

Notes from the Contractor to MI-Access Coordinators

Hello from BETA/TASA, the MI-Access contractor. As the school year comes to an end, there are several important ongoing processes we would like to discuss with District MI-Access coordinators.

Spring 2006 Grade 11 MI-Access Results

First, thank you for coordinating the Spring 2006 Grade 11 MI-Access Participation, Supported Independence, and Functional Independence assessments. Hard copies of results for these assessments should arrive in districts in late June. If you are missing a report or believe you have received one in error, please call the MI-Access Toll-free Hotline immediately at 1-888-382-4246 or send an e-mail message to mi-access@tasa.com. If you would like additional copies of a report, districts may print them directly from the OEAA Secure Site (www.mi.gov/oeaa-secure).

Following is a list of reports and associated materials that will be shipped by the MI-Access contractor, as well as an indication of which ones should be passed along to others.

District MI-Access Coordinators will receive

- a District Results Inventory,
- one or more District Results Folders,
- School and Classroom Results Folders (for distribution), and
- *2005/2006 MI-Access Handbooks* (one to keep and others for distribution).

School MI-Access Coordinators will receive

- School Results Folders,
- Classroom Results Folders (for distribution), and
- *2005/2006 MI-Access Handbooks* (one to keep and others for distribution).

MI-Access assessment administrators/teachers will receive

- individual student results, and
- one *2005/2006 MI-Access Handbook*.

The table below shows the reports that may be included in the folders just mentioned. Keep in mind that summary reports are provided only when ten or more students in a particular grade take part in the same assessment.

Spring 2006 MI-Access Grade 11 Reports			
MI-Access Participation, Supported Independence, and/or Functional Independence Reports*	District Results Folder (Gold)	School Results Folder (Purple)	Classroom Results Folder (White)
Summary Reports	X	X	
Demographic Reports	X	X	
Item Analysis Reports	X	X	
Rosters	X	X	X
Student Labels		X	
Individual Student Reports			X
Parent Reports		X	

**For more information on these reports, see the 2005/2006 MI-Access Handbook.*

Please note that MI-Access has an established process for making inquiries and/or conveying concerns regarding results. If questions arise, assessment administrators/teachers should contact their School MI-Access Coordinator. If the School MI-Access Coordinator cannot answer them, he or she is advised to consult with the District MI-Access Coordinator. If the District MI-Access Coordinator needs assistance answering them, he or she should call the MI-Access Toll-free Hotline at 1-888-382-4246.

As in fall 2005, no hard copies of state results will be distributed to districts. Instead, electronic copies will be posted on the MI-Access Web page (www.mi.gov/mi-access), at the MI-Access Information Center (www.mi-access.info), and on the OEAA Secure Site (www.mi.gov/oeaa-secure). In addition, Intermediate School District (ISD) reports will be available in electronic form on the OEAA Secure Site. District MI-Access Coordinators will be notified when the results are available. If you are a District MI-Access Coordinator, please share the steps for accessing district and state results with your School MI-Access Coordinators and assessment administrators/teachers.

Updating District MI-Access Coordinator Information

Second, although it is always important to ensure that District MI-Access Coordinator information is up-to-date in the MI-Access Online System, it is particularly important at this time so that BETA/TASA knows who to contact over the summer, if necessary. Many of you have already reviewed and updated this critically important information as part of entering Fall 2006 MI-Access teacher, student, and manual counts. If, however, you have not yet updated your

information, please log onto the MI-Access Online System and do so. You may follow the same steps for updating School MI-Access Coordinator information.

Current District MI-Access Coordinators who will not hold the position in the future (either permanently or due to an extended leave) should provide the new District MI-Access Coordinator with the district's link and password so that he or she can update the MI-Access Online System with his or her own contact information. If a new District MI-Access Coordinator is not yet designated, an interim coordinator must be assigned. If you have any questions on this process, current District MI-Access Coordinators are encouraged to call the MI-Access Toll-free Hotline at 1-888-382-4246 or send an e-mail message to mi-access@tasa.com.

Fall 2006 Teacher/Student/Manual Counts

Third, June 14 was the deadline for district to enter projected teacher, student, and manual counts in the MI-Access Online System. While the deadline has passed, there is some important information to understand about entering and submitting counts, how the counts affect the assessment materials districts receive, and factors to keep in mind for submitting counts in the future.

➤ **Teacher and Student Counts**

Teacher and student counts must be submitted for each type of MI-Access assessment (Participation, Supported Independence, Functional Independence English Language Arts, and Functional Independence Mathematics) that will be administered. The projected counts are used to determine the number of standard print assessment booklets, accommodated versions of assessment booklets, and supplementary documents that must be produced. Although there are unforeseeable circumstances that might affect teacher and student counts—such as students moving into or out of a district, changes in a student's Individualized Education Program (IEP), and so forth—it is important to enter counts that are as accurate as possible. To assist districts with collecting counts, BETA/TASA created and posted a "Projected Teacher/Student/Manual Counts Worksheet" on the MI-Access Web page (www.mi.gov/mi-access), at the MI-Access Information Center (www.mi-access.info), and in the MI-Access Online System.

➤ **Manual Counts**

In order to provide each district with a more accurate number of *Coordinator and Assessment Administrator Manuals*, District MI-Access Coordinators were asked to also submit manual counts. Please note that two separate manuals will be produced this year—one for the Participation and Supported Independence assessments and another for the Functional Independence assessments.

➤ **Not Participating in MI-Access**

If your district does not have any MI-Access students and, therefore, will NOT administer MI-Access assessments, you must still log onto the system and click “No Schools Participating.” Doing so enables the contractor to differentiate between districts that are participating but have not yet submitted counts and those that do not need assessment materials.

➤ **Submission**

Remember that if you do not click on the “Submit Counts” button after you enter teacher, student, and manual counts in the MI-Access Online System, the counts will not be received by BETA/TASA.

Fall 2006 Pre-Identification (Pre-ID)

The pre-identification (Pre-ID) process for students in grades 3 through 8 who are participating in MI-Access this fall will once again be completed entirely in the password protected OEAA Secure Site (www.mi.gov/oeaa-secure). District MI-Access Coordinators are encouraged to work cooperatively with MEAP Coordinators in order to complete this process. It is important for District MI-Access Coordinators to note that the time at which the Pre-ID process is completed determines the type of pre-identified materials that are provided.

- If the District MI-Access Coordinator (1) enters the OEAA Secure Site between May 23 and September 15, 2006, (2) assigns each student to the Fall 2006 MI-Access test cycle, *and* (3) indicates which type of MI-Access assessment each student will take, then the district will receive preprinted student scan documents. The only exception is for the Functional Independence English Language Arts (ELA) student answer documents, which cannot be preprinted because of their booklet format. For these answer documents, ELA-specific preprinted barcode labels will be provided.
- If the District MI-Access Coordinator (1) enters the OEAA Secure Site between May 23 and September 15, 2006, (2) assigns each student to the Fall 2006 MI-Access test cycle, but (3) does *not* record which MI-Access assessment each student will take, then the district will receive generic preprinted student barcode labels (two per student) to affix to the blank student scan documents.
- If the District MI-Access Coordinator does NOT enter the OEAA Secure Site to pre-identify students between May 23 and September 15, 2006, then the district will only receive blank student scan documents. Districts

do, however, have the option of printing Pre-ID labels themselves from the OEAA Secure Site. The district-printed labels can be affixed to the blank student scan documents. It is recommended that districts use laser printers for this process, as some scanning equipment used by the contractor does not detect labels printed from inkjet or similar printers. **Also, be sure to print labels from the MI-Access test cycle to avoid mistakenly generating MEAP labels. The latter cannot be used on MI-Access scan documents.**

Please note that pre-identifying students in the OEAA Secure Site does NOT take the place of entering student/teacher/manual counts in the MI-Access Online System. These are entirely separate processes. Students who are pre-identified in the OEAA Secure Site will NOT receive MI-Access assessment materials unless student counts have also been submitted in the MI-Access Online System. If you have any questions or concerns regarding the MI-Access Pre-ID process, please call the MI-Access Toll-free Hotline at 1-888-382-4246 or send an e-mail message to mi-access@tasa.com.

Thank you for your attention to these important MI-Access issues. We at BETA/TASA wish you a restful and enjoyable summer break.