

A New Process Will Be Used to Create ACCESS for ELLs Pre-ID Labels

Beginning in fall 2008, the Department of Public Instruction's Office of Educational Accountability (OEA) along with the ACCESS for ELLs test vendor (MetriTech) will use a pre-ID label process similar to the one used to create student labels for WSAS. School districts will no longer be required to submit student level demographic data for public school students in order to create the ACCESS Pre-ID labels. The new process will alleviate some data collection and submission work for school districts and it will greatly increase the ability of the DPI to create accurate reports and make valid and reliable accountability determinations.

In order to ensure the most accurate, reliable and comprehensive data possible the DPI will use data submitted by school districts through the Wisconsin Student Locator System (WSLS) and the Individual Student Enrollment System (ISES) to create a single data file to be used by MetriTech for the creation of ACCESS pre-ID labels. Pre-ID labels will include all relevant demographic data for reporting and accountability under state and federal law. The state data file used to create the labels will include all ELL students with an active enrollment status at the time the file is created.

Pre-ID labels may be placed on the test books anytime prior to sending the books in for scoring; labels do not need to be on the test books during testing. District testing coordinators or test proctors should place the Pre-ID label on the front outside cover of the ACCESS test book in the space provided, and fill in the "School Use Only" fields on the back cover of the ACCESS test book for every student. If no label is delivered for a given student, or if the label contains inaccurate information, all of the information on the front and back covers should be "bubbled-in" by the test coordinator or proctor, and the label should NOT be used.

If a student moves during or immediately prior to the testing, the student's ACCESS pre-ID labels should be transferred to the new district. School and district information for the student will come from the school header sheet with which the test is submitted, not from the pre-ID label. The process is similar to WSAS.

Districts will have the option to submit to MetriTech a separate data file for students who attend **private** school in their district, and are expected to take the ACCESS test. The DPI does not collect student level data from private schools, and therefore cannot include them in the state data file. The following timeline will be used for the creation and delivery of ACCESS pre-ID labels:

2008

November 24 – Districts' ISES data submission period ends at 8:00am

December 1 – ACCESS testing window opens

December 9 – District **private** school student data files are due at MetriTech

December 12 – DPI creates and sends to MetriTech the ACCESS pre-ID file

2009

January 9 – MetriTech ships pre-ID barcode labels to districts

February 13 – ACCESS testing window closes

February 13-20 – Districts pack and ship testing materials to MetriTech

February 24 – All materials are received by MetriTech.