



Detroit Public Schools Community District Application Support Resources

How to Access M-STEP Test Scores For students who do not attend DPSCD

The following instructions will assist you with obtaining your child's M-STEP test scores, which are required for some students seeking admission to DPSCD application schools. The instructions will walk you through how to contact your student's school MI-Access Coordinator, so you may request that the scores be sent directly to you.

The MI-Access Coordinator ensures students are provided with the proper testing environment. MI-Access Coordinators are also able to access student's M-STEP test scores from previous years. Every school has MI-Access Coordinator.

Step by Step Directions

1. Go to <https://cepi.state.mi.us/eem/>. On the left-hand side of the page, click on the "Search" tab.
2. Click **QUICK**.



3. In the "Entity Name Contains" field, type in the name of your child's school.
4. The "Status" field should stay on the option "Open-Active."

Questions? [Detroitk12.org/applicationschools](https://detroitk12.org/applicationschools), 313-873-6345, application.schools@detroitk12.org

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Center for Educational Performance and Information

Michigan.gov The Official State of Michigan Website

EEM Home > Entity Quick Search

Entity Quick Search

* = Required

Search By Code

Search By Characteristic

Search by Characteristic

Choose Type of Entities:

- Any Entity Type
- Higher Education College/University
- Higher Education Department/School
- Higher Education Non-Instructional Ancillary Facility
- Independent Technology School
- ISD District

Entity Name: (3)

Contains:

Located in County:

Located in City:

Zip Code starts with:

Status: (4)

All-Open includes open-active, open-pending, construction, open-vacant/empty, and closed-pending

Search

5. Click on the School Name highlighted in blue.

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EEM Home > Entity Quick Search

Entity Quick Search

Your search yielded 3 result(s).

* = Required

Entity Name contains Bates; Status equals Open-Active

Name	Entity Code	Parent	Type	County	City
Dexter Community School District		Dexter Community School District	LEA Unique Education Provider	Washtenaw	DEXTER
Detroit Public Schools Community District		Detroit Public Schools Community District	LEA School	Wayne	DETROIT
Woodhaven-Brownstown School District		Woodhaven-Brownstown School District	LEA School	Wayne	WOODHAVEN

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Excel Export

Back to Search

6. Scroll to the bottom of the page. Click on details in the MI-Access Coordinator row.

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The screenshot shows the CEPI website interface. The main content area displays the 'LEA School' entity details, including fields for 'Official Name of Entity', 'Entity Code', 'Ownership', 'REMC Code', 'Agreement Number', 'County (Code)', 'ISD District', and 'Magnet School'. Below this, there are tabs for 'Admin/Contacts', 'Addresses', 'Relationships', and 'Members'. The 'Admin/Contacts' tab is active, showing a table with the following data:

Lead Admin	Type	Name	Phone	System Effective Date	
<input checked="" type="checkbox"/>	Principal			07/01/2017	Details
<input type="checkbox"/>	MI-Access Coordinator			09/23/2019	Details

A red arrow points to the 'MI-Access Coordinator' row. A red circle with the number '6' is next to the 'Lead Admin' column header. The 'System Effective Date' is shown as 09/23/2019.

7. Once on the next page, copy the MI-Access Coordinator's email address. Send an email to the School Coordinator including the request form or email template.

Once you have your student's MI-Access Coordinator email address, please request your M-STEP test scores via email.

- **Request Form:** The request form is a form used to gather information needed to look up the student's test scores. Parents should email completed forms to their student's MI-Access Coordinator via email.
- **Email Template:** An email template is a template that can be used to email your student's MI-Access Coordinator. The text can be copied and pasted into your email.

The request form and email templates are available at <https://www.detroitk12.org/applicationschools>

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