



MAP® Growth™ Assessment Coordinator Verification

2022-2023

Name of School: _____

The purpose of this form is to support the school with three important processes: cleaning student data on the NWEA MAP website, ensuring compliance with the state law to disaggregate and report data by the Mode of Instruction, and providing current student enrollment for assessment participation calculations.

The **first portion** of this form ensures that MAP reports include the test data for all students and holistically demonstrates their achievement and growth. To locate students with missing data elements, run the operational reports: Students Without Reporting Attributes, Profiles with Shared IDs and Students by District. For additional support in verifying student data, watch the corresponding video for this form at www.TheCenterForCharters.org/assessments.

The following student data elements must be accurate and complete on the NWEA MAP site to avoid rejection of this document:

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

After you have run each report and corrected the student records, check the box to certify:

- 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, and made the necessary corrections to the student records.

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.")

The **second portion** of this form supports the state law that requires all schools to report the results of the benchmark assessments in the aggregate for all grade levels, subgroups, and instructional modes. Complete a Bulk Update or upload a Programs File to the NWEA website that includes the Mode of Instruction for all K-8 students: Fully In-Person, Fully Remote or Hybrid.

After you have completed a Bulk Update or have uploaded the Programs File with the Mode of Instruction specified for each student, check the box to certify:

- I certify that this state requirement has been completed.



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The **third portion** of this form provides enrollment information for assessment participation calculations.

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

Grade 9	Grade 10	Grade 11	Grade 12

Name (typed)

Title

Date

Submission:

Please submit the completed form to the Center via Epicenter, per the Master Calendar of Reporting Requirements.

- Fall – October 12, 2022**
- Spring – May 24, 2023**

For more information, please contact:

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