



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING


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STATE SUPERINTENDENT

MEMORANDUM

DATE: September 13, 2017

TO: Local and Intermediate School District Superintendents, Public School Academy Directors, and Nonpublic School Administrators

FROM: Andrew Middlestead, Director, Office of Educational Assessment and Accountability 

SUBJECT: Preparing for 2017-18 Assessments

This notice is intended for all public and nonpublic schools that will administer any of the state-provided assessments in the 2017-2018 school year. These assessments include:

- Michigan Student Test of Educational Progress (M-STEP)
- Michigan Merit Exam (MME), which is comprised of three required components:
 - M-STEP Science Pilot and Social Studies
 - SAT with Essay
 - ACT WorkKeys
- MI-Access
 - Functional Independence
 - Supported Independence
 - Participation
- World-Class Instructional Design and Assessment (WIDA) for Michigan
 - WIDA ACCESS for ELLs 2.0
 - WIDA Alternate ACCESS for ELLs
 - WIDA ACCESS Placement Test (W-APT) for Kindergarten (K) students only
 - WIDA Screener for grades 1-12
- Early Literacy and Mathematics Benchmark Assessments for grades K, 1, 2
- PSAT 8/9 for 9th graders
- PSAT 10 for 10th graders

The spring 2018 state-provided administrations of SAT, PSAT 8/9, PSAT 10, and ACT WorkKeys are administered April 10, 2017 through April 25, 2017. All other administrations of these high school assessments are the responsibility of the district and/or school.

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In spring 2018, all 5th, 8th, and 11th grade students eligible to take the M-STEP will take the M-STEP Science Pilot. Participation in the pilot is mandatory for eligible students and replaces the M-STEP science assessment given in previous years to students in grades 4, 7, and 11. The science pilot will be fully aligned to the new Michigan K-12 Science Standards adopted in November 2015. Additional information on the 2018 science pilot can be found in the August 3, 2017 *Spotlight on Student Assessment and Accountability*.

If you have not signed up for the *Spotlight on Student Assessment and Accountability*, please do so. This weekly newsletter is emailed each Thursday throughout the year. The Spotlight provides timely information on all things assessment and accountability related. To sign up for the Spotlight, go to <https://public.govdelivery.com/accounts/MIMDE/subscriber/new>. Enter your email address and select Spotlight under Student Assessment.

To ensure you and your staff receive complete and timely information regarding state-provided assessments, it is important to review all the following contacts in the Educational Entity Master (EEM) at www.michigan.gov/eem and ensure each contact has current and accurate contact information (especially email address and telephone number):

- Superintendent
- Principal
- District Assessment Coordinator
- Technology Director (District and Building)
- M-STEP Coordinator (District and Building)
- MI-Access Coordinator (District and Building)
- English Learner Assessment Coordinator (used for all WIDA assessments) (District and Building)
- SAT Test Coordinator (Building)
- SAT Backup Test Coordinator (Building)
- SAT Services for Students with Disabilities Coordinator (Building)
- WorkKeys Test Coordinator (Building)
- PSAT 8/9 Coordinator (Building)
- PSAT 10 Coordinator (Building)
- PSAT Backup Coordinator (Building)
- Interim Assessment Coordinator (used for Early Literacy and Mathematics Benchmark Assessments) (District and Building)
- School Report Card Contact (Building)

It is also important to review the mailing addresses for your district and schools in EEM at this time. Test materials cannot be shipped to a PO Box; a physical street address is required.

Public schools should notify their district's EEM authorized user to add a contact or to update any existing contacts. If additional assistance with the EEM is needed, please send an email to CEPI@michigan.gov or call 517-335-0505 and select option 3. Provide your name, district name and code, telephone number (including area code and extension), and email address, along with your specific question.

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Nonpublic schools should contact Kevin Walters at 517-335-0543 or email nonpublicschools@michigan.gov for updates to the EEM.

The summative assessment calendar for spring 2018 as well as other relevant information can be found on the Assessment and Accountability Grades K-12 webpage at www.michigan.gov/oeaa. This webpage will be updated frequently as additional information becomes available.