Mississippi Department of Education
Literacy-Based Promotion Act
Universal Screener Data Upload Directions

State statute requires that the Mississippi Department of Education (MDE) select early literacy and numeracy screening assessment instrument or instruments to be used throughout the state in the screening of students in Kindergarten through Grade 3 (Mississippi Code § 37-23-16; Mississippi Code § 37-177-5). The MDE, in collaboration with Mississippi Reading Panel, has established an approved list of reading screeners to be used by local school districts in grades K-3.

Local school districts must submit universal screener data three times per year to receive grant funding (reimbursement) for universal screener costs. The MDE has created an online submission process for districts to provide this information, and data must be uploaded in accordance with the following timeline:

> **October 1** Submit Section A and Section B, as well as beginning-of-year (BOY) screener results via SharePoint spreadsheet upload (required for current fiscal year grant funding) – sample data file format provided in Section C

> **February 1** Submit middle-of-year (MOY) screener results via SharePoint spreadsheet upload (required for current fiscal year grant funding)

> **May 15** Submit end-of-year (EOY) screener results via SharePoint spreadsheet upload (required for grant funding in subsequent fiscal year)

Questions about the upload process can be directed to 601.359.5245 or screeners@mdek12.org.

Universal Screener Data Upload Directions:

1. Save your excel document in PDF format. Please name the document according to the following protocol: xxxx_screener_data, where xxxx is your 4-digit district code. Example: 0100_screener_data

2. Save Section A and Section B in PDF format. Please name the document to the following protocol: xxxx_screener_notification, where xxxx is your 4-digit district code. Example: 0100_screener_notification

3. Go to the Student Assessment SharePoint site. https://districtaccess.mde.k12.ms.us/studentassessment/default.aspx.
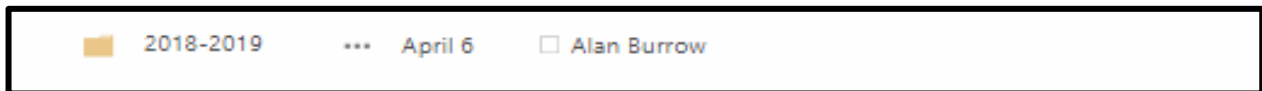
4. Login at the top right of the page. **Please note that only district test coordinators have SharePoint login access to this site.**
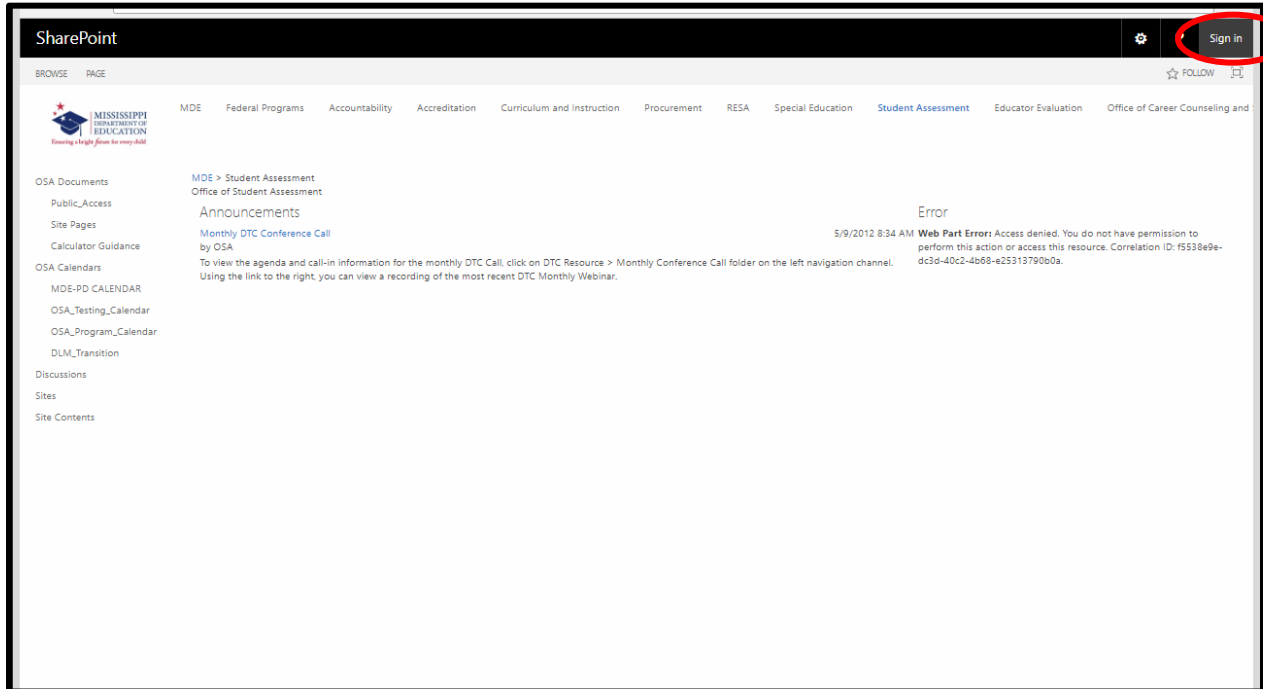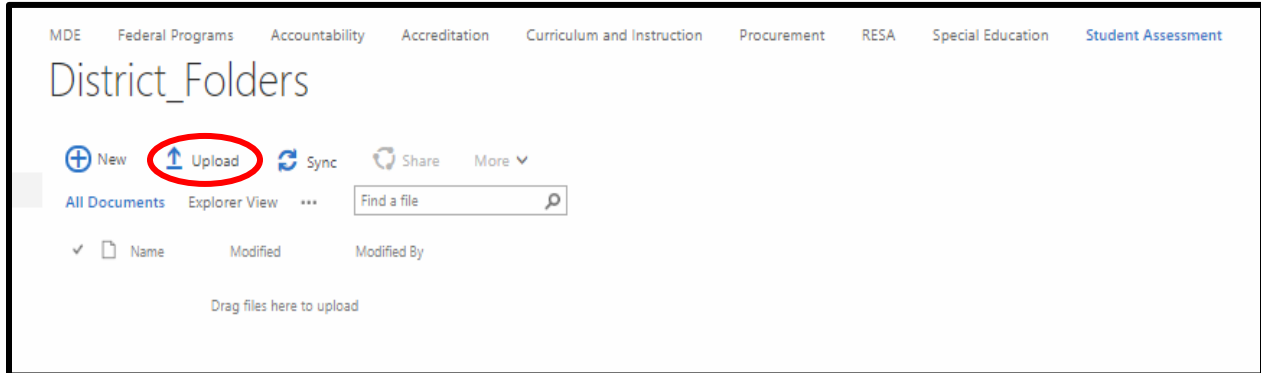

5. Double click the K-3 Screener folder.
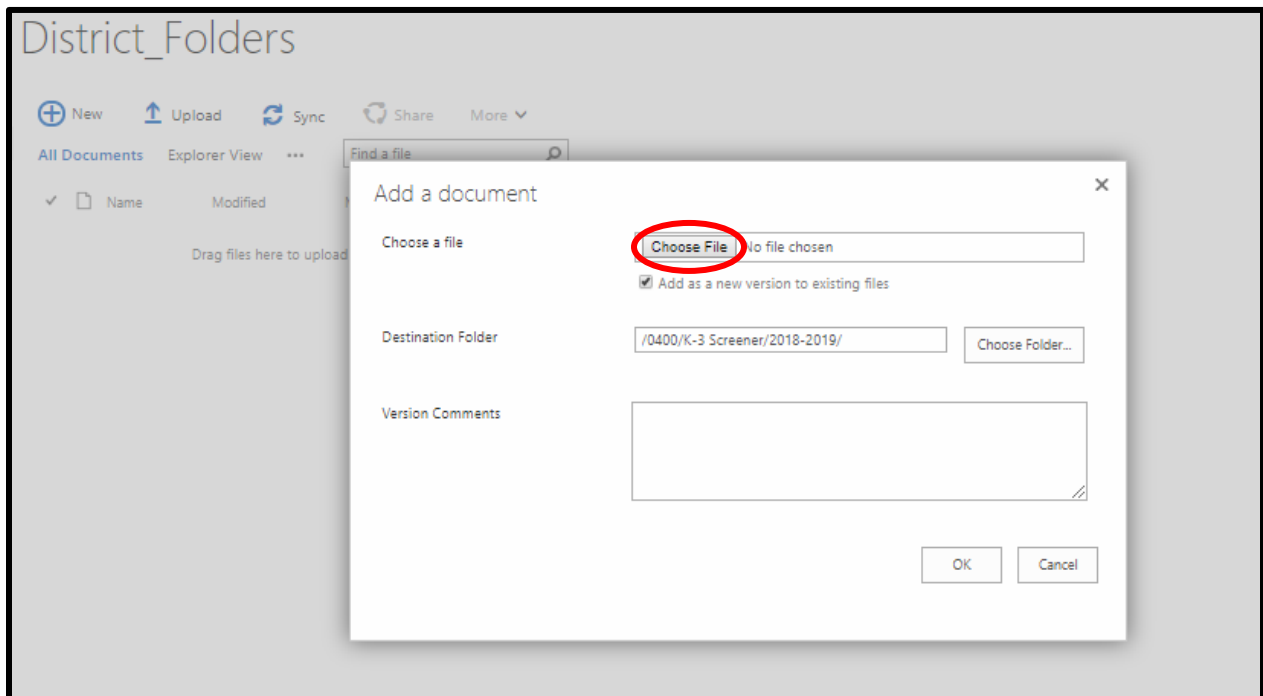

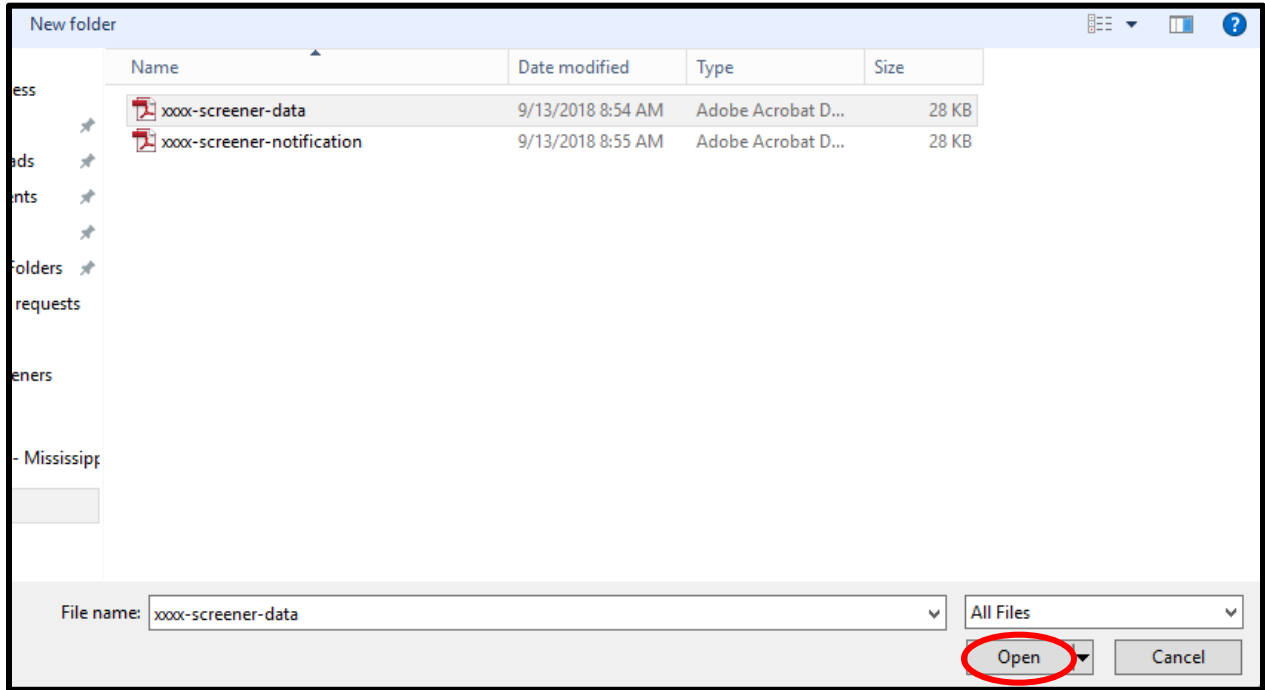6. Double click the 2018-2019 folder.

7. Click Upload.

8. Select the "Choose File" button at the top left of the popup window, then browse your computer to find the single screener data file to be uploaded. **This file must be in PDF format.**
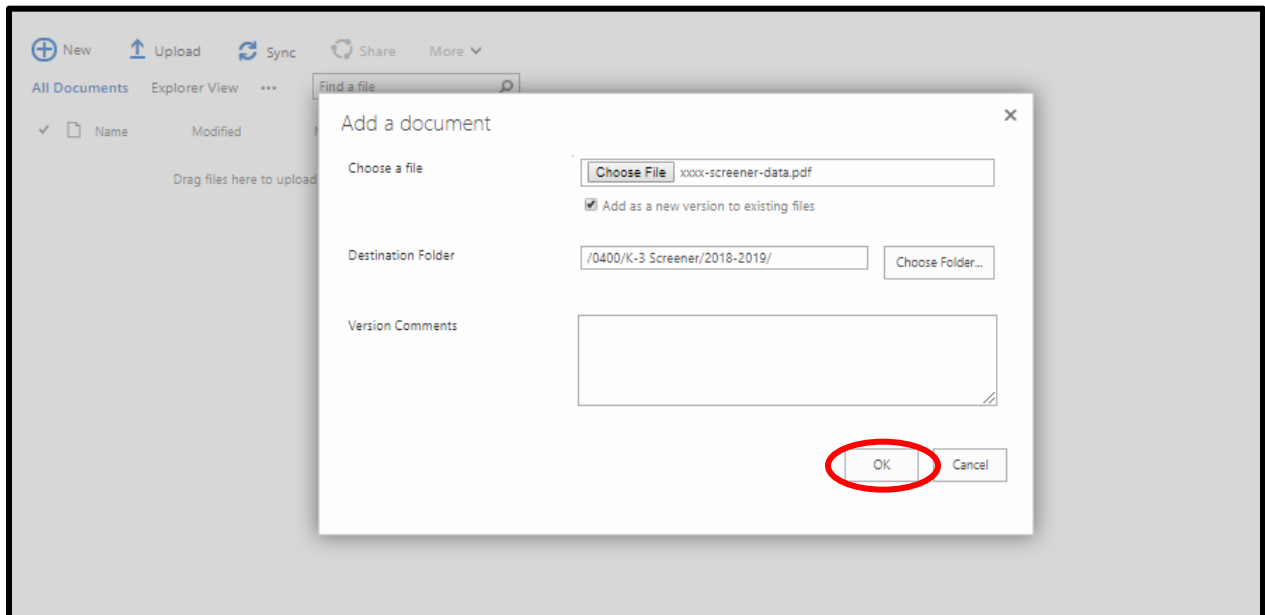
9. Once the file has been selected, click on the "Open" button at the bottom right of the popup window.

10. Click on the "OK" button at the bottom right of the popup window.

11. Click on the "Save" button to save your information and upload the file.
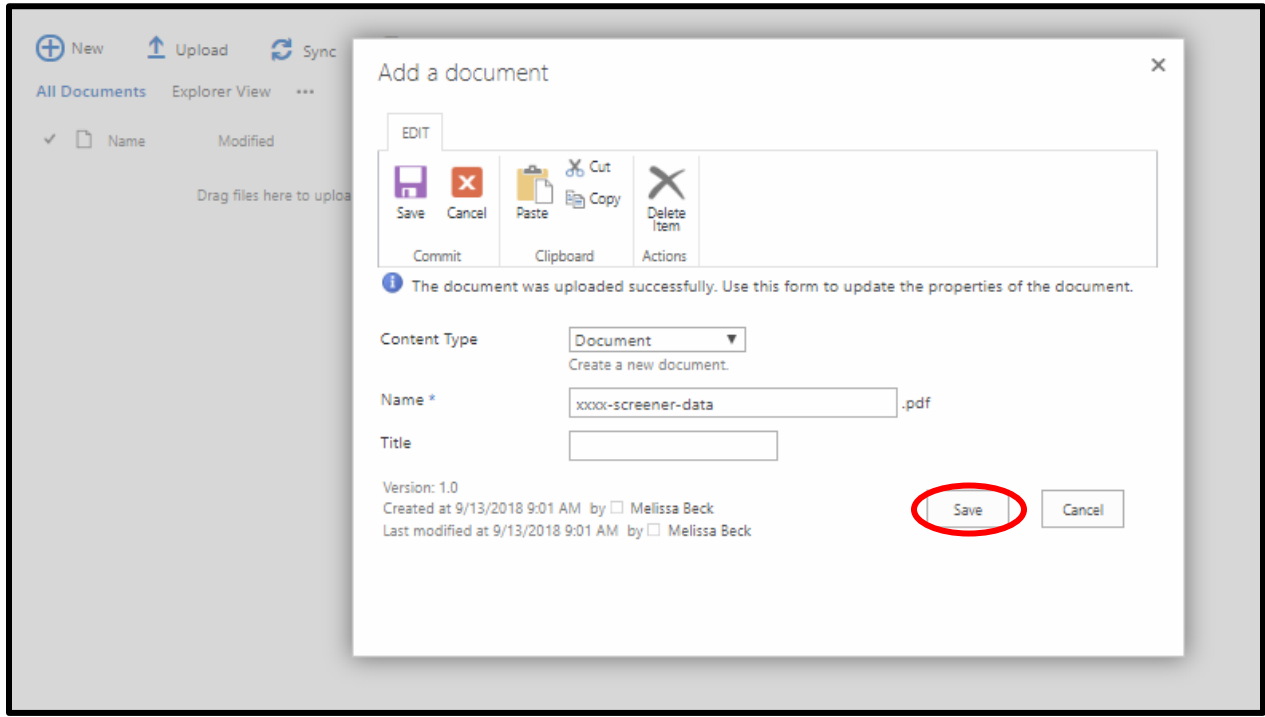
*Please note steps 7-11 will have to be completed for each document.