

MAP Growth®/Performance Series® Assessment Coordinator Verification – Fall

2018-2019

Name of Academy: _____

The following student data elements must be accurate and complete on the NWEA MAP or Scantron PS site to avoid rejection of this document. For NWEA, to find students with missing data elements, run the operational reports; Students Without Reporting Attributes, Profiles With Shared IDs and Students by District.

- **First Name**
- **Last Name**
- **10 digit Unique Identification Code (UIC)**
- **Birthdate**
- **Grade Level**
- **Gender**
- **Ethnicity***
- **School of Record***
- **Class***

*These fields only applicable to NWEA MAP.

Enter the current enrollment for each grade in the table below:

Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8

For NWEA MAP only:

- I have run the NWEA report; Students Without Reporting Attributes and made the necessary corrections to the student records.
- I have run the NWEA report; Profiles With Shared IDs and merged all duplicate student records and corrected IDs for the current academic year.
- I have run the NWEA report; Students by District and verified that all Student ID's are the 10 digit UIC, or made the necessary corrections to the student records.

For Scantron PS Only:

- I have reviewed my student records and verified that all required attributes are complete and accurate.
- I have reviewed my student records, merged duplicate records, and transferred out students no longer attending.

Comments: If needed, use this box to explain any student record anomalies. To comply with FERPA, do not include student names or UIC's. (Ex. "J.D. in 4th grade appears on the Profiles with Shared IDs Report due to a missing UIC, but this student did not attend or test this academic year.")

 Name (typed)

 Title

 Date

Submission:

Please submit the completed form by **October 16, 2018**, to the Center via Epicenter, per the Master Calendar of Reporting Requirements.

For more information, please contact:

The Governor John Engler Center for Charter Schools
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www.TheCenterForCharters.org