

The Student Search function is used to locate or create a student’s record for a state assessment. After performing a search, the Student Summary page comes up with information for the student related to state assessments.

The Student Search will lead to the Student Summary page which can be used for the following:

- Pre-identify a student to a state assessment
- Enter WIDA Screener/W-APT Scores
- Unassign a student from a state assessment
- Manage the content areas that a student will be taking for one or more state assessments
- View student state assessment scores, including new students
- View state assessments that were assigned for a new student and get assessment coordinator contact information for the previous school

To Access the Student Summary page:

1. Log in to the Secure Site at www.michigan.gov/oeaa-secure with your MEIS login and password.
2. From the Student Assessments menu at the top, select *Student Search*.
3. Search By field will default to Student Information. It can be changed to search by UIC or barcode number. To search by student information, enter the student last name and first name in the appropriate fields. You can also do a partial name search by entering a few letters of the last name and a few letters of the first name. Click on the *Search* button at the bottom right.
 - a. All students are required to have a UIC number to be pre-identified in the Secure Site and because the search will search through not only assessment records but also the Michigan Student Data System (MSDS), all students with a UIC number will come up in a search whether they have previously tested or not.
 - b. If a student does not have a UIC number because they have never been enrolled in a Michigan public school, please contact your district MSDS person for assistance in obtaining one. If you do not know who your district MSDS person is, you can use the District and School Contact page on the Secure Site to find the name and contact information.

Student Search

Students must have a UIC number in order to locate them in the Secure Site and assign to a test cycle. When searching for a student, the search will include student records from the Secure Site and from the Michigan Student Data System (MSDS). If a student is new to the state or new to the public school system and does not have a UIC number, they will not come up in the search and you will need to work with the student pupil accounting person to get a UIC number for the student.

Search Criteria

* Indicates required field

<p>* Search by</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><input checked="" type="radio"/> Student Information</p> <p><input type="radio"/> UIC</p> <p><input type="radio"/> Barcode</p> </div>	<p>* Student Last Name ⓘ</p> <div style="border: 1px solid #ccc; padding: 2px;">fo</div> <p>Student Birth Date</p> <div style="border: 1px solid #ccc; padding: 2px;">MM/DD/YYYY</div>	<p>* Student First Name ⓘ</p> <div style="border: 1px solid #ccc; padding: 2px;">hel ×</div>	<p>Student Middle Initial</p> <div style="border: 1px solid #ccc; width: 40px; height: 20px; margin-left: 10px;"></div>
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- Select the correct student from the Search Results section by clicking on the student's name to access the Student Summary page.

Student Summary

Student Demographics

Student Name <input type="text"/>	Birth Date <input type="text"/>	Gender Female
Primary UIC <input type="text"/>	Secondary UIC(s) <i>Student does not have Secondary UIC(s)</i>	Ethnicity White
Address <input type="text"/>		

Assign to Different Student

Current Assessments

Pre-Id Student
Unassign
Reassign
Delete EL Screener
District and School Contacts

SELECT	BARCODE	SCHOOL	GRADE	ASSESSMENT	CONTENT AREA	TEST
<input type="checkbox"/>	3351949635	Delton Kellogg Elem. School (00901)	03	2019-2020 EL Screener WIDA Screener	<input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Speaking <input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> English Language Arts	Online

- From the Student Summary page, you can do the following:
 - Unassign a student from an open test cycle
 - Click in the check box under the Select column to the far left of the test cycle to select it and click the Unassign button.
 - Note that this does not remove a student from accountability. Accountability uses the student's enrollment information in the Michigan Student Data System (MSDS). If the student is not enrolled at the school, then the student should be exited in MSDS.
 - Reassign a student to an open test cycle
 - Click in the check box under the Select column to the far left of the test cycle to select it and click the Reassign button.
 - This places a student that was unassigned from a test cycle back into the test cycle.
 - Delete EL Screener entry
 - Click in the check box under the Select column to the far left of the EL screener (WIDA Screener or W-APT) to be deleted and click on the Delete EL Screener button. This is only enabled for WIDA Screener and W-APT.
 - It is expected that the scores were entered incorrectly, and a new record will be created to enter the correct scores.
 - View District and School Contacts for a student's previous school
 - Click in the check box under the Select column to the far left of the test cycle record for the school the student moved from and click the District and School Contacts button.

- This will bring up the District and Schools Contact page already filtered based on the selected school and will list the district and school contact name and contact information for the assessment that was selected. Click on the *Back* button at the bottom right to go back to the Student Summary page.
- When student's transfer into a new school during the assessments, it is important for coordinators to contact the previous school to identify which part of the assessment a student may have already taken as to not repeat those content areas.
- Select and deselect content areas that will be tested
 - Under the Content Area column in the Current Assessments section, you can click in the check box to the left of the content area for an assessment to remove or add a content for that assessment. When you click on it, you add or remove it – no need to click a Save button.
 - This can be used when a student is splitting content areas between two assessments such as M-STEP and MI-Access FI.
- View State Assessment Scores
 - Click on the View Scores button to view the student's state assessment scores.
 - Users can see a student's full history of scores, including scores from schools that the user does not have access to if the school is the student's primary educational providing entity (PEPE) in the Michigan Student Data System (MSDS). To become a student's PEPE, an enrollment record needs to be submitted in MSDS by the district's authorized MSDS user.
- Click on the assessment name under the Assessment column to access the student demographic page for the assessment.
 - Pre-ID Student to an open test cycle
 - Click on the Pre-ID Student button to create the Student Demographic page for a test cycle. On the Student Demographics page, select the following:
 - Appropriate test cycle from the *Test Cycle* drop down.
 - Select the *ISD* (may prepopulate depending on your access).
 - Select the *District* (may prepopulate depending on your access).
 - Select the *School* (may prepopulate depending on your access).
 - Select the student's grade from the *Grade* field.

Student Demographics

* Indicates required field

<p>* Test Cycle Select a Test Cycle</p>	<p>* ISD Select an ISD</p>	<p>* District Select a District</p>	<p>* School Select a School</p>
<p>* Last Name Forgrave</p>	<p>* First Name Treyveon</p>	<p>Middle Name M</p>	<p>* Gender Male</p>
<p>* Birth Date 10/17/2003</p>	<p>* Primary UIC 0006538874</p>	<p>UIC Status Resolved</p>	<p>* Grade Select a Grade</p>
<p>Birth Order 0</p>	<p>Additional UICs</p>	<p>* Ethnicity Two or More Races</p>	<p>Address</p>
<p>City</p>	<p>State Michigan</p>	<p>Student Number</p>	<p>Zip Code</p>

- The Other Student Information section contains fields that are populated by the Michigan Student Data System (MSDS) and fields that should be populated by the school for EL students.

- *Years of Schooling (EL Students Only), Year First Entered USA School (EL Students Only)* are for English language learners only and is used for accountability purposes. It is not indicated as a required field but should be completed for EL students.
- *Feeder School Code, EL (English learner), FEL (formerly English learner), SE (special education), MS (migratory status), ED (economically disadvantaged), HL (homeless), FC (foster care), and MC (military connect)* are pulled from MSDS nightly and a public-school user cannot enter this information on the Secure Site. However, these fields can be updated directly on the Secure Site for nonpublic school students.
- *HS (homeschooled)* field is used to indicate the student is a homeschooled student. If you are testing a homeschool student, you should select this field to keep the student's scores out of the district and school aggregate data.

Other Student Information

WIDA Tier (EL Students Only)

Year First Entered USA School (EL Students Only)

EL FEL SE HS MS ED HL FC MC

Years of Schooling (EL Students Only)

Feeder School Code

EL, FEL, SE, MS, ED, HL, FC and MC are updated nightly from MSDS for public school students and cannot be changed in the Secure Site. Nonpublic school student records can be updated directly on this page.

HS (homeschooled) should be selected if student is homeschooled and taking the assessment. This keeps the student's scores out of the district/school score reports.

- Under the Content Areas Selected section, select the Content Areas the student will be taking for the selected test cycle.
- The Test Mode of Paper/Pencil and Online will automatically populate based on the assessment and if the school has an approved online waiver. If needed, you can change the Test Mode of the student for those assessments that offer both Paper/Pencil and Online by clicking in the radio button next Paper/Pencil or Online.
- Reporting Codes can be entered for each content area the student is taking. This field is 4 digits and can be alpha or numeric to group students for reports. This field will not be used by the Department of Education.
- Two Research Codes can be entered for each content area. This is a two-digit code that will be available in the Student Data File only. It is up to the school or district if this is to be used and how it is used to collect data. This field is not used by the Department of Education.

Content Areas Selected

SELECT	CONTENT AREA	CONTENT AREA SELECTED	TEST MODE	INCLUDED IN ONLINE SESSION	ONLINE SESSION NAME	REPORTING CODE	RESEARCH CODE
No records to display.							
<input type="checkbox"/>	English Language Arts	No	<input type="radio"/> Paper/Pencil <input type="radio"/> Online	-	-	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Mathematics	No	<input type="radio"/> Paper/Pencil <input type="radio"/> Online	-	-	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Social Studies	No	<input type="radio"/> Paper/Pencil <input type="radio"/> Online	-	-	<input type="text"/>	<input type="text"/>

If you selected the WIDA Screener or the W-APT from the Test Cycle drop down, the WIDA Screener Information section will be available after selecting the grade level the student is in. You will enter the Assessment Date and select the student's scores

for each domain. The Grade Cluster will automatically populate based on the assessment date and the grade selected.

WIDA Screener Information			
Grade Cluster <input type="text"/>	* Assessment Date <input type="text" value=""/>	Enrollment Date <input type="text" value=""/>	Listening Admin Select a Listening Admin ▼
* Listening Proficiency Level Select a Proficiency Level ▼	* Reading Proficiency Level Select a Proficiency Level ▼	* Speaking Proficiency Level ⓘ Select a Proficiency Level ▼	* Writing Proficiency Level ⓘ Select a Proficiency Level ▼
* Oral CPL ⓘ Select a Proficiency Level ▼	* Literacy CPL ⓘ Select a Proficiency Level ▼	* Overall CPL ⓘ Select a Proficiency Level ▼	

6. Click on the *Save* button at the bottom right when you have completed all required fields.