 and will continue through May 12, 2006. However, each district's *Tested Roster* information will only be posted for a two-week window during that period. This window is determined by the date on which a district's assessment materials were received and processed by the contractor. Each District MI-Access Coordinator will receive an e-mail notice indicating that his or her district's data have been posted to the OEAA Secure Site. To ensure that you receive this important notice, please verify that your District MI-Access Coordinator information is updated and accurate in the MI-Access Online System.

During this two-week window, District MI-Access Coordinators will review *Tested Rosters* in order to verify that all students are accounted for and to submit research requests for any apparent discrepancies. ***District MI-Access***



**Coordinators may review Tested Rosters ONLY during the two-week window indicated in the e-mail notice from Peggy Dutcher and BETA/TASA. No extensions will be granted.**

Please note that while demographic updates may be made at any time, the *Tested Roster* window is the final opportunity for districts to update demographic information prior to printing MI-Access District, School, Class, and Individual Student Reports as well as calculating Adequate Yearly Progress and participation rates. District Coordinators may want to start reviewing and updating student demographic information prior to the posting of their *Tested Roster* in order to reduce their workload during the designated *Tested Roster* update period.

### **Fall 2006 MI-Access Teacher/Student Counts**

BETA/TASA will soon begin collecting Fall 2006 MI-Access Grades 3-8 teacher and student counts. The MI-Access Online System will be used to collect counts beginning on May 8, 2006. We realize that it is difficult for districts to anticipate their exact needs for the following school year. However, it is very important for BETA/TASA to receive counts that are as accurate as possible in order to produce the proper amount of MI-Access assessment materials over the summer. We hope you can assist us by working with schools and teachers to submit these important counts before June 14, 2006. Please note that if there are any changes to the aforementioned dates, you will be notified via e-mail. Also note that if you do NOT submit counts, you will NOT receive assessment materials next fall.

### **Fall 2006 MI-Access Pre-Identification**

The pre-identification (Pre-ID) process for the Fall 2006 MI-Access Grades 3-8 assessment window is also quickly approaching. Once again, MI-Access students will be pre-identified entirely at the OEAA Secure Site. We encourage all District MI-Access and MEAP Coordinators to work together to assign students to the Fall 2006 MI-Access test cycle and to designate the proper MI-Access assessment for each student.

The Pre-ID process for MI-Access students is expected to begin on May 19, 2006. BETA/TASA will provide preprinted observation sheets or answer documents for students who are pre-identified by September 15, 2006 for the MI-Access Participation, Supported Independence, or Functional Independence Mathematics assessments. Students who are pre-identified for the Functional Independence English Language Arts (ELA) assessment before September 15, 2006, will receive a preprinted ELA barcode label to affix to the ELA answer document. If students are pre-identified in the MI-Access test cycle, but are not assigned to a particular MI-Access assessment type, only generic MI-Access preprinted barcode labels will be provided. After September 15, 2006, districts and schools will need to use the OEAA Secure Site to *locally* print barcode labels.