

# Accountable Students & Test Verification

## Division of Accountability Services

The Accountable Students & Test Verification is the process to verify the school’s enrollment used for accountability calculations, student demographics used for accountability calculations and assessment reporting, verify the receipt of online and paper/pencil answer documents and to provide a reason why a student did not complete one or more of the required content areas. This is an important process and function because it is the last opportunity to review student enrollment information and submit changes and corrections for assessment and accountability purposes, it is the only opportunity to report answer document issues to be resolved and to report a reason a student did not test for a possible accountability exemption. Accountability will NOT accept appeals for issues that should have been resolved during this review period.

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## ***Getting Started***

Select Accountable Students & Test Verification from the Student Assessments menu on the Secure Site. Select the ISD, District, School and the Test Period from the drop down menus and click the Search button. Once the task list comes up, if you change the school, you will need to click the Search button each time to display the correct Task List for the school selected.

There are multiple ways available to review the data and identify discrepancies.

1. A user can click on the first link under each heading.
  - a. The screen displays possible discrepancies to be reviewed to determine if there is student data that needs to be corrected or answer document discrepancies to be reported or appealed.
  - b. If “Mark this section reviewed” available at the bottom right of the screen is selected before leaving the screen, a green check mark will be placed on the task list for the function. This does NOT prevent additional access to the screen or to submit any issues during the review period. This is for the district and schools benefit only and is not used by DAS.
  - c. Click the Next button at the bottom right of the screen and you will be directed to the next screen (link from the task list) without going back to the Task List.
2. A user can click on each individual link from the Task List and jump around to each function.
3. A user can go to the complete list at the end of the section (Accountable Students and Demographics, Answer Documents Received and Accountable Students under the Verification of Not Tested) and review the complete list and use the column filters.

**IMPORTANT:** A user should always review the complete list for accuracy even when using the links provided to identify discrepancies. All possible issues cannot be identified systematically using the available links.

## ***Verification of Enrollment for Accountability Purposes and Verification of Student Demographics***

The deadline for Verification of Enrollment for Accountability Purposes and Verification of Student Demographics for Spring 2016 WIDA closed on May 2, 2016 and no more MSDS updates will be pulled for the WIDA assessment. For WIDA, jump to Verification of Answer Documents below.

Students and their demographic information are listed based on the school’s enrollment and the student’s Primary Education Providing Entity (PEPE) in the Michigan Student Data System (MSDS) on the posted “as of date” (see current communications for date).

Verification of Enrollment for Accountability Purposes and Verification of Student Demographics on the Secure Site will be updated several times a day from MSDS once the review period has opened. Once an SRM has been certified in MSDS, it will be reflected on the Secure Site after the next update.

Since the student data is being pulled from MSDS, you will need assistance from your district MSDS person (usually student pupil accounting person) to verify and resolve any discrepancies.

## ***Verification of Enrollment for Accountability Purposes***

### **Accountable Student Groups**

When clicking on the Accountable Students link, a grid displaying each subset of demographic data will appear. The rows contained will be Economically Disadvantaged (ED), Homeless (HL), Homeschooled (HS), Limited English Proficient (LEP), Migrant Student (MS), Special Education (SE), American Indian or Alaska Native, Asian, Black or African America, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, Two or More Races, and White. When clicking on a number link to the left of the student group, the full list of accountable students will be filtered for you by the grade and the student group selected. You can also review the full list by clicking on Accountable Students and Demographics button at the top of the page or from the task list and filter each column manually.

1. Click on the number link for the grade level for each Student Group to verify that the students listed belong to the student group and there are no students missing from the student group.
  - a. You can also use the filters at the top of each column by entering information in the text box and then clicking on the filter icon. 
  - b. To clear an individual filter click on the filter icon and select “NoFilter” from the list. To clear all filters, click the *Clear Filters* button at the bottom right.
  - c. To go back to the grid of student groups, click the *Previous Task* button at the bottom left of the screen.
  - d. The filtered list can be downloaded or printed to share with your staff or district MSDS person by clicking on the *Download and/or Print* button at the bottom right.
2. Click on the number link under the All Grades column to get a complete list across all grades for the student group. Verify that all students displayed belong to the student group and there are no students missing from the groups.
3. If changes need to be made to a student listed or to add a student that is not listed in a student group, work with the district MSDS user to have changes submitted in MSDS by the posted deadlines.
4. A list of student demographics and a brief description is available on the following page.

**NOTE:** Even if you review each student group list, a user should always review the complete list, Accountable Students and Demographics, for accuracy and to identify students that may be missing.

### **Accountable Students and Demographics**

When clicking on the Accountable Students and Demographics link, you will see a full list of students based on the school’s enrollment and the student’s primary educational providing entity (PEPE) in and were expected to take the required assessments for the grade level.

- a. If a student is listed but has exited the school prior to “as of date” (check communications for the date being used), the district MSDS person (usually the district student pupil accounting person) will need to submit a Student Record Maintenance (SRM) file in MSDS with the student’s exit information.

- b. If a student is not listed but was enrolled on the “as of date” (check communications for the date being used) the district MSDS person will need to; 1) verify the student’s enrollment record was submitted and that the school is the student’s PEPE in MSDS. If no enrollment record was submitted, then an SRM needs to be submitted in MSDS with the student’s enrollment information. It must be submitted by the posted deadline and have an “as of date” on or before the date being used..
  2. Using the column filters, you can filter the student demographics to verify the demographics for the students are correct. The student demographics can be updated in MSDS by the district MSDS person using an SRM file.
    - a. You can also use the filters at the top of each column by entering information in the text box and then clicking on the filter icon. 
    - b. To clear an individual filter click on the filter icon and select “NoFilter” from the list. To clear all filters, click the *Clear Filters* button at the bottom right.
3. A list and description of demographics are below.

You can print or download the student file using the *Download* and *Print* buttons at the bottom right to assist you in reviewing the student enrollment and their demographic information.

### **Student Demographics**

- a. Special Education (SE)
  - i. Students identified as SE in MSDS. Students that have taken the MI-Access or WIDA Alternate ACCESS tests must be identified as SE in MSDS or the student’s MI-Access or WIDA Alternate ACCESS test will be invalidated.
  - ii. A student identified as special education by any district will carry over to a new district until the student is exited from a special education program.
- b. Economically disadvantaged (ED)
  - i. Students are identified as ED in the Secure Site if they meet one or more the four criteria listed: free/reduced lunch, migrant, homeless or submitted on a direct certification file in MSDS by the Department of Health and Human Services (DHHS)
  - ii. Once a student is identified as ED they are considered ED for the full school year for assessment and accountability purposes even if removed from of the categories listed above. This means if you submit an SRM to change the status of one of the indicators, the student will still remain ED for the current school year.
- c. Migrant (MS)
  - i. The student was identified as MS in the Michigan Migrant Educational Database System (MEDS) and then the data was transferred to MSDS. If needed, this should be corrected in MEDS but depending on the timing, it may not be completed in time for accountability and reporting.
- d. Homeless (HL)
  - i. Once a student is identified as HL they are considered HL for the full school year for assessment and accountability purposes even if their living status has changed.
- e. Limited English Proficient (LEP)

- i. Once a student is identified as LEP they are considered LEP for the full school year for assessment and accountability purposes.
  - ii. Students must be exited from LEP by the end of the school year to remove them from WIDA testing and accountability as LEP the following school year.
- f. Home Schooled (HS)
  - i. Even if you do not test home schooled students, you should still filter on this column using “Y” to ensure no students have not been incorrectly identified in MSDS or on the student’s answer document as home schooled.

## ***Verification of Answer Documents***

The Verification of Answer Documents is used to assist schools in verifying that all electronic and paper/pencil answer documents returned have received by the contractor. It is also used to resolve issues with answer documents such as incorrectly marked prohibitive behavior, nonstandard accommodation etc.

### **Missing Tests Link**

For the students listed, the scoring contractor has received at least one answer document and are missing one or more required content areas of the assessment. You can submit either a Missing Test issue or a Not Tested reason from this screen. The required content areas that are showing as not received are shaded in pink and has “Not Received” under the content area column.

Did the student take the content area that is identified as missing?

1. If yes, the student did test at your school and it is indicated as not received, submit a missing test issue using the Missing Test button by placing a check in the box to the far left of the student name and click the Missing Test button at the top left of the student list.
  - a. A completed Certificate of Attendance and Participation in Assessments form for each student you are reporting with a missing test(s) must be attached to the Missing Test issue. Once completed and scanned, click the “Select” button at the bottom left of the issue and select the completed form to be attached. The form can be found at [http://www.michigan.gov/documents/mde/Certificate\\_of\\_Attendance\\_and\\_Participation\\_in\\_Assessments\\_487565\\_7.pdf](http://www.michigan.gov/documents/mde/Certificate_of_Attendance_and_Participation_in_Assessments_487565_7.pdf) and the link is also available at the top of the Missing Tests and Missing Student page.
  - b. Select the assessment the student took at your school from the Source Test Cycle drop down.
  - c. Select the content area of the missing document by placing a check mark in the box to the left of the content area and select the test mode that the test was taken, Online or Paper and Pencil. Content areas that have been received will be greyed out and you will NOT be able to select them.
  - d. Provide any additional information that may be helpful in locating the test in the Additional Information text box.
  - e. When completed, click the Submit button at the bottom right.
  - f. The Missing Test issue will be investigated by DAS and the contractor.

**IMPORTANT NOTE:** You will need to also submit a Test Scores Missing Not Tested reason. The system is not able to carry it through and if the test is not found and a Not Tested reason of Test Scores Missing was not submitted, it cannot be reviewed for a possible accountability exemption.

2. If no, the student did not take the content area, submit a Not Tested reason should be submitted by placing a check in the box to the far left of the student name and click the Not Tested button at the top left of the student list.
  - a. You can find instructions and an explanation of the Not Tested reasons under the Verification of Not Tested further down.

Once a Missing Test or a Not Tested issue has been submitted, the pink highlight will be removed and the status of Not Received under the Content area column will change to the status of the issue that was submitted, such as Open, In Process, etc.

### **Prohibited Behavior Link**

Students identified as Prohibited Behavior (PB) for SAT, PSAT 9, PSAT 10 and WorkKeys cannot be appealed. Even if you are not aware of any students that were identified with a prohibited behavior (PB) you should review the list in case there are errors. Students listed were identified with a prohibited. Students with a prohibited behavior will not receive a score for the affected content area(s), so it is important to make sure it is correct.

1. Review what is deemed a prohibitive behavior in the Assessment Integrity Guide located at [http://www.michigan.gov/documents/mde/Assessment\\_Integrity\\_Guide\\_291950\\_7.pdf?20131120122449](http://www.michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf?20131120122449) and in the assessment manuals.
  - a. Verify with the school and district assessment administrator, principal, and the teacher that administered the test to ensure that the student did have a prohibited behavior.
2. If the student did participate in a prohibited behavior, then this is correct and there is nothing more to do. The score will be invalidated.
3. If the student did NOT participate in a prohibitive behavior, then an appeal will need to be filed from this page. You can do so by selecting the check box to the left and clicking on the Appeal button at the top left of the student list.
  - i. All fields must be completed on the appeal page.
  - ii. Clear and concise justification on why the test was marked PB and why it is not PB should be entered.
  - iii. The appeal will be reviewed by the DAS office and approved or rejected.

### **Not LEP Link**

The students listed took the WIDA ACCESS or WIDA Alternate ACCESS for ELLs and are not identified as LEP in MSDS. This is past the posted deadline for MSDS updates, so this is for information purposes only. The tests will be invalidated.

### **Nonstandard Accommodation Link**

Students identified with a nonstandard accommodation (NS) for SAT, PSAT 9, PSAT 10 and WorkKeys cannot be appealed.

Even if you are not aware of any students that were identified with a nonstandard accommodation (NS) you should review the list in case there are errors. Students listed were identified with the use of a nonstandard

accommodation. Students with a nonstandard accommodation will not receive a score for the affected content area(s), so it is important to make sure it is correct.

1. Verify with the test administrator what accommodation was used on the test.
2. Review the accommodations listed in the student’s Individualized Education Plan (IEP) or a 504 plan and the available accommodations for state assessments from the Student Support and Accommodations Table on the assessment web page.
  - a. If the accommodation is not listed in the IEP or 504 and the Assessment Accommodation Summary Table and was not approved in writing from our office, then it would constitute a nonstandard accommodation and there is no further action needed.
  - b. If the student did NOT use a nonstandard accommodation, then an appeal will need to be filed from this page. You can do so by selecting the check box to the left and clicking on the Appeal button at the top left above the student list.
    - i. All fields must be completed on the appeal page.
    - ii. Clear and concise justification on why the test was marked NS and why it is not NS should be entered.
    - iii. The appeal will be reviewed by the DAS office and approved or rejected.

### **Alternate Assessment Received Not SE Link**

Students taking an alternate assessment such as MI-Access Functional Independence (FI), MI-Access Supported Independence (SI), MI-Access Participation (P), and WIDA Alternate ACCESS for ELLs must be identified as special education (SE) in MSDS or the test will be invalidated.

The list of students are students that took an alternate assessment and is not identified as special education in MSDS.

1. If the student is not special education and took the incorrect assessment, then there is no further action needed. The test will be invalidated.
2. If the student is special education, then you need to work with the district MSDS person (usually the district student pupil accounting person) to have the special education component updated in MSDS by the posted deadline.
  - a. The Secure Site updates from MSDS twice a day and once the student is correctly identified in MSDS as special education, the student should fall off the list by the following morning at the latest.
  - b. If it is after the posted deadline for MSDS updates for an assessment, there is nothing to do and the test will be invalidated.

### **Out of Level Link**

Students listed have been identified with a discrepancy based on their grade level between MSDS and the answer document submitted. If there is a discrepancy with the MSDS grade and the answer document, the test is considered out of level and will be invalidated.

Is the student’s grade level in MSDS correct?

1. If yes, then then the incorrect grade level answer document was returned and the score will be invalidated. There is no further action needed.

- a. Also verify that the same UIC number is on the testing record. It is possible that the student was pre-identified under an incorrect UIC number and that UIC number belongs to a student in a different grade level.
  - b. If MSDS is correct but the testing record is attached to another student's UIC number, please email [baa@michigan.gov](mailto:baa@michigan.gov) with the UIC of the tested record and the correct UIC the record should be listed under.
2. If no, then the correct grade needs to be updated in MSDS by your district MSDS person (usually the district student pupil accounting person).
- a. The Secure Site updates from MSDS twice a day and once the grade level is correctly fixed in MSDS, the student should fall off the list by the following morning at the latest.
  - b. If it is after the posted deadline for MSDS updates for an assessment, there is nothing to do and the test will be invalidated.

### **Answer Documents Received Link**

This is the complete list of students that the contractor has received one or more returned answer documents, both electronic and paper/pencil, for the selected test period and school. You can break down the list by Test Cycle within the test period by selecting if from the Test Cycle drop down. Please note that if a student took at least one test for the selected test cycle, they will display, even if they also took another test type.

1. Verify all students that took one or more tests at your school are listed.
  - a. You can submit a **Not Tested reason, Missing Tests, Prohibited Behavior Appeal, Nonstandard Accommodations Appeal** from this screen if you had not already done so from the links on the task list.
  - b. If a student is missing from the list, submit a **Missing Student** issue by clicking on the Missing Student button at the top left of the student list. This should only be used if the student tested at the school and is not showing on the Answer Documents Received list. If a student did not test at your school but tested at another school before attending your school do NOT submit a missing student issue. Only students that tested at your school should be listed.
  - c. On the Missing Student Issue page, select the test cycle the student participated in from the Source Test Cycle drop down.
  - d. Add any additional information that may be used to locate the student's test in the Additional Information text box.
  - e. Enter the student's full last name, first name, birth date and grade in the provided boxes. Add the primary UIC number, student number and ethnicity if available. These fields are not required but may assist in locating the answer documents.
  - f. A completed Certificate of Attendance and Participation in Assessments form for each student you are reporting with a missing test(s) must be attached to the Missing Test issue. Once completed and scanned, click the "Select" button at the bottom left of the issue and select the completed form to be attached. The form can be found at [http://www.michigan.gov/documents/mde/Certificate\\_of\\_Attendance\\_and\\_Participation\\_in\\_Assessments\\_487565\\_7.pdf](http://www.michigan.gov/documents/mde/Certificate_of_Attendance_and_Participation_in_Assessments_487565_7.pdf) and the link is also available at the top of the Missing Tests and Missing Student page.
  - g. Once completed, click on the Submit button at the bottom right. The missing student issue will be investigated by DAS and contractor.

2. If a student is listed and did NOT take any of the assessments at your school, submit a **Move** issue by placing a check mark to the far left of the student name and click the Move button at the top left of the student list. If you suspect that the testing record actually belongs to another student than identified, you should submit a Move request with the information in the Additional Information text box. This will trigger DAS to review it.
  - a. Additional information about the request to move the student can be entered into the Additional Information text box.
  - b. If you know where the student's test record should be moved to, select the ISD, District and School. Only the districts and schools that you have access to will display in the drop downs. If you do not know where the test record should be moved to or you do not have access to the district or school where the test record should be moved to, simply click in the box next to Move Out to place a check mark. This is just above the District drop down. This will allow you to submit the move request. Click on the Submit button at the bottom right to submit the Move issue.
  - c. The Move issue will be reviewed by DAS and moved or leave it where it is currently being reported.
3. Check for students listed more than once. If more than one barcode number was used on a student's answer documents, they will appear in the list as different students. Students listed more than once will need to be submitted as a **Combine** issue by selecting both records to be combined by placing a check to the far left of the student's name and click on the Combine button at the top left just above the student list.
  - a. You will need to select which record should be used as the primary record and click the Submit button at the bottom right.
  - b. The Combine request will be reviewed by DAS and approved or denied.
4. Verify that home schooled students that tested at the school are properly identified as home schooled using the **Home Schooled** column filter. Even if you do not have home schooled students that tested, still filter to verify that no students were accidentally identified as home schooled. Home schooled students will not be used in accountability calculations or school and district summary reports.
  - a. If a student is not identified as home schooled and should be:
    - i. Have the district MSDS person verify that the student, if they take some classes at the school, is correctly identified as home schooled in MSDS with a residency code of 07 or 15.
    - ii. Go into the student's demographic screen on the Secure Site for the assessment (this can be accessed by clicking on the student's name from the list or through the student search) and select HS on the student's demographic screen on the Secure Site.
  - b. If the student is identified as home schooled and should not be:
    - i. Have the district MSDS person verify that the student is not identified in MSDS as home schooled with a residency code of 07 or 15.
    - ii. Go into the student's demographic screen on the Secure Site for the assessment (this can be accessed by clicking on the student's name from the list or through the student search) and deselect HS on the student's demographic screen on the Secure Site.
5. Verify that special education students are identified as special education using the **Special Ed** column filter. Students that have taken an alternate assessment and are not identified as special education will have their alternate assessment invalidated.

- a. If the student is not identified as special education and should be, have the district MSDS person submit an SRM with the special education information in MSDS. Make sure they are aware of published “as of date” and deadlines for submissions to MSDS for assessment and accountability purposes.
- b. If the student is identified as special education and should not be, have the district MSDS person submit an SRM removing the special education information in MSDS. Make sure they are aware of published “as of date” and deadlines for submissions to MSDS for assessment and accountability purposes.

Supporting documentation can be attached to the answer document issues submitted using the attachment function at the bottom of the issues entry screen.

Use the column filters to filter the data as needed to identify any possible discrepancies.

### **Answer Document Issues Link**

The list of Missing Tests, Missing Student, Combine and Move issues submitted by the district or school can be accessed using the Answer Documents Issues link from the task list or the Answer Documents Issues button at the top of each page. Once on the Answer Document Issues page, select the test cycle from the drop down and click the Search button at the bottom right of the screen. To check the details of the issue or get additional information regarding the status, click on the Issue # to the far left after completing a searched.

### **Answer Document Appeals Link**

Prohibitive Behavior and Nonstandard accommodation appeals submitted by the district or school are listed and can be reviewed by Test Cycle. To check the details of the appeal or get additional information regarding the status, click on the Issue # to the far left after completing a search.

## ***Verification of Not Tested***

Verification of Not Tested is used to identify students that you are the primary educational providing entity (PEPE) in MSDS and did not take one or more of the required state assessments. This is needed to determine possible accountability participation exemptions and also for other federal reporting. If a Not Tested reason is not submitted by the district or school, after the deadline the reason will default to “Absent”.

Students that tested but will not be included in accountability calculations will not be included in the Not Tested nor is a reason required to be submitted for the incomplete content areas.

### **Not Tested Link**

Students listed are missing one or more of the required content area tests and require a Not Tested reason to be submitted. The content area(s) that was not taken is highlighted in pink and displays “Not Received” under

the content area column. If you already submitted a Not Tested reason for a student from the Missing Test, or Answer Documents Received page, you do not have to submit the reason again.

1. You will need to gather information regarding why a student did not take a content area. This will be entered by clicking on the “Add Reason” link to the far left of the student’s name. Once on the Not Tested Issue Details page, select the content area(s) by placing a check to the far left and select the not tested reason from the drop down.
2. Submit the Not Tested reason for each content area. If you already did so from the Missing Test, or Answer Documents Received page, you do not have to submit the reason again.
  - **Absent** - Select this reason if the student had excused or unexcused absences, vacation, appointments, etc.
  - **Administrative Error** – Select this reason if there was an error in returning an answer document, missing barcode labels on the answer document, the student was missed for testing, etc. This would also be used if the student’s exit date was not submitted in MSDS. This reason is used when an error occurred on the schools part that prevented the student from being tested, the answer document to be scored, or the failure to update MSDS.
  - **ELL Student Exemption (ELA Only)** – Select this reason if the student has been enrolled in a US school for one year or less. The year is accumulative and may be accrued through multiple visits to the US. Students must have taken the ELPA Screener, W-APT or most recent Spring WIDA to be eligible for the exemption. This can only be used for MI-Access and not MME.
  - **Expelled with Services** – Select this reason if the student was expelled prior to or during testing and is receiving services from the district.
  - **Expelled without Services** – Select this reason if the student was expelled prior to or during testing and is not receiving services from the district. A date of expulsion MUST be provided.
  - **Late Enrollment/Unable to Test** – select this reason for students that enrolled in the school late during the testing window, the school did not have enough materials on hand to the test the student and the opportunity had already passed to order additional materials for testing the student.
  - **Local Alternative Soc. Studies (P/SI Levels Only)** – Select this reason if the student took MI-Access P and SI in all other content areas. These students were required to have taken an alternate social studies assessment, so you will be required to answer additional questions regarding the alternate assessment that was administered.
  - **Medical Exemption** – Select this reason if the student had any medical condition that prevented them from testing. You will be required to submit additional information regarding the illness.
  - **Parent Refused/Student Refused** – Select this reason if the parent refused to allow the student to be tested or the student refused to take the test.
  - **Suspension** – Select this reason if the student was suspended during the testing window.
  - **MI-Access Student** – The student is grade 12 and would have taken the MI-Access assessment if it was available for grade 12 students.
  - **Test Scores Missing** – Select this reason if a student tested and the answer document was sent for scoring. **IMPORTANT:** A missing test issue must have been entered during the Verification of Answer Document review period in order to use this reason. If the answer document was sent for scoring and it was not reported as missing during the Verification of Answer Document review

period giving us an opportunity to locate it, and it is past the deadline for submitting answer document issues, you must use the Administrative Error reason.

- **Previously Tested** – Select this reason if the student previously had taken the MME or MI-Access in a prior year. If a student has been held back for several years, the system may not pick up on a test that was taken several years ago.
- **New to State (Grade 12 Only)** – Select this reason if the student is in grade 12 and new to the State of Michigan.

Supporting documentation can be attached to the Not Tested Reason submitted using the attachment function at the bottom of the Not Tested reasons entry screen.

### **Not Tested Issues Link**

Not Tested reasons submitted by the district or school can be accessed through the Not Tested Issues link on the task list or the Not Tested Issues button at the top of the Not Tested page. To check the details of the reasons submitted or get additional information regarding the status, click on the Request Number to the far left.

### **Accountable Students Link**

Students and their demographic information are listed based on the school's enrollment and the student's Primary Education Providing Entity (PEPE) in the Michigan Student Data System (MSDS) on the posted "as of date" (see current communications for date). This is the final list from the Accountable Students and Demographics page under the Verification of Enrollment for Accountability Purposes. The enrolled is based on the "as of date" (see current communication for the date). These are the students and the demographic information that will be used for accountability and assessment reporting.

You can filter by "All" students, "Assessed" students, and "Not Assessed" students. You can also submit a Not Tested reason from this page using the "Add Reason" link to the far left of the student's name.