

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

As a requirement of state law (Miss. Code Ann. § 37-23-16), each local school district shall use screeners in Kindergarten through 3<sup>rd</sup> grade. Universal screener data must be submitted three times a year to receive grant funding. The Mississippi Department of Education (MDE) has created an online submission process for districts to provide this information.

Data must be uploaded in accordance with the following timeline.

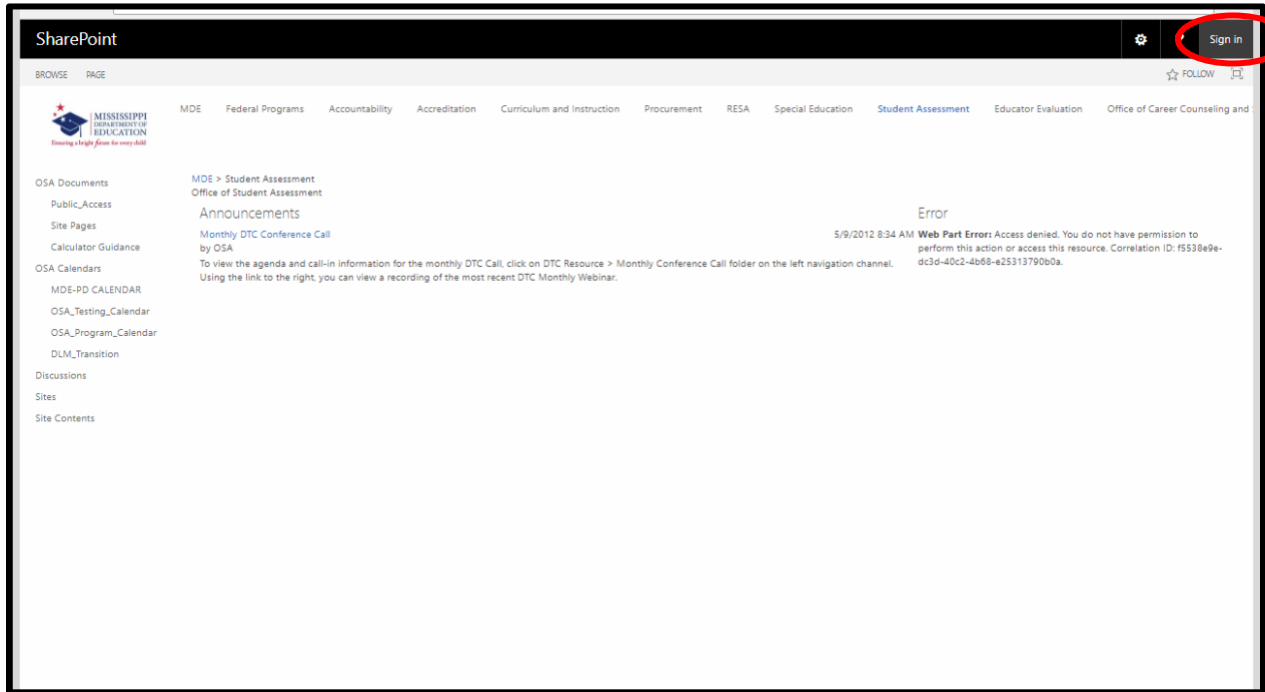
- October 1** Submit Section A and Section B, beginning-of-year (BOY) screener results, and an invoice for PreK-3<sup>rd</sup> grade screeners via SharePoint upload (required for current fiscal year grant funding)
- February 1** Submit middle-of-year (MOY) screener results via SharePoint upload (required for current fiscal year grant funding)
- May 30** Submit end-of-year (EOY) screener results via SharePoint 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](mailto:screeners@mdek12.org).

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>.

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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.

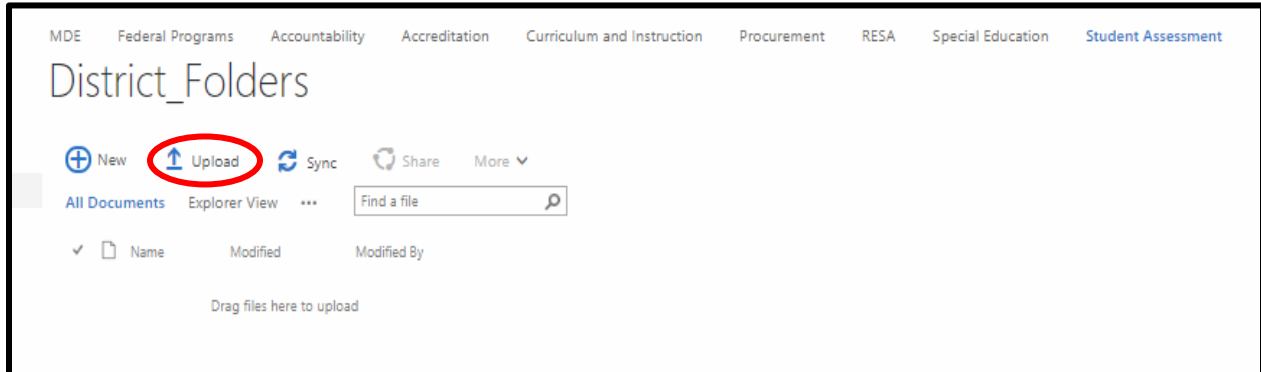


6. Double click the 2020-2021 folder.

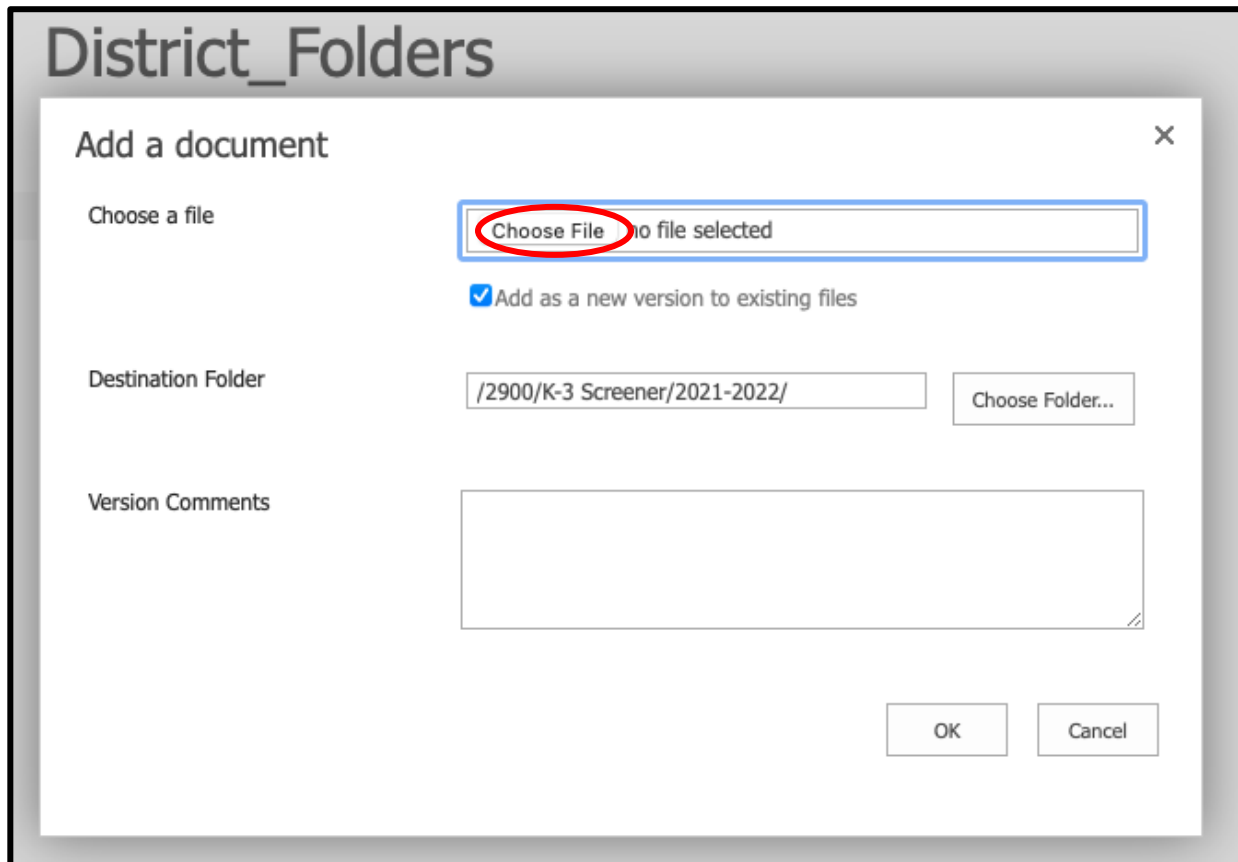


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7. Click Upload.

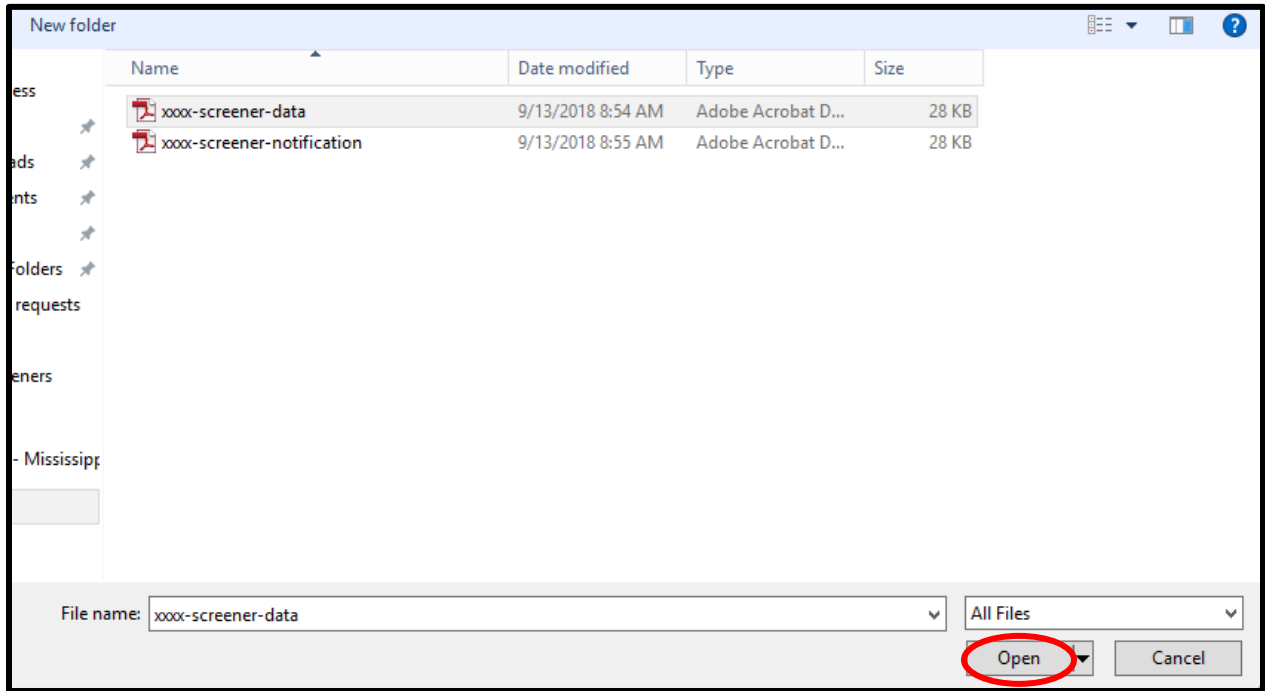


8. Select the “Choose File” button at the top left of the popup window, then browse your computer to find the single screener data file to be uploaded. **This file must be in PDF format.**

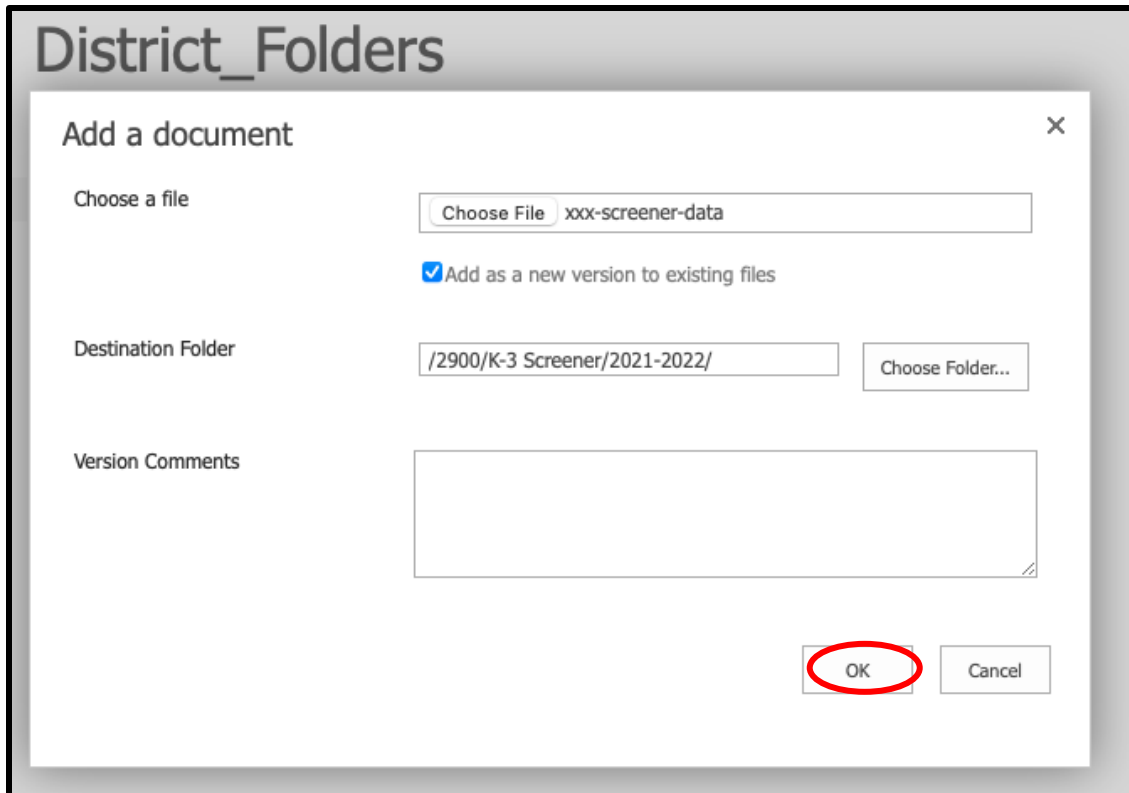


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9. Once the file has been selected, click on the “Open” button at the bottom right of the popup window.

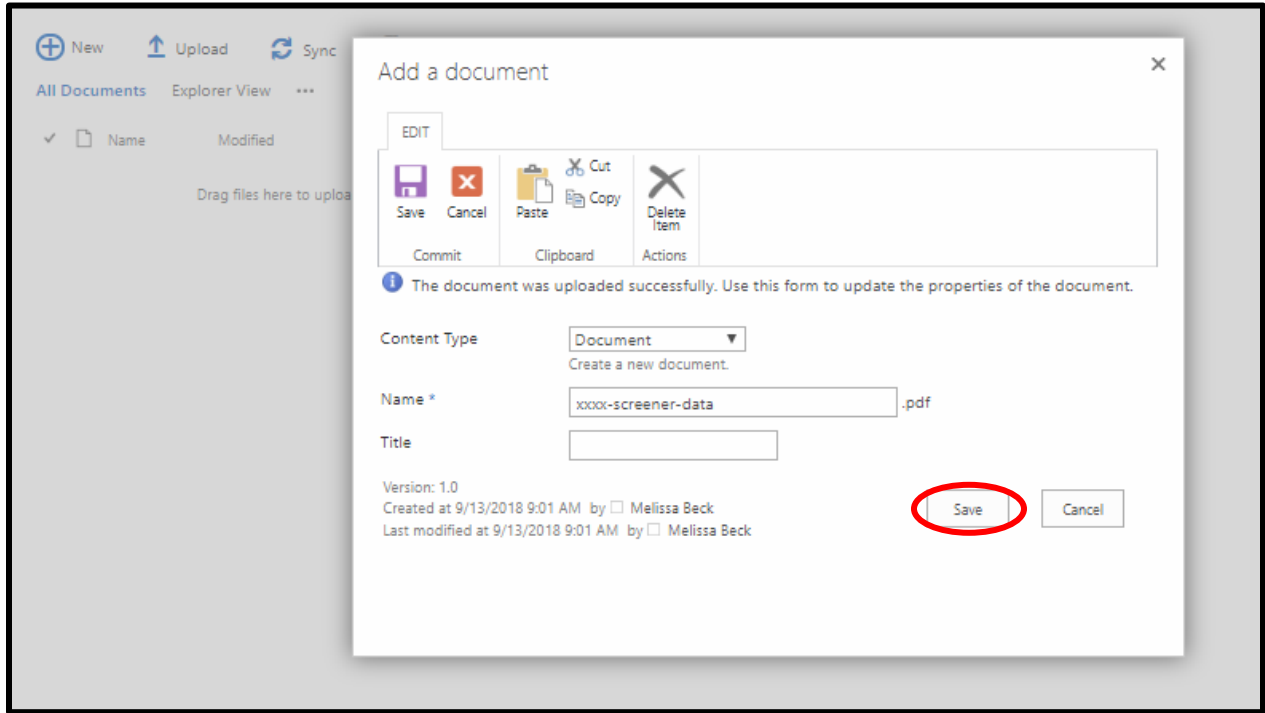


10. Click on the “OK” button at the bottom right of the popup window.



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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.**