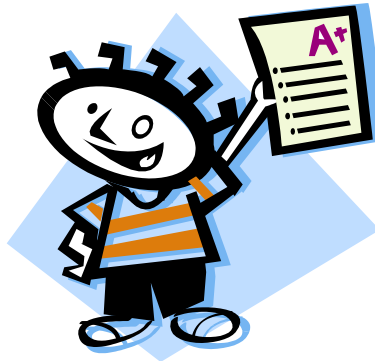


**Testing Coordinators Meeting  
Minutes  
September 17, 2015**



1. Present:
2. Testing/SIS Coordinators: Who's Who?
  - a. Melissa Jackson, MV
  - b. Jean Schultz, High School, MJC
  - c. District Coordinators: We will create an email list for anyone to send updated information should anyone receive it.
3. Upcoming Webinars
  - a. 9/17 10:00 PARCC Test Coordinators
4. Timelines
  - a. 9/30 MV will have course codes/student information to districts by 9/30. It should go to the SIS Coordinators in the districts.
  - b. 10/16 District deadline for fall housing.
  - c. 11/2 Deadline for entering teacher information. The host Serving School will enter it for MV staff housed in district buildings. MV will enter for MJC staff. The teacher information was reviewed and will be forwarded to the district SIS coordinators from MV by mid-October.
  - d. 11/6 ACCESS Pre-ID labels due. MV is reviewing its list of students eligible for ACCESS and discussing it with the liaisons on September 28. This information will be added to the codes/student information due by 9/30.
  - e. 1/31 MV reports semester 1 grades; assigns new course codes for semester 2; reports to the district SIS coordinators.
  - f. 6/10 MV reports final grades to the district SIS coordinators
  - g. If students move in and out of MV programs/services, this information will be reported at the end of each month. The changes will be sent to the district SIS coordinators.
  - h. The PARCC accommodations may be due in mid-November, but that date is not confirmed at this time. The liaisons will need to discuss how this information will be gathered and entered this year.

## 5. SIS/Course Codes

- a. There were many issues last year that we want to try to prevent this year. The required fields were reviewed. Additional student information was added. A table with those changes are attached to these minutes.
- b. PK and Transition are not entered.
- c. Other: In preparation for an IEP meeting, if errors are noted on the student demographics page, MV will print the Student Demographic page, highlight the changes and send them to the special services department. The district special services department will confirm those changes and send them to the SIS coordinator.

## 6. PARCC

- a. When is the testing going to occur in each district? April is the target month.
- b. What format are the districts using? We believe that most will be using the electronic version. It needs to be confirmed from all districts. If districts are doing different formats, what should the students in the serving schools do? This has yet to be determined, based on the district decisions. MV would prefer to follow the direction of the districts.
- c. User maintenance; update users. Just a reminder that all of the users, except for possibly the superintendent and district testing coordinators have been disabled. They will just need to be activated or new staff assigned.
- d. Accessibility updates. Apparently, there is a 4<sup>th</sup> edition of the accommodations manual.
- e. Which high school classes? This has not yet been determined. Most districts are waiting on the decision regarding ACT and/or SATs.
- f. What will be the timeline for entering testing accommodations? We believe it may be Mi-November, but this date is not confirmed.
- g. Test nav app would need to be used. Without it, Chrome as a browser will not be as secure as they would like.
- h. Pearson access next changes; seal codes. There is a new support vendor. And, apparently, each test administrator (teacher) will be able to start testing without the seal code information.
- i. Shared training events. MV appreciated the opportunity to attend D303's training events for the resource center staff. If there are other opportunities to share training, just let us know or email the group.

## 7. DLM

- a. Training will be required via webinars again this year. Returning users will need a refresher about an hour long. The portal for accessing the training has changed. More will be forthcoming from the state.
- b. Administration dates. There is a large window, from mid-March to mid-May.

8. ACCESS Testing. The liaisons will be discussing the students, services, and administration of these tests for MV students at the upcoming liaison meeting.
9. KIDS. D101 has been trained. We are all waiting to see if this will continue to be a requirement. Are there any differences for students with disabilities?
10. Science. Nothing yet. Waiting on the budget.
11. ACT. Nothing yet. Waiting on the budget.
12. Next steps. We appreciate everyone's time and effort to coordinate all of our efforts. Unless there is something major, we don't plan to meet again this year. Participants are encouraged to send a group email if anyone learns anything new.