

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT — AUG. 9, 2023

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Resources for New District Assessment Coordinators (DACs) • Entering Reimbursement Requests in GRR • Student Assessment History Report Rollover 	<p>Aug. 24: Public release of final assessment and accountability results on MDE website</p> <p>Aug. 24: Individual Student Reports (ISRs) arrive in district (unless district declined to receive paper copies for MCA/MTAS)</p> <p>Aug. 24: Retrieve ACCESS and Alternate ACCESS results in WIDA AMS</p> <p>Aug. 24: Retrieve MCA and MTAS Published Reports in PearsonAccess Next (Longitudinal Reports, Historical Student Data, and Subscore Reports are also available Aug. 24)</p>

Resources for New District Assessment Coordinators (DACs)

As we transition to a new academic year, please ensure that DAC contact information is current in the [Minnesota Department of Education-Organization Reference Glossary \(MDE-ORG\)](#). All contact information in MDE-ORG is updated and maintained by the district’s Site Verification Coordinator (SVC). You can look up the SVC for your district in MDE-ORG. If the SVC has any questions about the process, they can contact mde.school-verify@state.mn.us.

Newly appointed DACs should review the “New District Assessment Coordinators: Getting Access” document under the District Assessment Coordinator Resources expandable header on the [District Resources page](#) on the MDE website to ensure they are designated as the DAC and are granted access to MDE and service provider systems. MDE will also host a New DAC Orientation in early October for new DACs, when more resources will be communicated. Registration information for the orientation will be provided in a future *Assessment Update*.

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Entering Reimbursement Requests in GRR

Districts that have received assessment results for the college entrance exam they administered (ACT or SAT) should enter reimbursement requests for eligible students in the [Graduation Requirements Records \(GRR\)](#) system.

Districts will be reimbursed for grade 11 or 12 students who have been identified in their enrollment data as FRP (free/reduced-priced meal) and have not previously received a college entrance exam reimbursement, as students are only eligible once for this reimbursement. Districts may also be reimbursed (on a prorated basis if necessary) for students who are unable to pay for the exam. Districts must determine the criteria for unable to pay and enter those requests in GRR.

Districts must submit eligible reimbursement requests no later than Sept. 8.

Common Issues

Any student identity error must first be resolved in student enrollment data and/or the Student ID Validation system before the record can be added into GRR. Student data entered in GRR must match student enrollment data. If you receive the “Student match based on matching rules, but ID is different” message, check the following:

- A student goes by a different name than what is reported in student enrollment data to MDE (the name in the enrollment data must be entered in GRR).
- A nickname has been entered instead of the full name (for example, “Ben” instead of “Benjamin”).
- The student’s last name is incomplete or not entered correctly (for example, “Carlson” or “Carlson-Hernandez” instead of “Carlson Hernandez”).

Reimbursement Reports

After districts enter reimbursement requests in GRR, they must confirm that the students for which they expect reimbursement are included in the reimbursement reports; these reports are refreshed each morning. It is important to confirm student information is entered correctly to avoid incorrect reimbursements made to the district. The *Claimed Student Detail Report* details what records will be reimbursed (or the reason records will not be reimbursed). The *Estimated Student Amount Report* gives an estimate of the amount to be received.

Resources

More information is in the [Graduation Requirements Records \(GRR\) User Guide](#) and in the *MDE Graduation Requirements Records (GRR) Training*, which is posted in the [Training Management System \(TMS\)](#) on the District Assessment Coordinator tab under the MDE Recorded Webinars category.

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Student Assessment History Report Rollover

The Student Assessment History Report will roll over to the new school year on Aug. 17, and no data will be available in the Student Assessment History Report until student enrollment data is submitted by the district for the 2023–24 school year. An updated version of the user guide will be posted to the [Assessment Secure Reports Data Submissions](#) page of the MDE website by Aug. 17.

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Minnesota Department of Education

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