

The Assist

Helping Students Access and Make Progress in the General Curriculum

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Submit Research Requests in the MI-Access Online System

In past issues of *The Assist*, a table has been included showing which assessment functions take place in the MI-Access Online System versus the OEAA Secure Site. In this issue of *The Assist*, that table has been updated to show that MI-Access research requests need to be submitted during the Tested Roster period **in the MI-Access Online System**.

Research requests are an important tool for District MI-Access Coordinators to use when there is a discrepancy between the list of students the district thinks it assessed and what appears on the Tested Roster in the OEAA Secure Site. Remember, research requests must be completed during the designated Tested Roster period; if you wait until the preliminary Adequate Yearly Progress (AYP) calculations are available for district review, it will be too late!

MI-Access Online System/OEAA Secure Site Functionality Reference Table

Functions	OEAA Secure Site	MI-Access Online System
Submit Teacher/Student Counts (which determine how many and what types of assessment materials are shipped)	NO	YES
Pre-ID Students	YES	NO
Locally Print Pre-ID Barcode Labels	YES	NO
Update Student Demographics	YES	NO
Review Tested Roster	YES	NO
Research Requests During Tested Roster	NO	YES
Order Additional Materials	NO	YES
View Shipment History	NO	YES
Update MI-Access Coordinator Information	NO	YES
Access Electronic Reports	YES	NO
Access Data Files for Districts/Schools	YES	NO

Any questions regarding the MI-Access functions should be directed to the MI-Access Toll-free Hotline at 1-888-382-4246 or the MI-Access e-mail address at mi-access@tasa.com