



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING


RICK SNYDER  
GOVERNOR

BRIAN J. WHISTON  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** September 2, 2015

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

**FROM:** Andrew Middlestead, Director   
Office of Standards and Assessment

**SUBJECT:** Preparing for Spring 2016 Assessments

This notice is intended for all public schools and for nonpublic schools that will administer the Michigan Student Test of Educational Progress (M-STEP), Michigan Merit Exam (MME), MI-Access assessments, or World-Class Instructional Design and Assessment (WIDA) for Michigan in Spring 2016. To ensure you and your staff receive complete and timely information regarding assessment, it is important to review all of the following contacts in the Educational Entity Master (EEM) at [www.michigan.gov/eem](http://www.michigan.gov/eem) and ensure each contact has current and accurate contact information (especially email address):

Superintendent	Principal
District Assessment Coordinator	M-STEP Coordinator (District and Building)
MI-Access Coordinator (District and Building)	English Learner Assessment Coordinator (District and Building)
WorkKeys Test Coordinator (Building)	New SAT Test Coordinator (Building)
New SAT Backup Test Coordinator (Building)	New SAT Services for Students with Disabilities Coordinator (Building)
New PSAT 10 Test Coordinator (Building)	New PSAT 8/9 Test Coordinator (Building)
New PSAT Backup Coordinator (Building)	New PSAT 8/9 Test Coordinator (Building)
New PSAT Backup Coordinator (Building)	Technology Director (District and Building)

An important consideration for schools this year is the addition of the new SAT and PSAT roles. For the SAT and WorkKeys components of MME, as well as the spring administration of PSAT 8/9 and PSAT 10, College Board and ACT will pull contact information from the EEM to drive the test center setup or establishment processes.

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September 2, 2015

Page 2

It is critically important that all WorkKeys, SAT, and PSAT roles be identified and entered into the EEM no later than September 18, 2015.

Public schools should notify their district's EEM authorized user to add a contact or update any existing contacts. If additional assistance with the EEM is needed, please send an email to [CEPI@michigan.gov](mailto: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.

Nonpublic schools should contact Tami Feldpausch at 517-373-1833 or email [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov) for updates to the EEM.

Also, 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.