

# Student Registration Office Hours

The Office of Student Assessment Services

January 28, 2026

# Presenters

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# Logistics for This Session

- Use the Q&A feature to ask a question.
  - We will answer some questions aloud at specified times during this training session, and we will email the Q&A afterwards.
  - Use the thumbs-up icon to “upvote” someone else’s question.
  - Email student-specific questions to [mcas@mass.gov](mailto:mcas@mass.gov) instead of asking here.
- Closed captioning has been enabled for participants who need it.
- This session is being interpreted into ASL. Our interpreting team will be onscreen with the presenters.
- Please be advised that DESE does not authorize attendees to record or to use AI transcription tools during the meeting and DESE does not endorse any unauthorized transcripts created by third parties of its meetings.

# Slides for This Session

- Slides were emailed to participants before this session from [MCASEvents@cognia.org](mailto:MCASEvents@cognia.org).
- Slides are now being posted in the chat.
  - If you cannot access the slides in the chat, ask in the Q&A.
- After the session, we will send the slides again to participants, and they will be posted in the MCAS Resource Center along with the recording.

# Today's Agenda

1. Important Reminders
2. Q&A and Additional Demonstrations

# 1. Important Reminders

# Important Reminders

- Student registration .CSV files are placed in MCAS 2026 folders in DropBoxes in the DESE Security Portal on the first day of each [student registration window](#).
- If you are not able to access the DropBox, contact your [Directory Administrator](#).
- Step-by-step instructions for completing student registration are in the [Guide to the MCAS Portal, Part III: Student Registration](#).
- Make sure leading 0s are kept for district and school codes and grade level. Date of birth must be in mm/dd/yyyy format.

# Resources

Resource	Location
MCAS Resource Center	<a href="https://mcas.onlinehelp.cognia.org">mcas.onlinehelp.cognia.org</a>
Guide to the MCAS Portal <ul style="list-style-type: none"> <li>• Part III: Student Registration</li> </ul> Other Student Registration resources, including: <ul style="list-style-type: none"> <li>• Student Registration Template</li> <li>• Student Registration Data Definitions File</li> </ul>	<a href="https://mcas.onlinehelp.cognia.org/portal/">https://mcas.onlinehelp.cognia.org/portal/</a>
MCAS Portal Modules and Video Demonstrations <ul style="list-style-type: none"> <li>• Student Registration</li> </ul>	<a href="https://mcas.onlinehelp.cognia.org/training-modules/">https://mcas.onlinehelp.cognia.org/training-modules/</a>
MCAS Student Kiosk Technology Guide	<a href="https://mcas.onlinehelp.cognia.org/technology-setup/">https://mcas.onlinehelp.cognia.org/technology-setup/</a>
Student Assessment Updates (Biweekly email with important updates about the MCAS program)	<a href="http://www.doe.mass.edu/mcas/updates.html">www.doe.mass.edu/mcas/updates.html</a> If you do not already receive this email, subscribe using this link: <a href="http://eepurl.com/ghSOhH">http://eepurl.com/ghSOhH</a>

## **2. Q & A and Additional Demonstrations**

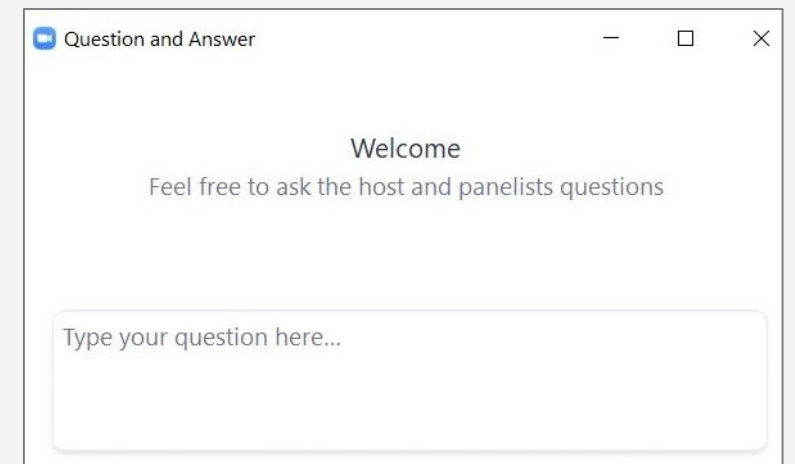
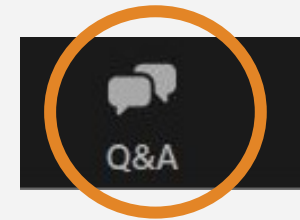
# Poll Question

**Which demonstrations would you like to see on screen?**

- A. Adding/removing rows for students in the file
- B. Adding a student's accommodations in the initial .CSV file
- C. Ensuring that the cell formatting is correct in the initial file
- D. Importing the file
- E. Resolving validation errors
- F. Manually adding/editing a student on the Students page (including accommodations)
- G. Updating a large number of student records via export/import
- H. Exporting accommodations
- I. Enrollment transfers

# Questions & Answers

Use the “Q&A” feature to ask questions.



# Next Steps

- **Today:** Complete the evaluation form.
  - Responses are associated with the name and email address used to log in.
  - Email your input to [mcas@mass.gov](mailto:mcas@mass.gov) if you have problems accessing or completing the form.
- **Within one week:**
  - Receive an email with the Q&A from this session
  - Recording will be available

# Email and Phone Support

## MCAS Service Center

- Questions on logistics and technology
  - **Web:**  
<https://mcas.onlinehelp.cognia.org/>
  - **Email:** [mcas@cognia.org](mailto:mcas@cognia.org)
  - **Phone:** 800-737-5103
  - **TTY:** 888-222-1671
  - Live chat is available at the link on the bottom of the page at the [MCAS Resource Center](#)

## DESE Student Assessment Services

- Policy questions (e.g., student participation, accommodations)
  - **Web:**  
[www.doe.mass.edu/mcas](http://www.doe.mass.edu/mcas)
  - **Email:** [mcas@mass.gov](mailto:mcas@mass.gov)
  - **Phone:** 781-338-3625
  - **TTY:** 800-439-2370

# THANK YOU

## The Office of Student Assessment Services



781-338-3625



[mcas@mass.gov](mailto:mcas@mass.gov)



[www.doe.mass.edu/mcas](http://www.doe.mass.edu/mcas)



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