

WIDA ACCESS for ELLs® Report Verification

If you find errors in the ACCESS for ELLs® reports that may affect scoring, please notify:

MetriTech, Inc.
 Toll-free: (800) 747-4868
 Fax: (217) 398-5798
 Email: mtinfo@metritech.com
www.metritech.com

Please check the following:

- **State ID-** this should be the student’s Wisconsin Student Number (WSN). A valid WSN must be 10-digits with no leading or ending zeros
- **Birth Date-** MMDDYYYY, format is an 8-digit numeric field
- **School and District Number-** these should be the 4-digit numeric school code and the 4-digit Local Education Agency (LEA) code, respectively.
(See directory <http://dpi.wi.gov/schldist.html>)
- **Duplicate Student Records-** students should have only one test report. Partial reports should be identified by the district and corrected by notifying MetriTech.

Notify MetriTech by **May 29, 2009** for all report corrections.

The Department of Public Instruction (DPI) uses ACCESS for ELLs® data and Individual Student Enrollment System (ISES) information for Annual Measurable Achievement Objectives (AMAOs) and the creation of the ACCESS for ELLs® Pre-ID labels as indicated below. It is crucial that districts work closely with their ISES coordinator to ensure accurate data.

2009 Dates	ELL Data-Flow Timeline
May 4-29	District clean-up of ACCESS for ELLs® data
June	DPI clean-up of ACCESS for ELLs® data
July	DPI uploads ACCESS for ELLs® composite scores into ISES to calculate English Language Proficiency (ELP) codes
October	October 19 is the proposed date for Initial ISES Count Date and Year End Submission Period Ends. Complete ISES Count Date and Year End data are due at DPI. <i>All district ISES collections should be locked by this time. AMAO calculations are based upon this data.</i>
December	Creation of statewide ACCESS for ELLs® Pre-ID File. The statewide file will be used by MetriTech for Pre-ID label purposes.