Kindergarten Entry Assessment Fall 2014
Division of Accountability Services (DAS)
Secure Site - Pre-Identification

There are three different methods to pre-identify students on the Secure Site for the Kindergarten Entry Assessment (KEA). You can use one or a combination of them to identify students for testing. Detailed instructions are available below and also in the Secure Site Procedure and User Manual located by clicking the User Guide link at the top of the Secure Site pages.

1. Michigan Student Data System (MSDS) Early Roster Collection
   a. The Early Roster file is submitted in MSDS by the authorized district MSDS person. This is usually the district student pupil accounting person.
   b. Data is pulled from MSDS into the Secure Site by the Division of Accountability Services (DAS).
   c. This is the preferred method and will ensure students have a Unique Identification Code (UIC) which is required in the Secure Site.
2. Upload a Student Data File directly to the Secure Site
   a. Students must have a UIC issued by MSDS before they are entered in the Secure Site.
      i. Nonpublic school students are not required to have a UIC number.
   b. The file must be a .txt or .csv file and in our required format.
   c. This file can usually be created by the district MSDS person who is usually the district student pupil accounting person.
3. Enter students one at a time
   a. Students are entered directly on the Secure Site by any Secure Site user that has access above "view only".
   b. Students must have a UIC issued by MSDS before they can be entered in the Secure Site.
      i. Nonpublic school students are not required to have a UIC number.

NOTE: There are two parts to pre-identifying students to the KEA. Once students have been pre-identified, they will also need to be assigned to a test session. There are separate instructions titled "Online Testing Session Instructions" available for this function.

MSDS Early Roster Collection

This is an optional collection in the Michigan Student Data System (MSDS) and is used by districts to submit projected student enrollment and direct certification students prior to the fall MSDS general collection data (student count day). Since this is not a certified collection, it does not impact accountability nor does the submitted data become part of the students' official records.

Division of Accountability Services (DAS) can use data submitted through the Early Roster Collection for pre-identification of students for the Kindergarten Entry Assessment (KEA). Since many schools submit Early Roster already, it alleviates having to submit a separate data file to the Secure Site.

You will need to work with your district authorized MSDS person (usually the district pupil accounting person) to ensure the files are loaded with DAS requirements and timeframes.

Requirements for using the Early Roster File for
Kindergarten Entry Assessment (KEA) pre-ID

DAS will only pull and use Early Roster records for KEA pre-identification that meet the following requirements:

1. The record must contain the Kindergarten Entry Assessment (KEA) in the "OtherTestType" field.
2. Student Validation Status must be "Error Free with Warnings" or "Error Free with No Warnings".
3. Student Resolution Status (unique identification code (UIC) status) must be equal to "Match Found", "New UIC Generated" or "Used Previous Resolution Result".
4. Student must have an ethnicity provided. Even though it is not a required by CEPI in the Early Roster, it is required for the Secure Site.
5. After students have been loaded to the Secure Site, students must be assigned to a test session. There are separate instructions titled "Online Testing Session Instructions" available for this function.

Students included in the Early Roster files that match the above requirements, will be pulled daily from MSDS and loaded on the Secure Site for KEA pre-identification.

Multiple Early Roster files can be submitted to add additional students. Students will not be unassigned from the KEA once assigned on the Secure Site through the Early Roster. Students that need to be removed from the KEA will need to be unassigned from the Fall 2014 KEA on the Secure Site.

The Early Roster is submitted in MSDS by the authorized district MSDS user. This is usually the district student pupil accounting person. If you need assistance in identifying your authorized district MSDS user, CEPI can assist you at 517-335-0505 or cepi@michigan.gov.

Pre-ID File Upload

A .txt or .csv file can be created in DAS required format and loaded directly to the Secure Site to identify students for the KEA. The Pre-ID File Layout can be located at the bottom of the Secure Site login page at https://baa.state.mi.us/BAASecure/Login.aspx?ReturnUrl=%2fBAASecure along with a template. When using the template, you will need to use the layout in order to identify the format of each field and remember it must be saved as .csv file before loading it to the Secure Site.

The data for the pre-ID file can be pulled from the student information system by your district pupil accounting person. Anyone with access to the Secure Site higher than a "view only" can load the file to the Secure Site.

Once the file has been created:

1. Log in to the Secure Site at https://baa.state.mi.us/BAASecure/Login.aspx?ReturnUrl=%2fBAASecure with your MEIS login and password.
2. Select *Pre-ID Students* from the *Pre-ID Functions* menu at the top.
3. Select *File Upload* from the *Pre-ID Method* dropdown.

4. Select the *ISD, District*, and Fall 2014 KEA from the *Destination Test Period* drop downs. The ISD and District fields may prepopulate depending on your access.
5. Click on the *Select* button next to the *File to Upload* field to select the file created from the computer.
6. Click Upload.

The file may take up to 15 – 30 minutes to fully load depending on the size of the file and volume of users uploading files. To check the status of your file:

1. Select Pre-ID File Upload Results from the Pre-ID Functions menu at the top.
2. Select the ISD and District from the drop downs and click on the Search button.
3. A list of files loaded and the status will display.
    a. If there are errors, you can click on the *View Errors* link under the Errors column to determine the errors identified.
4. After correcting the errors identified in the file, the file must be loaded again to the Secure Site.
5. After students have been loaded to the Secure Site, students must be assigned to a test session. There are separate instructions titled "Online Testing Session Instructions" available for this function.

One Student at a Time

Students can be entered for the KEA one student at a time on the Secure Site. This would not be feasible for a large group of students, but is helpful for those few students that enroll later or were missed in a previous file. Students must have a unique identification code (UIC) assigned by MSDS before they are entered in the Secure Site. If you do not have the student's UIC number, the district pupil accounting person can obtain that for you.

1. Log in to the Secure Site at https://baa.state.mi.us/BAASecure/Login.aspx?ReturnUrl=%2fBAASecure with your MEIS login and password.
2. Select *Student Search* from the *Student Information* menu at the top.
3. Put in a few letters in the *Last Name* and the *First Name* field and click the *Search* button.
    a. A search is only being done in order to bring up the *New Student* button at the bottom right.
    b. Since the students will not be in MSDS yet (except to get a UIC number), the student should be added as a new student.
4. On the Student Demographics page, select the following:
    a. Fall 2014 KEA from the *Test Cycle* drop down.
    b. Select the *ISD* (may prepopulate depending on your access).
    c. Select the *District* (may prepopulate depending on your access).
    d. Select the *School* (may prepopulate depending on your access).
    e. Enter the *Last Name* (must be legal name).
    f. Enter the *First name* (must be legal name, no nicknames).
    g. Select the *Gender*.
    h. Enter *Birth Date* (be extra careful not use the current year).
    i. Enter the *Primary UIC* number. This is a 10 digit number assigned by MSDS and it is required even though it is not in red.
    j. Select *Ethnicity*.
    k. Select 00 (kindergarten) from the *Grade* field.
    l. All other information under the Student Demographics section is optional and not required.

m. *Years of Schooling (EL Students Only), Year First Entered USA School (EL Students Only)* and *Feeder School Code* are not used for the KEA.

n. *LEP* (limited English proficient, *FLEP* (formerly English limited proficient, *SE* (special education), *HS* (home schooled), *MS* (migratory status), *ED* (economically disadvantaged) and *HL* (homeless) are pulled from MSDS and a public school user cannot enter this information on the Secure Site. The above student demographic information can be entered for a nonpublic school student directly on the Secure Site.

5. Click on the *Save* button at the bottom right.

6. After students have been loaded to the Secure Site, students must be assigned to a test session. There are separate instructions titled "Online Testing Session Instructions" available for this function.

Pre-ID Student Report

After pre-identifying students for the Fall 2014 KEA test cycle, you can produce a list of students identified for the testing.

1. Log in to the Secure Site at https://baa.state.mi.us/BAASecure/Login.aspx?ReturnUrl=%2fBAASecure with your MEIS login and password.

2. Select *Pre-ID Student Report* from the *Pre-ID Functions* menu at the top.

3. Select the *ISD* and *District* from the drop down boxes. If you do not have "district level" access, you will be required to select a school or your school may already be prepopulated based on your access.

4. Select Fall 2014 KEA from the *Test Cycle* drop down.

5. Click the *Search* button at the bottom right.

6. A list of students pre-identified for the Fall 2014 KEA will be displayed.

7. Besides viewing the listing on the screen, you can download and print the report using the buttons at the bottom right.

Students can be unassigned from the KEA test cycle from the *Pre-ID Student Report* by clicking in the check box in the first column on the left to select the student(s) and then click on the *Unassign* button at the bottom right. This is not required but it will help to keep accurate list of students testing. This will not remove students from TS Gold once they have been loaded into TS Gold.

How to Get Access to the Secure Site

Users will need to know their MEIS ID, MEIS login and password to access the Secure Site. A user can go to https://cepi.state.mi.us/meis/login.aspx/ to access their MEIS login, MEIS ID, reset their password or create a MEIS account if they do not already have one.

There are two different ways to get access to the Secure Site:

1. Users can log on to the Secure Site with their MEIS login and password. If they do not already have access to the site, the *Request Access* screen will display and allow the user to request access to the Secure Site.

The designated district administrator level user of the Secure Site will receive an email from the system indicating that a request to access the site has been made. The district administrator will then log on to the Secure Site and go to the *Security-Manage System Requests* under the *Admin Functions* menu to review and deny/approve access. The requesting user will get an email at the email address listed in the MEIS system (make sure it is correct), confirming the request was denied or accepted.

If a user already has access to the Secure Site and would like to request additional access, they will go to the *Request Access* screen under the *Security* menu after logging into the Secure Site.

2. A user can contact the designated district administrator level user directly to request access to the Secure Site. This is usually the district assessment coordinator or MEAP coordinator. The district administrator will log into the Secure Site and click on *Security -Manage User Profiles* under the *Admin Functions* menu and create access for the user. The user will need to provide the district administrator level user with their MEIS ID (starts with an "A") in order for the district administrator to create access in the Secure Site. The user will get an email at the email address listed in the MEIS system (make sure it is correct) confirming access has been granted.