![Minnesota Department of Education logo] **Assessment Update**

QUICK LINKS	IMPORTANT DATES
	March 3–May 2 (May 9 Science MCA only): *MCA/MTAS/Alt MCA testing window* **April 29 (noon):** *Deadline to order additional MTAS/Alt MCA (all subjects), and Mathematics and Reading MCA paper test materials in PearsonAccess Next* **May 6 (noon):** *Deadline to order additional Science MCA paper test materials in PearsonAccess Next*

Students Missing in Test WES or PearsonAccess Next

When students do not appear as expected in Test WES or PearsonAccess Next, the cause may be issues with your district's MARSS data. If you cannot locate students, District Assessment Coordinators (DACs) should first connect with their MARSS Coordinator to ensure that accurate enrollment data has been submitted via MARSS A/B files or Ed-Fi sync. Common errors in MARSS data can include:

- Incorrect demographic information (such as name, grade, or date of birth)
- Errors in enrollment dates, including conflicts with enrollment dates reported by other districts
- Errors in State Aid Categories or Special Education status

DACs can refer to the *Precode Hierarchy* found on pages 23–24 of the *Test WES Precode User Guide* to understand why a different enrollment record is selected by the system. DACs may also add manual precode records for students in Test WES (following the directions beginning on page 14 of the *Test WES Precode User Guide*). Note: Manual precode records will override all records generated by enrollment data. If you are unable to resolve the issues following these steps, contact mde.testing@state.mn.us.

Graduation Requirements Records Resources and Updates

The updated *Graduation Requirements Records (GRR) User Guide* is now posted on the [Graduation Requirements Records (GRR)](#) page of the MDE website. GRR is a secure Minnesota Department of Education system used to request reimbursement for administrating college entrance exams to eligible students. Public school districts can request reimbursement for both ACT (ACT and ACT plus Writing) and SAT for students eligible for a free or reduced-price meal and students unable to pay. MDE recommends that districts refer to the user guide while submitting requests. The following are important reminders and updates:

- Districts can upload Excel or CSV files directly into GRR. MDE recommends working with Excel files unless the DAC has expertise in using CSV files.

- If you have only a small number of students for whom to submit reimbursement requests, MDE recommends entering requests manually.

- If you will be uploading the requests, ensure that you download a new version of the template each year. To avoid errors when uploading, do not use a file uploaded in a previous year. Refer to the user guide for the specific instructions for file uploads.

- Once reimbursement requests have been submitted, it is important to review the reimbursement reports in GRR. These reports are now available in GRR. Because of the different cost structures for ACT based on administration mode and tier price, please verify the Claimed Student Detail Report and Estimated Student Amount Reports are correct.

A recorded GRR training will be posted to the [Learning Management System (LMS)](#) on April 18. Note: This training was recorded for 2023–24 but is up to date as there have been no changes to the GRR system or the process. MDE will also host a GRR Q&A webinar on April 22. More information and the link to register for the Q&A is included below under *Upcoming Opportunities*.

Medical Excuse (ME) Test Code and Homebound Students

Students who are homebound and receiving educational services are expected to participate in statewide assessments. A homebound student who does not participate in statewide assessments should have the appropriate test code indicated based upon the specific circumstances that exist.

The medical excuse (ME) test code is specific for situations when there is a medical emergency that incapacitates a student in a manner that the school cannot remedy with available accommodations or supports. Further information and the specific criteria for using the ME test code can be found starting on page 248 of the [*Procedures Manual*](#). Generally, a homebound student who is receiving educational services does not qualify for a medical excuse. Additionally, a student who is home sick does not qualify for a medical excuse and should be coded as absent (ABS). In cases with unique circumstances, reach out to mde.testing@state.mn.us to verify the correct code.

For instances where medical excuse requirements are met, it is strongly recommended that the required information that is collected be organized using the *Sample Medical Excuse Documentation Form* found in Appendix A of the *Procedures Manual*. All medical excuse information must be retained for two years by the district.

Upcoming Opportunities

April Q&A Session: Graduation Requirement Records

MDE will host a virtual Q&A session for District Assessment Coordinators (DACs) on April 22, from 2–3 p.m. that will focus on the Graduation Requirement Records (GRR) system and submission process. New and experienced DACs are welcome to attend. Pre-register for the April Q&A Session. Details for joining will be provided once registration is approved.

The prerequisite for the April Q&A session is to complete the GRR Training that will be posted in the Learning Management System (LMS) on April 18.

MDE collects questions from DACs prior to the event to help find and prepare relevant resources to share. After completing the GRR Training, submit questions for the April Q&A Session. Q&A Sessions will not be recorded nor will CEUs be provided as these are considered additional supports rather than training events.

Please note: The registration process for all virtual events, including Q&A sessions and trainings, has changed and will require advanced registration. All participants must register for the event using their email addresses associated with their school, district, or educational agency. MDE will manually approve all registrations one business day prior to the event. Once registrations are approved, participants will receive a confirmation email with the link to the event.

Note: Registrations with non-work emails (for example, a Gmail or Yahoo account) will not be approved.

ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT

Minnesota Department of Education

education.mn.gov > District, Schools and Educators > Teaching and Learning > Statewide Testing

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