

## **Early Roster as a Pre-Identification Method for Fall Assessments**

The Early Roster collection through the Michigan Student Data System (MSDS) can be used for the pre-identification of students for fall assessments: the Michigan Educational Assessment Program (MEAP), MI-Access, and MEAP-Access. Early Roster is a non-certified collection in the MSDS. Nonpublic schools can also use Early Roster through MSDS for pre-identification of students for fall testing.

Data included in the file is used for the creation of direct certification reports, which is a requirement that applies to all school districts participating in the National School Lunch Program (NSLP). Therefore, most districts are already familiar with and submit an Early Roster file in the MSDS.

It is anticipated that Early Roster will be the only method to pre-identify students for fall 2012 assessments for both public and nonpublic schools. So, participating now is preparing for the future.

The Early Roster Schema can be found at [http://www.michigan.gov/cepi/0,1607,7-113-986\\_50502\\_53551---,00.html](http://www.michigan.gov/cepi/0,1607,7-113-986_50502_53551---,00.html) along with samples and other information regarding Early Roster. Samples provided include public and nonpublic pre-identification files and files for direct certification only (files not including the OEAA Component fields).

- o All of a district's students can be included in the Early Roster file. Any records submitted in the Early Roster will be used in the direct certification process; however, only those records submitted with the assessment component will be used for pre-id purposes.
  - If districts want submitted records to be used for MEAP, MEAP-Access, and/or MI-Access pre-identification, please ensure submitted records include at least one of the OEAA Component "TestType" fields, and please review the requirements and additional information provided below.

### **Requirements for using the Early Roster File for pre-ID**

The Office of Standards & Assessment will only pull and use Early Roster records for fall pre-identification that meet the following requirements:

- A. The record must contain a valid "TestType" for at least one content area appropriate for the student's grade level (content areas appropriate at each grade level are listed below in section C).
  - a. Valid test types include:
    - i. Type 01 = MEAP,
    - ii. Type 02 = MEAP-Access,
    - iii. Type 03 = MI-Access Functional Independence (FI),
    - iv. Type 04 = MI-Access Supported Independence (SI),
    - v. Type 05 = MI-Access Participation (P)
- B. Though the MSDS application will allow all test type combinations, not all combinations of TestType and content area are valid. Students who take only a single TestType (MEAP, MEAP-Access, MI-Access FI, MI-Access SI, or MI-Access P) for all content areas will not present any special concerns. However,

for students who take a combination of TestTypes, please keep the following points in mind:

- i. Reading and writing must be taken using the same TestType.
  - ii. ELA is a valid content selection only for MI-Access SI and MI-Access P (Types 04, 05).
    1. If you submit ELA for any other TestType, the student will be pre-identified for reading and writing.
  - iii. For MI-Access FI, use reading for accessing print; writing for expressing ideas.
  - iv. Social Studies is valid TestType only for MEAP (Type 01)
- C. Although the MSDS application will allow selection of all content areas for all grades, *at least one* test type and content area appropriate for the grade level must be selected for the record to be used. Appropriate content areas for grade level are listed below:
- i. Grade 3 – math and (reading or ELA)
  - ii. Grade 4 – math and (reading and writing, or ELA)
  - iii. Grade 5 – math, science and (reading or ELA)
  - iv. Grade 6 – math, social studies and (reading or ELA)
  - v. Grade 7 – math and (reading and writing, or ELA)
  - vi. Grade 8 – math, science and (reading or ELA)
  - vii. Grade 9 – social studies (MEAP only)
- D. Student Validation Status must be “Error Free with Warnings” or “Error Free with No Warnings”.
- E. Student Resolution Status (unique identification code (UIC) status) must be equal to “Match Found”, “New UIC Generated” or “Used Previous Resolution Result”.
- F. Student must have an ethnicity provided; even though it is not a required field for direct certification, it is required for fall assessment pre-ID purposes.

If an individual student record in the Early Roster file does not meet all of the above requirements, the record will be used for direct certification, but not pulled for pre-identification for all assessments.

### **Additional information regarding Early Roster**

- o A successful testing cycle can only occur with district MSDS authorized users and assessment coordinators working together, whether submitting an Early Roster file for pre-identification or updating student demographic information in MSDS.
- o Student demographics such as special education, economically disadvantaged, etc. will be pulled into the OEAA Secure Site using the fall 2011 MSDS general collection file and student record maintenance (SRM) files submitted through the end of October. Additional information and dates will be sent out this fall.
- o Multiple Early Roster files can be loaded throughout the window (May 19 – November 2, 2011) for pre-identification purposes.
  - If the same student is loaded, and is identified as an identical student (based on UIC), a duplicate record will NOT be created on the OEAA Secure Site.
  - If a UIC number is pre-identified to more than one school and the same test type, the student with that UIC will be automatically unassigned from the first school beginning July 5, 2011. This will

- happen regardless of the method used for pre-identification (Early Roster or using pre-ID functions on the OEAA Secure Site).
- If a student will not be testing or moves, schools can “unassign” the student via the OEAA Secure Site from the test cycle before the new school assigns the student to the test cycle for their school.
    - Groups of students can be unassigned all at once from a test cycle in the OEAA Secure Site using the “PreID Mass Update” screen. Instructions can be found in the OEAA Secure Site Manual under the PreID Mass Update section.
  - The Early Roster files that meet the requirements outlined in this document will be updated from MSDS in the OEAA Secure Site every hour, on the hour.
  - If it is not known at this time which students will be participating in MEAP-Access or MI-Access when submitting an Early Roster file, all students can be pre-identified to MEAP and then moved to the proper assessment via the OEAA Secure Site.
    - MI-Access and MEAP-Access students, once loaded to the OEAA Secure Site, can be moved from the MEAP test cycle to the appropriate test cycle using the PreID Mass Updates tool on the OEAA Secure Site. Detailed instructions for this can be found in the OEAA Secure Site Manual in the PreID Mass Update section.
    - If you choose to pre-identify all students to MEAP at this time, you will need to have those students who will be taking MEAP-Access or MI-Access assigned to the correct assessment prior to 5:00 p.m. on July 28, 2011 to avoid receiving printed MEAP answer documents for these students.
    - To receive printed barcode labels for students assigned to any fall assessment, the students would need to be pre-identified prior to 5:00 p.m. on September 15, 2011.
  - Any method listed below, or a combination of these methods, can be used to pre-identify students for the fall 2011 assessments.
    - Early Roster (MSDS)
    - MSDS Copy function (OEAA Secure Site)
    - Pre-ID File Upload (OEAA Secure Site)
    - Entering one student at a time through the student search function on the (OEAA Secure Site)
  - You do not need to notify the Office of Standards & Assessment which option you will use to pre-identify your students for fall 2011 testing, regardless of which pre-ID method you choose.