

Notes from the Contractor to MI-Access Coordinators

Greetings from BETA/TASA, the MI-Access contractor. We are looking forward to another successful assessment administration cycle in spring 2006.

By the time you read this, districts will have already received the grade 11 Participation, Supported Independence, and Functional Independence assessment materials and scan documents. These materials will be used during the spring 2006 assessment window for grade 11 students, which started February 27th and ends April 14th.

Shipment Contents

This spring, there were two separate shipments. The first shipment contained materials for the District MI-Access Coordinator and boxes for individual schools. This time, both standard versions and accommodated versions of the assessment booklets were included in the first shipment.

As always, a district packing slip was secured to the outside top of the district's box or boxes. It listed the district materials and school boxes enclosed in the shipment. Copies of each school packing slip (which can be used to inventory school materials) and a *Spring 2006 Assessment Booklet Security Serial Numbers* list (which includes the serial numbers of all assessment booklets shipped to the district) were attached to the district packing slip. School packing slips were secured to the top of each school box and should be passed along to School MI-Access Coordinators to use in inventorying their own materials.

Unlike the fall, this time each school box included some overage to help reduce the need for additional material orders. Please note that if there is a discrepancy between the district and/or school packing slips (for example, if the packing slip says the district or school should have received 8 of something but only 6 were included), District MI-Access Coordinators need to call the MI-Access Toll-free Hotline immediately (1-888-382-4246) to report the discrepancy.

The first shipment to District MI-Access Coordinators included

- a fluorescent yellow *Return of Materials Packet* with a UPS return shipment label(s), a divider sheet, a checklist, and paper strips for bundling the returned materials;
- *Spring 2006 MI-Access Security Compliance Forms* (one for the District MI-Access Coordinator to complete and sign and multiple copies to be distributed to School MI-Access Coordinators); and
- *Spring 2006 MI-Access Coordinator and Assessment Administrator Manuals* (one for the District MI-Access Coordinator to keep and

multiple copies for School MI-Access Coordinators and assessment administrators).

Please note that large and small MI-Access calendars were shipped along with the fall 2005 assessment materials. Sufficient quantities were included for those participating in the spring administration. District MI-Access Coordinators should distribute the calendars now to the appropriate personnel if they have not already done so.

In addition, District MI-Access Coordinators received the following materials in each school box:

- standard print versions of the Participation, Supported Independence, and Functional Independence assessment booklets (the quantities of which were based on the counts submitted in the MI-Access Online System plus a 10 percent overage);
- specially-packaged accommodated versions of the Functional Independence assessment booklets (the quantities of which were based on the counts submitted in the MI-Access Online System); and
- acetate rulers (if applicable).

The second shipment of MI-Access materials followed shortly after the first and contained all of the scan documents needed for assessment administration, including *District, School, and Teacher Identification Sheets*, preprinted student scan documents (if appropriate), blank student scan documents (if appropriate), *Teacher Return Envelopes*, and Pre-ID student barcode labels (if appropriate).

The materials in the second shipment were organized by school and included a *School Distribution/Inventory Sheet* explaining what materials should be distributed in what quantities. Some overages were included to help reduce the need for additional material orders.

Quantities of Materials

Please note that the contractor uses the counts submitted in the MI-Access Online System to determine the quantities and types of assessment materials to ship to each district. If a District MI-Access Coordinator did not submit counts in the MI-Access Online System, the district will NOT receive assessment materials.

In addition, if a district has students or teachers who were not accounted for in the original counts, additional materials will need to be ordered. Again, that request must be made by District MI-Access Coordinators in the MI-Access Online System.

Pre-Identification

This spring, all Pre-ID functions took place in the OEAA Secure Site. The time at which the Pre-ID process was completed determined whether the student scan documents shipped by the MI-Access contractor were pre-printed, had Pre-ID student barcode labels printed by the contractor, or were blank.

- Districts received preprinted student scan documents if (1) the District MI-Access Coordinator entered the OEAA Secure Site between January 3 and January 27, 2006, *and* (2) indicated the type of MI-Access assessment each student would take.
- Districts received Pre-ID student barcode labels printed by the MI-Access contractor if the District MI-Access Coordinator entered the OEAA Secure Site between January 3 and January 27, 2006, but did *not* record which MI-Access assessments the students would take.
- If District MI-Access Coordinators did *not* enter the OEAA Secure Site between January 3 and January 27, 2006, they did not receive preprinted scan documents or Pre-ID labels from the MI-Access contractor. They do, however, have the option of printing their own Pre-ID labels from the OEAA Secure Site.

Please note that the MI-Access contractor provided blank student scan documents whenever the total student count entered in the MI-Access Online System exceeded the number of students pre-identified by the district.

Questions

If District MI-Access Coordinators have any questions about the assessment materials they received, they should call the MI-Access Toll-free Hotline at 1-888-382-4246 or send an e-mail message to mi-access@tasa.com.

We hope that organizing the materials in the manner described above will help you administer the Spring 2006 MI-Access assessments more efficiently.