

**From:** DPI

**Sent:** Friday, March 13, 2015 8:37 AM

**To:** DACs

**Subject:** ACCESS for ELLs Online Data Demographic Validation Window March 18-27

**Online Demographic Data Validation: ACCESS for ELLs®**

During the online ACCESS data correction window, 8:00 a.m. Wednesday, March 18 until 12:00 noon on March 27, 2015, districts have the opportunity to review and update demographic information for the ELL students enrolled in their district during the testing window. MetriTech, the ACCESS for ELLs® test contractor has created an online WIDA ACCESS for ELLs® Data Validation option for districts to ensure that data used by the DPI for reporting and accountability are accurate and complete.

An email from MetriTech, including passwords and information about accessing the electronic records, will be sent to all district assessment coordinators (DACs). MetriTech will post the student records to a secure web page and districts may download the data or update the records online. To access the information please follow the steps below:

1. Access <http://www.metritech.com/>
2. Click on CLIENT AREA
3. Select 'WIDA ACCESS for ELLs® Data Validation' from the list displayed
4. Enter your District's Data Validation User Name and Password (sent by email from MetriTech)

The user name and password are case sensitive. Once logged in there will be several tabs towards the top of the screen. The *Home* tab will provide general updating instructions to be referenced when updating student demographic data.

The *Student Records* tab will have the complete list of students recorded for each district. Use this tab to directly update student demographic data for the district and save these changes to the database. Districts also have the option of exporting this data and updating it manually. Please refer to the *Export/Import* tab to download and re-post the data.

For field definitions and other data validation guides, please refer to the *Documentation* tab. Districts can access the *Student Records* form as many times as needed during the validation window, but all changes must be made by noon, Friday, March 27, 2015.

Changes made within the MetriTech Online Validation System are not reflected in Wisconsin's Individual Student Enrollment System (ISES). Adjustments made to student data fields within ISES take place when the year-end/3<sup>rd</sup> Friday window is open.

Please review the field descriptions listed below for additional information:

**Name and WSN Fields -**

Please make sure that the student's name and WSN exactly match the student's name and WSN from the Wisconsin Student Number Locator System (WSLS). Within the Online Validation System the WSN is

the State Student ID field. The WSN and student's name are used to match student results over time in order to reliably calculate AMAOs. For additional information see [http://lbstat.dpi.wi.gov/lbstat\\_wslsapp](http://lbstat.dpi.wi.gov/lbstat_wslsapp)

**Birth Date -**

No blank fields, MMDDYYYY format. For example if the student's birth date is March 15, 1998, enter 03151998.

**Grade Level -**

No blank fields. For example if the student is in kindergarten, fill in 00, first grade 01, etc.

**Title III Status -**

Indicates whether a student who is an English language learner (i.e., English Language Proficiency code 1-5) is served in English language instruction educational programs funded by Title III. For additional information see [http://lbstat.dpi.wi.gov/lbstat\\_dataellserved](http://lbstat.dpi.wi.gov/lbstat_dataellserved).

**Native Language -**

The language or dialect first learned by an individual or first used by the Parent/Guardian with a child. This term is often referred to as primary language. For additional information see [http://ell.dpi.wi.gov/ell\\_lepdatacoll](http://ell.dpi.wi.gov/ell_lepdatacoll).

**Accommodations - Bilingual/ESL Program Type - Delivery Model -**

All fields of the **School Use Only** sections should be completed as appropriate, based on the code descriptions on pages 25-27 in the *District and School ACCESS for ELLs Form 301 Test Administration Manual*.

If you have questions concerning the Online Data Validation, please contact Audrey Lesondak at the Office of Student Assessment at [Audrey.Lesondak@dpi.wi.gov](mailto:Audrey.Lesondak@dpi.wi.gov) or MetriTech Technical Support at phone: 1-800-747-4868 or email: [wida@metritech.com](mailto:wida@metritech.com)