To: Alternate Assessment Test Coordinators
From: Bethany Zimmerman, Director of Alternate Assessment
Subject: 2017 MSAA Student Test Records

Your PEA has been identified as having MSAA student test records that have failed to be imported. There are errors in matching the Spring 2017 MSAA ELA and Mathematics Alternate Assessment student data test records to the state student data system.

You will be able to review and correct the student data records by accessing ADEConnect: Alternate Assessments>Alternate Assessment Corrections Application –MSAA (NCSC).

If you do not have access to Alternate Assessments in ADEConnect, you will have to contact your District/Charter Entity Administrator and request access to this application in ADEConnect - Test Coordinator Role. This access can only be provided from the District/Charter Entity Administrator.
Once you have access to the application, you will follow the step-by-step instructions (which are also included on the homepage):

1. Select the Fiscal Year.
2. Select a school name from the school dropdown filter, if filtering by school is desired.
3. Select a cell that requires modification.
4. Enter the updated value for the selected cell in the data entry box below the list of error records. **Only one cell per test record may be corrected per day.**
5. Select 'Save'.
6. Update as many test records as necessary. All test records will be reprocessed nightly.
7. Return to this page the following day to confirm that updates have been accepted.

Please be aware of the deadline for correcting the mismatched records. You must review and correct your mismatched student data records by **August 4, 2017 at 5:00 p.m. (MST).**

If you have any questions, please contact Bethany Zimmerman, 602-542-4061.