<p style="text-align:center">Spring Summative and WIDA Assessments</p>

Online Waiver Request

The M-STEP, MI-Access Functional Independence (FI), and WIDA ACCESS 2.0 assessments are administered online. A paper/pencil version of the assessments will be available for schools that are not yet ready to make the transition to online assessments. If your school is among those that are not yet ready to administer online assessments, we ask that you provide us with information about the reason(s) why the school will delay online administration. The responses will help the Michigan Department of Education (MDE) staff as they work to assure that all schools and students are prepared for the transition in the near future.

It is important to note that requests for EACH school and EACH assessment must be submitted separately.

An Online Waiver Request does not need to be submitted if the majority of the students will be taking the online assessment but some students will require paper and pencil due to accommodations or religious reasons.

Search and View Online Waiver

1. Select Online Waiver Request from the Assessment Registration menu at the top.
2. Select the Test Cycle from the drop down menu. A separate Online Waiver Request will need to be submitted for M-STEP, MI-Access FI and WIDA if needed for all three.
    a. If a school tested online last year, the school will be expected to test online for the upcoming assessment for that particular assessment.
        i. If a waiver is submitted for an assessment that the school tested online the previous year, the request will be automatically rejected.
    b. Do not assume you are unable to administer the MI-Access Functional Independence or WIDA assessments if you are unable to administer the M-STEP assessment online. The students taking the MI-Access Functional Independence and WIDA assessments may be a much smaller population compared to M-STEP.
    c. Schools do NOT have the option to submit a waiver for MI-Access Supported Independence or Participation since this is entered by the teacher and not the student and all schools will be expected to follow the process.
3. Select the ISD from the drop down (this may already be populated if you have access to only one ISD)
4. Select the District from the drop down (this may already be populated if you have access to only one district)
5. Leave the School field at "Select a School" to bring up a list of all school buildings in the district. Select the School from the drop down if you want to bring up a specific school.

6. In the "Waiver Requested?" field;
    a. Leave at the defaulted "Select" to bring back all schools in the district regardless of a waiver being submitted or not.
    b. Select "Yes" to bring up only schools that have a waiver submitted.
    c. Select "No" to bring up only schools that do not have a waiver submitted.

Submit an Online Waiver Request

7. Click the "Request Waiver" link from the View/Update column to the far left of the grid for the school.
    a. The "Request Waiver" link name will change to "View Waiver" or "Update waiver," depending on the review status, once a waiver has been submitted.
    b. Only a district administrator level user of the Secure Site can submit a waiver request and update a waiver if it is in the "Open" or "Additional Info Requested" status.
        i. Any level user can view the Online Waiver Request page. If there is a dash (-) under the View/Update column this means that no waiver has been submitted yet for you to view. Once a waiver has been submitted, the "View Waiver" link will appear under the View/Update column.
    c. A request cannot be made at a district level and must be made for each school that will be unable to test online.
8. Select the most appropriate reason for requesting the waiver for online testing from the "Request Reason*" drop-down menu.
9. A detailed explanation for the online waiver request is required to be provided in the "Reason for Requesting Waiver*" text box.
10. Attachments can be attached to the waiver request by clicking on the "Select" button below the "reason for Requesting Waiver*" text box. Attachments are NOT required but may be helpful.
11. Once you have completed the request, click on the "Submit" button at the bottom right.
12. You will receive a message "Your Online Testing Waiver request has been successfully submitted." Click the OK button to continue.
13. The user that submitted the request will receive an email (to the email address in MEIS) when the request has been reviewed and status is changed. The request and status can be viewed at any time by returning to the screen and using the first set of instructions.

Note: The SAT, PSAT, and WorkKeys assessments will not be available online and will only be administered by paper and pencil.