

# Pre-Identification

## Division of Accountability Services (DAS)

### Contents

<b>Pre-ID Introduction</b> .....	1
<b>W-APT – Pre-Identification and Entering Scores</b> .....	2
<b>Pre-ID File Upload</b> .....	3
<b>Student Search/Pre-ID One at a Time</b> .....	4
<b>MSDS Copy</b> .....	6
<b>Pre-Identification of MI-Access Students</b> .....	7
<b>Pre-Identification of MME Students to all Three Components</b> .....	7
<b>Pre-ID Student Report</b> .....	8

### Pre-ID Introduction

There are three different methods to pre-identify students on the Secure Site for the spring state assessments; MME (SAT, WorkKeys, and M-STEP science and social studies), M-STEP (grades 3-8), PSAT 8/9 and PSAT 10, MI-Access, WIDA and Early Literacy. One or more of the Pre-ID methods can be used to pre-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. Pre-ID File Upload

- A file can be uploaded to the Secure Site by any Secure Site user with the appropriate access.
- Students must have a UIC issued by MSDS included in the file.
  - Nonpublic school students are required to have a UIC number.
  - Home schooled students are required to have a UIC number.
- The file must be a .txt or .csv file and in the required format.
- This file can sometimes be created by the district MSDS person who is usually the district student pupil accounting person.

#### 2. Student Search – assigning a student to the school/test cycle one at time.

- Students are entered directly on the Secure Site by any Secure Site user with the appropriate access.
  - Nonpublic school students are required to have a UIC number.
  - Home schooled students are required to have a UIC number.

#### 3. MSDS Copy

- Student data can be copied from MSDS to the Secure Site by any Secure Site user with the appropriate access.

- b. Students must have an enrollment record for the school in MSDS in order to be copied into the Secure Site using this method.
  - i. If the student enrolled after the most recent count day and the student's enrollment information was not submitted in a Student Record Maintenance (SRM) file in MSDS, the student will NOT come up on the MSDS Copy.

DAS will pre-identify students for the SAT, WorkKeys, PSAT 9, PSAT 10, M-STEP (grades 3-8 and high school) and WIDA. The enrollment in MSDS based on the Fall MSDS General Collection (student count day data) and Student Record Maintenance (SRM) files from MSDS will be used to do the initial pre-identification. This will be a one-time load and schools or districts will be responsible for adding missing or new students and unassigning students that will not be testing.

**IMPORTANT NOTE:** Unassigning a student DOES NOT remove the student from accountability calculations. If a student exits the school or district, the student must be exited in MSDS.

Watch for communications from DAS regarding all deadlines.

DAS will not pre-ID for nonpublic Schools, they will be responsible for pre-identifying all of their students directly on the Secure Site.

**Special Instructions for schools testing M-STEP and MI-Access FI online:**

1. If the school is administering the test online but have students that will require the paper and pencil version of the test, you will need to deselect online testing for the specific content area for the student. There are two ways to do this, you can do this in the student's demographic page through the *Student Search* function or you can do it on the *Mass Update Assessments* page both found under the Student Assessments menu.
2. If you are administering the MI-Access Functional Independence (FI) online, all content areas will be automatically selected as online except Accessing Print which is only available in paper and pencil for all students.
3. There are two parts to pre-identifying students for the MI-Access Functional Independence and M-STEP assessments that will be administered online. Once students have been pre-identified, they will also need to be assigned to a test session either in the Secure Site by the posted deadline or in eDIRECT after students have been loaded. There are separate instructions titled "Online Testing Session Instructions" available for this function in the Secure Site.

Students taking MI-Access FI and M-STEP online will need to be put into an online session using the Online Sessions page on the Secure Site. If students are not put into an online testing session on the Secure Site by the posted deadline, they can be put into online testing sessions in eDIRECT.

**W-APT – Pre-Identification and Entering Scores**

The WIDA-ACCESS Placement Test (W-APT) is an English language proficiency "screener" test given to incoming students who may be designated as English learners. It assists educators with programmatic placement decisions such as identification and placement of English Learners (ELs). Once the assessment is administered and scored, the student information and scores need to be entered on the Secure Site.

The following methods can be used to enter scores for the W-APT:

- Import File – Scores can be included in the file.
- Student Search/Pre-ID One at a Time – Once the W-APT assessment is selected from the Test Cycle drop down, the area will open up to enter the W-APT scores
- MSDS Copy – A pre-ID record can be created for the students but then you would need to go back into each student’s record through the student search function and enter the student scores.

## Pre-ID File Upload

A .txt or .csv file can be created in the required format and loaded directly to the Secure Site to identify students for an assessment. 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.

A separate file must be created for each TEST PERIOD. See #4 below for a list of test cycles included in a test period.

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. From the Assessment Registration menu at the top, select *Pre-ID* and then *Pre-ID Students*.
3. Select *File Upload* from the *Pre-ID Method* dropdown.
4. Select the *ISD*, *District*, and the appropriate Test Period from the *Destination Test Period* drop downs. The *ISD* and *District* fields may prepopulate depending on your access. Test Periods are:
  - SAT, M-STEP and MI-Access test cycles are in the “Spring” test period.
  - PSAT 9 and 10 are in “Spring PSAT” test period.
  - WIDA is its own test period called “Spring WIDA”.
  - Early Literacy is its own test period called “Spring Early Literacy”.
5. Click on the *Select* button next to the *File to Upload* field to select the pre-ID file from your computer.
6. Click the *Upload* button.

The file may take up to 15 – 60 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. From the Assessment Registration menu at the top, select *Pre-ID* and then *Pre-ID File Upload Results*.
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 review the noted errors.
  - b. You can download the records with the errors by clicking on the *Download Errors* button, correct the errors and reload the file.

4. After students have been pre-identified on the Secure Site, if they are testing online, they will need to be assigned to a test session in the Secure Site by the posted deadline or in eDIRECT after the deadline. There are separate instructions titled “Online Testing Session Instructions” available for this function on the Secure Site.

## Student Search/Pre-ID One at a Time

Students can be pre-identified one at a time on the Secure Site. This may 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.

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. From the Student Assessments menu at the top, select *Student Search*.
3. Put in a few letters in the *Last Name* and the *First Name* and the student’s DOB in the *Birth Date* field and click the *Search* button.
  - a. You can search by UIC number if you have it available.
  - b. All students are required to have a UIC number to be pre-identified in the Secure Site and because the search will search through not only assessment records but also MSDS, all students with a UIC number will come up in a search.
  - c. If a student does not have a UIC number or you do not know the UIC number, please contact your district student pupil accounting person for assistance.
4. Select the correct student from the Search Results section by clicking on the student’s name.
5. On the Student Summary page, click on the *Add Test Cycle* button located mid screen on the right to add the student to your school and to the test cycle.
6. On the Student Demographics page, select the following:
  - a. Appropriate test cycle 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. Select the student’s grade from the *Grade* field.
  - f. All other information under the Student Demographics section is optional and not required.
    - i. *Years of Schooling (EL Students Only)*, *Year First Entered USA School (EL Students Only)* are for English language learners only and is used for accountability purposes. It is not indicated as a required field but should be completed for EL students.
    - ii. *Feeder School Code*, *LEP* (limited English proficient, *FLEP* (formerly English limited proficient, *SE* (special education), *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.
    - iii. *HS* field is used to indicate the student is a home schooled student. If you are testing a home school student you need to select this field to keep the student’s scores out of the district and school aggregate data.
    - iv. The above student demographic information can be entered for a nonpublic school student directly on the Secure Site.
  - g. The *Content Areas* box will populate with the appropriate content areas based on the Test Cycle and Grade selected. If a student will NOT be taking one of the content areas in the selected test cycle, you can deselect the content area.
    - i. This will only be used when a student will split testing between M-STEP and MI-Access FI.

7. Click on the *Save* button at the bottom right. The screen will blink and additional sections will open at the bottom of the screen.
  - a. Assessment Information section:
    - i. Use this to section to unassign or reassign the student from a content area
    - ii. Class Group Codes and Research Codes can be entered for each content area. These are school or district use only. These will not be used by the DAS.
    - iii. If administering the test online, the *Online Testing* box will be automatically set for each content area. If a student is NOT testing online in one or more of the content areas, you will need to deselect the *Online Testing* for the appropriate content area.
  - b. If you make any changes in these sections, don't forget to click the *Save* button at the bottom right.
8. After students have been pre-identified on the Secure Site, if they are testing online, they will need to be assigned to a test session in the Online Sessions screen prior to the posted deadline or in eDIRECT after the students have been loaded. There are separate instructions titled "Online Testing Session Instructions" available for this function on the Secure Site.

## MSDS Copy

If students have been submitted in a general collection or on a student record maintenance (SRM) file in MSDS for the school, then the students can be copied into the Secure Site for pre-identification purposes. Not all schools submit SRM files for new enrollments, so all that may be available is the general collection file from the previous count day. This will vary by district.

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. From the menu at the top, select *Assessment Registration*, select *Pre-ID* and then *Pre-ID Students*.
3. Select *MSDS Copy* from the *Pre-ID Method* drop down.
4. Select the *ISD*, *District*, and *School* from the drop downs. If you are a district level user, you do have the option to bring up a list by district by not selecting the *Source School*.
5. Select the *Source Grade* from the drop down.
  - a. This will be the grade the student is currently enrolled in MSDS.
6. The *Last Name*, *First Name*, *Birth Date*, *SE* and *LEP* are optional fields to limit the MSDS search.
  - a. When using the *Last Name*, *First Name* and *Date of Birth* field, remember you are limiting your search to one student.
  - b. Change the *SE* (special education) field to *Yes* to display only students that are identified as special education in MSDS. This is a good filter to use when pre-identifying MI-Access students since only special education students take the MI-Access assessments. Be sure to double check your list.
  - c. Change the *LEP* (limited English proficient) field to *Yes* to display only students that are identified as LEP in MSDS. This is a good filter to use when pre-identifying WIDA students since LEP students take the WIDA. Be sure to double check your list.
7. Click on the *Search* button at the bottom right.
8. A new section, *Select Destination Information*, along with a list of students from MSDS will display.
9. Select the *Destination Test Cycle* from the drop down. This will be the test cycle the students will be pre-ID to.
10. Select the *Destination Grade* from the drop down. This will be the grade the student will be in during the testing. Most of the time, it will be the same grade that you selected as the *Source Grade*.
11. Once the *Destination Test Cycle* and *Destination Grade* have been selected, the Content Area will display the contents for the test cycle and grade.
  - a. If the students you will be selecting will not be taking all of the content areas in the Destination Test Cycle selected, then you can remove the check marks for a content area by clicking on it.
  - b. Keep in mind, if you change the content areas, it will affect the student's that you select and submit.
12. Select the students to be copied into the Secure Site by clicking in the check box in the first column to the left of the student's name.
13. Click on the *Submit* button at the bottom right.
14. You will receive a message "MSDS Copy Completed. Check Files Upload page for status of the file." Click the *OK* button.

The file may take up to 15 – 60 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. From the Assessment Registration menu at the top, select *Pre-ID* and then *Pre-ID File Upload Results*.
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.
  - c. If there are errors, you can click on the *View Errors* link under the Errors column to review the noted errors.
  - d. You can download the records with the errors by clicking on the *Download Errors* button, correct the errors and reload the file.
4. After students have been pre-identified on the Secure Site, if they are testing online, they must be assigned to a test session. There are separate instructions titled “Online Testing Session Instructions” available for this function.

## **Pre-Identification of MI-Access Students**

In order for a students to take the MI-Access Functional Independence, Participation and Supported Independence it must be in their Individualized Education Program (IEP). Since DAS does not have access to a student’s IEP, we are not able to pre-identify students for the MI-Access assessments. With this in mind, when DAS pre-identifies student, they will all be pre-identified to the general assessment. Districts or schools will need to move these students from the general assessment to MI-Access Functional Independence (FI), Participation (P) or Supported Independence (SI). This can be done easily on the Mass Update Assessments screen. You can find detailed instructions for this function pertaining to MI-Access students at [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining) and click on Mass Update Assessments-Copying Students to MI-Access Assessments under the Quick Reference section.

## **Pre-Identification of MME Students to all Three Components**

When DAS pre-identifies grade 11 and required grade 12 students to the MME assessments, they will be pre-identified to all three components of the MME (SAT, WorkKeys and M-STEP science and social studies). Unfortunately additional students that are pre-identified by the district or school will need to be pre-identified to each of the three assessments individually. This can be done easily and quickly in the Mass Update Assessments screen on once students are pre-identified to one of the three assessments. You can find detailed instructions for this function pertaining to MME at [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining) and click on Mass Update Assessments-Copying Students from One MME component to other MME Components under the Quick Reference section.

## Pre-ID Student Report

After pre-identifying students for an assessment, you can run a report of students pre-identified for the Test Cycle or Test Period. A test period can include more than one test cycle.

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. From the menu at the top, select the Assessment Registration, Pre ID and then *Pre-ID Student Report*.
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 the test period from the *Test Period* dropdown **OR** select the test cycle from the *Test Cycle* drop down.
  - a. Test Cycles are the individual assessments, for example M-STEP.
  - b. Test Periods are:
    - SAT, M-STEP and MI-Access test cycles are in the “Spring” test period.
    - PSAT 9 and 10 are in “Spring PSAT” test period.
    - WIDA is its own test period called “Spring WIDA”.
    - Early Literacy is its own test period called “Spring Early Literacy”.
5. If you are administering the test online, you can select from the drop down menu the *Testing Mode* of Paper and Pencil or Online. This field is optional.
  - a. Even if testing online, there may be some students that will be taking the paper and pencil test because of accommodation reasons.
6. If desired, you can select content areas from the *Select Content Areas* box to limit the results of your report to students assigned to test for the specified content areas. This is optional.
7. Click the *Search* button at the bottom right. A list of students pre-identified for the selected Test Period or Test Cycle selected will be displayed.
8. Once the report is displayed, you can review it on the screen, you can use the *Print* button at the bottom right to print it or use the *Download* button also located at the bottom right to download into a spreadsheet.
  - a. The following student demographics are updated from MSDS daily at 11:00 am and 7:00 pm:
    - Ethnicity
    - LEP (Limited English Proficiency)
    - SE (Special Education)
    - ED (Economically Disadvantaged)
      - Free/reduced lunch
      - Migrant
      - Homeless
      - Submitted on direct certification report from Department of Health and Human Services (DHHS)
    - HL (Homeless)
    - MS (Migrant Status)
    - HS (Home Schooled)
      - This is only updated if the student is submitted by the school in MSDS and the residency code is 07 or 15. If the student is submitted in MSDS, this is the only way to keep them out of accountability calculations.

- Home schooled can also be checked in the student demographic screen of the Secure Site. Marking the student home schooled will keep their scores out of the district and schools aggregate reporting.
  - b. Use the filters to ensure student's demographics are correct. If they are not, contact your district student pupil accounting person to make sure it will be updated in MSDS in the upcoming spring MSDS general collection or in a student record maintenance (SRM) file.
    - i. Pay close attention to SE on the MI-Access Pre-ID Student Report to make sure all students are marked SE. Only SE students can take the MI-Access test and if a student is not identified SE in MSDS by the final reporting and accountability deadline, the student's test will be invalidated.
    - ii. Pay close attention to LEP on the WIDA Pre-ID Student Report to make sure all students are marked LEP. Only LEP students can take the WIDA and if a student is not identified as LEP in MSDS by the final reporting and accountability deadline, the student's test will be invalidated.
- 9. Students can be unassigned from the displayed test cycle (you cannot not do this on a report ran by Test Period) by clicking in the check box in the first column to the left of the student name and clicking the *Unassign* button at the bottom right.
- 10. Students demographic screens can be accessed by clicking on the student's name, once completed just click on the *Back* button (the button not the web browser back) and it will bring you back to the Pre-ID Student report.