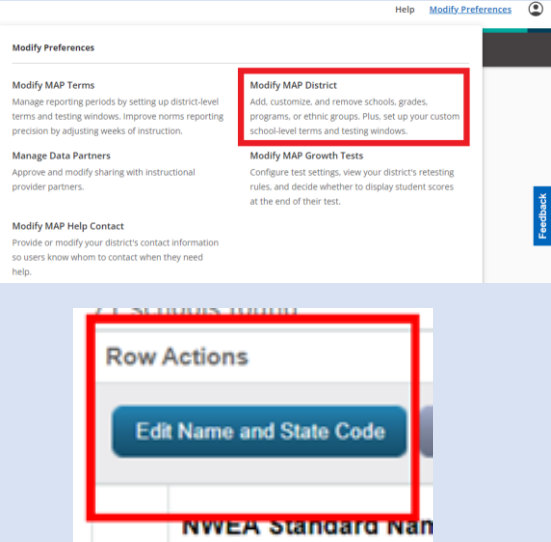
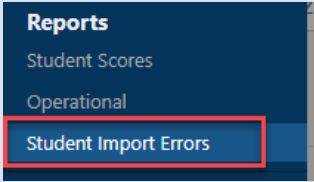


Winter 2024 SAU Cleanup Window Tasks

Activity	Start Date	End Date	Who
<p>Confirm that the correct school state code is being used in MAP Growth. This can be updated manually in MAP Growth by going to Modify Preferences > Modify MAP District and then selecting Edit Name and School State Code.</p>  <p>Note: District Codes and School State Codes cannot be the same code.</p> <p>School state codes (i.e., School Org IDs) recognized by the Maine DOE can be found here: Maine DOE Infrastructure Data for 23-34 SY</p> <p>If you have any questions regarding your School State Code, please contact NWEA Partner Support at (855) 430-1777.</p>	2/26/2024	3/1/2024	All SAUs / Schools

Winter 2024 SAU Cleanup Window Tasks

	Activity	Start Date	End Date	Who
<input type="checkbox"/>	<p>If student demographic information appears missing or incorrect in Acacia, ensure it is correct in Synergy. A final roster file will be uploaded by Maine DOE on March 4, 2023.</p>	2/26/2024	3/1/2024	All SAUs / Schools
<input type="checkbox"/>	<p>System Admin, Data Admin, or Assessment Coordinator (DAC) in Acacia will see 'Student Import Errors' under Reports in the menu.</p>  <p>Select your organization and select 'Find'.</p> <p>When the report is generated, you can download the file or view within the UI. Once generated, it will also be an available option in the dropdown under Operational Reports.</p> <p>This report will be available from 2/16/24 to 3/1/2024 only.</p> <p>Refer to list of MAP Growth Errors on Page 3 and details to resolve.</p>	2/26/2024	3/1/2024	SAU users with a role of System Admin, Data Admin, or DAC
<input type="checkbox"/>	<p>If students have transferred from one SAU to another, it's crucial that both Synergy and MAP Growth reflect the current roster details for the student, or the second MAP Growth Error listed in the table below will come into play. Refer to page 16 of the ME Through Year Assessment User and Student Management Guide for additional details on the steps needed.</p>	1/2/2024	3/1/2024	SAU users with a role of System Admin, Data Admin, or DAC

MAP Growth Errors

Error	Details / Resolution
<p>This student is an invalid transfer – student data cannot change on a transfer.</p>	<p>To ensure that student data is not updated in error, student demographics and Reporting School cannot change within the same upload. Allow one business day between transfers and demographic updates to avoid this error occurring.</p> <p>Resolution: If changes are needed to the Student Demographics and Reporting School, update the demographic information in Synergy, and confirm the following business day that it's been updated in Acacia. Once confirmed it's been updated in Acacia, update the Reporting School in Synergy, and confirm the following business day that it's been updated in Acacia. If both changes are reflected in Synergy but are not yet reflected in Acacia, please reach out to the Maine DOE.</p>
<p>This student is duplicated in the upload file.</p>	<p>The same student id is in two different districts within MAP Growth. Student data from Acacia will not be updated until the conflict is resolved. Both districts (SAUs) will see this error until resolved.</p> <p>Resolution: The student must be rostered to the correct reporting SAU/school and term in MAP Growth. This error occurs when the student is rostered to both their prior SAU/school and their current SAU/school. If one SAU/school needs to know which other SAU/school also has the student on their roster, NWEA Partner Support can provide the school and school state code (i.e., school org ID) to coordinate the correction needed. <u>It is the responsibility of the prior SAU/school to remove the student from their MAP Growth roster.</u> You can also refer to Page 16 in the ME Through Year Assessment User and Student Management Guide found on the Maine Connections page.</p>
<p>This row has an incorrect number of commas (most commonly caused by a comma in one of the name columns).</p>	<p>MAP Growth allows commas within fields. Notably names will contain commas such as Smith, Jr or as a typo.</p> <p>Resolution: Remove any comma within MAP Growth fields.</p>
<p>Invalid school code</p>	<p>The school code in MAP Growth is not the same school code that is in Acacia.</p> <p>Resolution: Refer to the Maine DOE's Infrastructure Data for the 23-24 SY and select 'All SAUs and Schools', the correct school code will be listed in Column E, SchoolOrgId. The correct school code will need to be updated in MAP Growth. Refer to steps outlined in the checklist above on where to update in MAP Growth.</p>

After Administration Window Reminders

	Activity	Start	Deadline	Who
<input type="checkbox"/>	Securely destroy assessment materials such as test tickets, scrap paper, and paper/pencil assessment booklets.		February 16, 2024	District/School Assessment Coordinators
<input type="checkbox"/>	Review score reports		<p>Score reports will be available in Acacia within 72 hours of students completing their assessment. MAP Growth Reports will be available after the testing window is complete and the end of window sync is turned on.</p> <p>SSDFs will be available March 26, 2024.</p>	All educators