

## Online Demographic Data Validation: ACCESS for ELLs<sup>®</sup>

During the online ACCESS data correction window, 8:00 a.m. March 21 until 12:00 noon on March 30, 2012, 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<sup>®</sup> test contractor has created an online WIDA ACCESS for ELLs<sup>®</sup> 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) by March 20. 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<sup>®</sup> 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. If a mistake is made the user will be denied access and the system will prompt the user to try again. 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 30, 2012.

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 Locator System (WSLS). These data are used to match student results over time in order to reliably calculate AMAOs.

For additional information see: <http://dpi.wi.gov/lbstat/datawsls.html#name> and <http://dpi.wi.gov/lbstat/datawsn.html>.

**Race/Ethnicity**

Wisconsin school districts submit data in racial/ethnic groups. These are displayed in the matrix in the MetriTech data validation system. For example, a Hispanic student will have an ethnicity of "Hispanic/Latino," and all race categories will (most likely) be blank, and an American Indian student will have an ethnicity of "Not Hispanic" and a race of "American Indian/Alaskan Native." For additional information see:

<http://dpi.wi.gov/lbstat/datarac.html>.

**Birth Date**

No blank fields; use 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 designed for English Language Learners (ELLs) and if the program is funded by Title III. Districts receive Title III funds directly or are funded by joining a Title III consortium. Instructional programs may be stand-alone, inclusion, or receive a combination of language supports. For additional information see:

<http://dpi.wi.gov/lbstat/dataellserved.html>.

**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://www.dpi.wi.gov/ell/doc/langcodes2011.doc> or <http://www.dpi.wi.gov/ell/lepdatacoll.html>.

**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 30-32 in the *District and School ACCESS for ELLs Form 202 Test Administration Manual*.

If you have questions concerning the Online Data Validation, please contact Audrey Lesondak at [audrey.Lesondak@dpi.wi.gov](mailto:audrey.Lesondak@dpi.wi.gov) or 608-267-5153, or MetriTech Technical Support at 1-800-747-4868 or email: [wida@metritech.com](mailto:wida@metritech.com).