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.”
5. Click on the School Name highlighted in blue.

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

Questions? Detroitk12.org/applicationschools, 313-873-6345, application.schools@detroitk12.org

DPSCD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, transgender identity, disability, age, religion, height, weight, citizenship, marital or family status, military status, ancestry, genetic information, or any other legally protected category, in its educational programs and activities, including employment and admissions Questions? Concerns?

Contact the Civil Rights Coordinator at (313) 240-4377 or dpscd.compliance@detroitk12.org or 3011 West Grand Boulevard, 14th Floor, Detroit MI 48202.
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](https://www.detroitk12.org/applicationschools)

**Questions?** Detroitk12.org/applicationschools, 313-873-6345, application.schools@detroitk12.org

DPSCD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, transgender identity, disability, age, religion, height, weight, citizenship, marital or family status, military status, ancestry, genetic information, or any other legally protected category, in its educational programs and activities, including employment and admissions Questions? Concerns?

Contact the Civil Rights Coordinator at (313) 240-4377 or dpscd.compliance@detroitk12.org or 3011 West Grand Boulevard, 14th Floor, Detroit MI 48202.