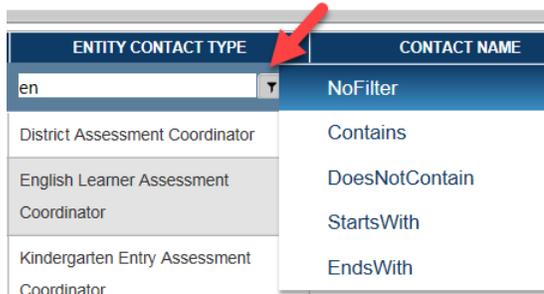# District and School Contacts
# Secure Site

The page displays assessment contact types along with their phone and email address at a district and school level. This is public information that can be found in the Educational Entity Master (EEM) at www.michigan.gov/eem. The assessment and accountability office uses these contact types for College Board and ACT establishment, sending paper/pencil materials and reports, and all communications from our office.

1. Log in to the Secure at www.michigan.gov/baa-secure with your MEIS login and password.
2. From the Assessment Registration menu at the top, select *District and School Contacts*.
3. If not already populated, select the ISD, District or School. If you are a district user, you can search by district and do not need to select a school.
   a. If you search by ISD only, it will still only bring back results based on your level of security in the Secure Site.
   b. If you search by ISD and District only and are a school level user, it will bring back results based on the school(s) you have access to.
4. To restrict the search results by contact type, select a contact type from the Contact Type drop down. See the list of available contact types at the end of this document. If not selected, all applicable contact types that have an entry in the EEM will be returned.
5. Click the *Search* button at the bottom right.
6. The search results will be based on the Search Criteria selection.
7. You can use the column filters at the top of each column to sort the columns.



8. Any changes to the displayed contact information must be done through the EEM. Each district has an authorized EEM user (usually but not always the district pupil accounting person) that can make updates to the EEM.
9. The search results can be downloaded or printed using the *Download* and *Print* button at the bottom right.

**NOTE: Search results will only come back if there is an entry for the contact type in the EEM. If you are missing a contact type in the EEM, it will not be noted on the screen. You can use the Contact Type filter under the Search Criteria to search for each contact type to ensure you are not missing one.**

# Contact types used by assessment and accountability office

| |
|---|
| District Assessment Coordinator |
| English Learner Assessment Coordinator (used for WIDA and W-APT) |
| Interim Assessment Coordinator (used for Early Literacy and Mathematics Benchmark K-2) |
| Kindergarten Entry Assessment Coordinator (only being used for schools participating in KEA) |
| MI-Access Coordinator |
| M-STEP Coordinator |
| Principal |
| PSAT 10 Test Coordinator |
| PSAT 8/9 Test Coordinator |
| PSAT Backup Coordinator |
| SAT Backup Test Coordinator |
| SAT SSD Test Coordinator |
| SAT Test Coordinator |
| School Report Card Contact (used for accountability contact, including Scorecard) |
| Technology Director (used for online M-STEP, MI-Access and Early Literacy and Mathematics Benchmark Assessment |
| Title III Administrator |
| WorkKeys Test Coordinator |