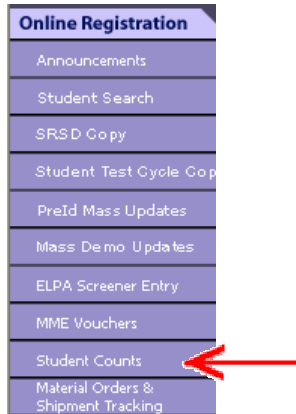**Student Counts**

The Student Counts screen is used to gather the number of materials needed by grade level by school in order to accurately print and ship materials to districts.

Step 1

Select **Student Counts** from the menu on the left under the Online Registration tab.

Step 2

Select the upcoming Test Cycle, ISD, District, and School from the drop downs.
Click on the **Search** button at the top left to bring up the Student Counts screen.

Step 3

If the "**Last Update: (Date) User (Name):**" field is a school or district member, that indicates the student counts have already been entered for the school and you should verify with the user if any changes are needed.

Step 4

Enter counts for the MI-Access Coordinator and Assessment Administrator Manual <u>and</u> MI-Access assessment materials. All assessment materials for each school will be sent to the attention of the District MI-Access Coordinator at the shipping address listed in the MI-Access Online System.

- Enter counts for all Functional Independence assessment administrators and the Primary Assessment Administrator (PAA).
- For Participation and Supported Independence assessments, counts are entered **only** for the PAA. Counts **do not** have to be entered for the Shadow Assessment Administrator (SAA).
- **Do not** enter manual counts for District and School MI-Access Coordinators. Questar Assessment, Inc., the MI-Access contractor, will automatically send a manual for each District and School MI-Access Coordinator.

Click in a box to enter or change the quantity indicated and use the "tab" key to move through the boxes. You do not need to nor should you enter a 0 (zero) in any of the fields.

The use of an accommodated version assessment must be specified in a student's IEP and should match accommodations used during instruction. All assessment administrator materials are provided when an accommodated version is ordered; you DO NOT need to order a separate standard print assessment when ordering an accommodated version.

Step 5

Once you have completed your student counts, click on the **SAVE** button at the top right to save your information.

If you have successfully completed the Teacher/Student/Manual Counts, you will receive a message that states, "The student counts information was successfully updated." If you encounter problems and do not receive this message, your information has not been saved and you should contact the MI-Access Hotline at 888-382-4246 or send an e-mail message to mi-access@questarai.com.

You can go back into the screen prior to the designated deadline and make any changes or adjustments as needed.

Q & A for Student Counts

1. **Why do numbers already show as entered on the Student Counts page?**
    MI-Access student counts are not pre-populated. Therefore, another user within your district may have already keyed in information. You can determine who keyed in the information by looking at the "Last Update: (Date) User: (Name)" field just above the list of Grade 3 materials.

2. **Who is responsible for completing the Student Counts screen?**
    This can be done at a district or a school level. This is to be determined by the District MI-Access Coordinator, and any questions should be directed to him/her.

3. **How will Questar know that I am finished entering my counts?**
    Unlike the MI-Access Online System, there is no "Submit Counts" button. You simply enter counts and once completed, click on the SAVE button at the top right of the screen.

4. **How do I enter student count numbers when I do not know my enrollment numbers for September?**
    Please use your best guess based on enrollment of previous years for each grade level. You will be given an opportunity to order additional materials if needed prior to the assessment.