Checklist for MLS Administration

Before the test, please have the following information, equipment, and staff prepared:

Information	Equipment/Tools	Staff/Support Personnel
❑ Set up MLS account ❑ MLS master password ❑ Access to Chrome or Firefox ❑ Your official school e-mail ❑ Your school's BEDS code (from principal) ❑ Your school's MLS password ❑ Student first and last name ❑ Student NYSSIS ID number from principal (if not available, this can be submitted later) ❑ Student date of birth ❑ A guardian's name and address ❑ Student date of enrollment in NYS schools ❑ Language for the exam	❑ A quiet administration room ❑ Stable internet connection ❑ Sufficient number of computers with Google Chrome or Fire Fox installed ❑ Sufficient number of earphones / headphones ❑ Paper and pencil	❑ A trained MLS point person to set up the required accounts and registrations (please see the sheet linked below) ❑ An exam proctor (the test is untimed, and each test may take up to one hour, depending on student level) ❑ Establish District contact to get NYSSIS numbers

Once you have the above information, equipment, and staff ready, please follow the three steps described in "Quick Sheet for the Multilingual Literacy SIFE Screener (MLS)" to be prepared for administrating the MLS. The Quick Sheet is available at the following link:
http://www.nysed.gov/common/nysed/files/programs/bilingual-ed/mls_quicksheet_20190307a_0.pdf

Technical support is available from the MLS Support Team at
MLS.email.server@gmail.com

Office of Bilingual Education and World Languages (OBEWL)
New York State Education Department