Accountable Students and Demographics
Spring 2016 WIDA Access for ELLs 2.0

The Accountable Students and Demographics is the process to verify the school's enrollment of Limited English Proficient (LEP) students from the Michigan Student Data System (MSDS) along with their demographics for accountability and assessment reporting purposes. The data is pulled from MSDS however the verification for accountability and assessment purposes is done from the Secure Site at www.michigan.gov/baa-secure.

Getting Started

Select Accountable Students & Test Verification from the Student Assessments menu on the Secure Site. Select the Spring 2016 WIDA from the Test Period dropdown, select the ISD, District, School and click the Search button. If you change the school after searching you will need to click the Search button each time to display the correct Task List for the school.

This review process is important; this is the last opportunity to submit MSDS changes for assessment and accountability reporting for this group of students for the WIDA assessment. Accountability will NOT accept appeals for issues that should have been resolved during this review period such as students that should have been exited and not included in enrollment.

Verification of Enrollment for Accountability Purposes

For Spring 2016 WIDA, students and their demographic information are listed based on 1) the school's enrollment and the Primary Education Providing Entity (PEPE) in the Michigan Student Data System (MSDS) on March 25, 2016, and 2) students who were identified in MSDS being in an LEP program in MSDS and not exited as proficient by the end of the previous school year.

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 discrepancies.

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, the full list of accountable students will be filtered for you by the grade and the student group selected. You can review the full list by clicking on Accountable Students and Demographics link and filter each column manually.

1. It is very important for WIDA that all students that took the WIDA Access for ELLs 2.0 assessment be identified in an LEP program in MSDS and all students that took the WIDA Alternate Access be identified not only in an LEP Program but also as special education. If students are not identified appropriately in MSDS, the students WIDA assessment will be invalidated.
2. 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 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 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.
3. 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.
4. 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 (usually but not always the district student pupil accounting person) to have changes submitted to MSDS by May 2. Remember it must have an "as of date" on or before March 25, 2016 to be included in assessment and accountability reporting for the Spring 2016 WIDA Access for ELLs 2.0
5. 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 that were identified in an LEP program in MSDS, not exited as proficient prior to the beginning of this school year and were expected to take the Spring 2016 WIDA Access for ELLs 2.0 assessment. Students that were assessed with the WIDA and are not identified as LEP in MSDS will have their test scores invalidated.

1. Verify that all LEP students enrolled on March 25 are listed on the Account Students and Demographics page for the school.
    a. You can use the Pre-ID Student Report from the Secure Site to help identify all students that were pre-identified to test.
        i. Students must be identified in a LEP program in MSDS or the student's WIDA test will be invalidated.
        ii. Students that take the WIDA Alternate Access must also be identified as special education in MSDS or the WIDA Alternate Access test will be invalidated.
    b. If a student is in an LEP program and is not listed, you will need to work with your district MSDS person to submit an SRM with enrollment/LEP program information in MSDS. The student should be listed the following day after the Secure Site has updated from MSDS.

c. If a student is listed but has exited the school, you will need to work with your district MSDS person to submit an SRM with an exit date.

2. A student is listed but is not in an LEP program.
    a. The data came from MSDS, so you will need to inform your district MSDS person of the discrepancy.
        i. Work with your district MSDS person to remove the student from a LEP program in the MSDS End of Year Collection. However, the student will still be identified as LEP for this school year even if it was an error.
    b. Once a student is identified in an LEP program in MSDS, they continue to be LEP until they are exited as proficient. If a student was submitted from another district as LEP and even if it is an error, the student will be included in accountability calculations as LEP.
3. 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.

Student Demographics

a. Special Education (SE)
    i. Students identified as SE in MSDS. Remember students that have taken WIDA Alternate Access must be identified as SE in MSDS or the WIDA Alternate Access will be invalidated
b. Economically disadvantaged (ED)
    i. Students are identified as ED in the Secure Site if they are one of the four criteria: 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 in i.
c. Migrant (MS)
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 as proficient 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 for WIDA, 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 home schooled.

You can review the enrollment of LEP students and their demographics on the Accountable Students and Demographics page, however changes to the student information will need to be made in MSDS by the district MSDS person by May 2, 2016 using the correct "as of date". Keep in mind however that our last pull from MSDS will be May 2 but we will only be pulling data with an "as of date" on or before March 25, 2016.

Don't forget, 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 of LEP students and their demographic information.