



# Alternate Assessment Eligibility LEA Training

Sep. 25, 2024 | [Asaad.Fulton@dc.gov](mailto:Asaad.Fulton@dc.gov)

# Platforms & Background

**SPED POCs and/or Testing Coordinators** will need access to the following platforms to submit students for Alternate Assessment Eligibility:

- Quickbase: Alternate Assessment
- Power School Special Programs (PSSP)

**Contact your [Data Liaison](#) for access to these applications**

There are 3 types of reviews that will happen during the Alternate Assessment review window:

- Initial Determination Review (Application submitted by October 10<sup>th</sup>)
- Application Renewal (Previously approved students)
- Application Appeals (For application denied from Initial Review)

# Timeline

Task	Deadline
LEAs add or update documentation for alternate assessment applications in the Special Programs database.	Aug. 26 – Oct. 10, 2024
LEAs can view the students who have alternate assessment applications with daily updates.	Quickbase: Sep. 27, 2024 Qlik: Oct. 4, 2024
<b>Final deadline for LEAs to update alternate assessment eligibility documentation in the Special Programs database for the 2024-25 school year.</b>	<b>Oct. 10, 2024</b>



# Timeline

Task	Deadline
OSSE Review Window	Oct. 11 - Nov. 15, 2024
OSSE sends initial eligibility determinations to LEAs	Nov. 18, 2024
LEA Appeals Window	Nov. 18 - Dec. 6, 2024
Final eligibility determinations delivered by OSSE	Jan. 6, 2025





# Alternate Assessment Eligibility Initial Determinations

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*2024-25*

# Process- Initial Applications

Initial applications (eligible for appeal) have a due date of **October 10, 2024**. LEAs with students they would like OSSE to consider for participation in SY2024-25 alternate assessments must do the following:

1. **PowerSchool Special Programs**: Where all documentation and evidence will be submitted/uploaded for Alternate Assessments.
- Documentation required **prior** to OSSE review:
  - A. An active IEP with “Alternate Assessments” marked off
  - B. [DC Alternate Assessment Application Form\\*](#)
  - C. Sources of supporting evidence

\*Renamed document, requirements are still the same.

\* Electronic version available on Special Programs.



## Sign In

School/District ID

Sign In

# Process – Initial Applications: Participation Criteria Form

The screenshot shows the top navigation bar of the Special Programs system. The navigation items are Search, Communication, Reporting, Administration (highlighted with a yellow box), and Service Capture. Below the navigation bar is a dropdown menu for 'Select Profile Type' with 'Students' selected.

Administration < Document Template Translation < Individualized Education Program < Statewide Alt Assessment Participation Criteria

The screenshot shows the 'Statewide Alt Assessment Participation Criteria [STATEAAPAR]' form in the 'Testing Format'. The navigation bar includes the Special Programs logo, search, communication, reporting, administration, and service capture icons. The user is identified as 'District Tenant District of Columbia Public ...'. The breadcrumb trail is 'Document Templates > Statewide Alt Assessment Participation Criteria [STATEAAPAR]'. The 'Setup' menu is open, showing 'Properties' and 'More...'. The 'Testing Format' tab is selected. A 'Print' button is visible. The header includes the Office of the State Superintendent of Education (OSSE) logo and address: '1050 First Street, NE, Washington, DC 20002'. The form title is 'Statewide Alternate Assessment Participation Criteria'. The 'Student Information' section contains the following fields:

Student: {StudentFullName}	USI: {@profile.StateID}	DOB: {BirthDate}	Grade: {@TopOneValueOf[EnrollmentLEAEntryExit, EnrollmentGrade: EnrollmentStartDate DESC]}		
Case Manager: {CaseManagerName}	Case Manager: {CaseManager:N}	Last Eligibility Meeting Date: {@Profile.EligDeterminationDate}	Last IEP Annual Review Meeting Date: {@Profile.IEPCompletionDate}	Last Eligibility Meeting Date: {@Profile.EligDeterminationDate}	Last IEP Annual Review Meeting Date: {@Profile.IEPCompletionDate}
Date: {@Date(Document_Finalized_On)}					

Directions: To qualify for the District of Columbia's Alternate Assessment\*, a student's IEP team must determine that a student is eligible based on participation criteria and accompanying evidence. Please complete this form so it is included in the student's record in Special Programs. Please do not send this form to OSSE via email, in order to protect student privacy.

# Process – Initial Applications: Participation Criteria Form


**Special Programs** Search Communication Reporting Administration Service Capture District Tenant District of Columbia Public ... ? AF

Document Templates > Statewide Alt Assessment Participation Criteria [STATEAAPAR] Setup: **Properties** More... ▾

Statewide Alt Assessment Participation Criteria ▾

Output Format HTML Format **Testing Format** Section Properties Fields Field Properties Section Actions Easy Edit

**Print**

 **Office of the State Superintendent of Education (OSSE)** 1050 First Street, NE, Washington, DC 20002

**Statewide Alternate Assessment Participation Criteria**

**Student Information**

Student:	USI:	DOB:	Grade:	Case Manager:	Case Manager:	Last Eligibility Meeting Date:	Last IEP Annual Review Meeting Date:	Last Eligibility Meeting Date:	Last IEP Annual Review Meeting Date:
Date:									

Directions: To qualify for the District of Columbia's Alternate Assessment\*, a student's IEP team must determine that a student is eligible based on participation criteria and accompanying evidence. **Please complete this form so it is included in the student's record in Special Programs. Please do not send this form to OSSE via email, in order to protect student privacy.**

**DC Alternate Assessment Application for Participation**

**Applicant Information**

Disability Category:

Did the student participate in the DC Alternate Assessment last year?

Yes  No

Please indicate **ALL** assessments in which the student participated in the last year:

- Statewide Assessment
- ACCESS
- DC Science
- Multi-State Alternate Assessment (MSAA)

# Process – Initial Applications: Sources of Evidence

Category of Criteria	Acceptable Evidence
<b>Student has a <u>Significant Cognitive Disability</u></b>	<ul style="list-style-type: none"><li>• Results of Individual Cognitive Ability Test</li><li>• Results of Adaptive Behavior Skills Assessment</li><li>• Results of individual and group administered achievement tests</li><li>• Results of informal assessments</li><li>• Results of individual reading assessments</li><li>• Results of district-wide alternate assessments</li><li>• Results of language assessments including English learner (EL) language assessments if applicable</li></ul>
<b>Student is learning content linked to Common Core State Standards (CCSS)</b>	<ul style="list-style-type: none"><li>• Examples of curriculum, instructional objectives and materials including work samples</li><li>• Present levels of academic and functional performance, goals and objectives from the IEP</li><li>• Data from scientific research-based interventions</li><li>• Progress monitoring data</li></ul>
<b>Student requires extensive direct individualized instruction and substantial supports to achieve measurable gains in the grade and age-appropriate curriculum</b>	<ul style="list-style-type: none"><li>• Examples of curriculum, instructional objectives, and materials including work samples from both school and community-based instruction</li><li>• Teacher-collected data and checklists</li><li>• Present levels of academic and functional performance, goals, and objectives, and post- school outcomes from the IEP</li><li>• Transition Plan for students aged 12 and older</li></ul>



# Alternate Assessment Eligibility Renewals

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*2024-25*

# Process – Application Renewals

For students **renewing eligibility** for alternate assessments in the 2024-25 school year, LEAs are to follow the steps below:

1. Ensure there is an active IEP in the Special Programs database that indicates “Alternate Assessment” selected by IEP team.
2. Ensure the “DC Alternate Assessment Application Form” is completed electronically in the Special Programs database and is dated within the last three calendar years.
3. Ensure all sources of supporting evidence are in the Special Programs database and are dated within the last three calendar years.

**For students previously approved to participate in alternate assessments in SY 2023-24 - new applications are not required.** The alternate assessment participation decision carries over to the next academic school year if all other supporting documentation is current and present in the Special Programs database.

# Process – Application Renewals: Documents in PS

The screenshot shows the 'Special Programs' web application interface. The top navigation bar includes 'Search', 'Communication', 'Reporting', 'Administration', and 'Service Capture'. The user is logged in as 'District Tenant District of Columbia Public ...'. The 'My Home Page' breadcrumb is followed by a redacted name. The 'Documents' tab is highlighted in yellow. Below the tabs are filters for 'By Year: (All)' and 'By Category: (All)'. A section titled 'Documents for [redacted]' contains a 'Create New Document' dropdown set to '(Select...)' and a 'Go' button. Below this is a table with the following columns: 'Documents for 2023/24', 'Status', 'Document ID', 'Creation Date', 'Modification Date', 'Finalization Date' (highlighted in yellow), and 'Preceding/Original Document'.

LEAs can use the Documents tab to check if there is any expired documentation on file for the student that would result in a denial for 2024-25 participation in Alternate Assessments. OSSE will use the **“Finalization Date”** to determine if a document is expired.



Alternate Assessment Eligibility  
Appeals  
*2024-25*

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# Process – Determination Appeals

Completed applications submitted by the deadline of **Oct. 10, 2024**, are eligible for appeal. If an LEA decides to appeal an eligibility determination, the LEA will do so through the **Alternate Assessment - Quickbase application**.

For most appeals, additional documentation that supports the IEP team’s request will need to be uploaded in the Special Programs database (e.g., new evaluations, case records, or assessment results). – ***See slide 7 for a full comprehensive list.***

- LEAs should use denial codes and any notes to determine what will be needed for a student to be reconsidered for participation.
- If an OSSE reviewer does not see additional documentation uploaded, the application will not be reconsidered and the initial determination of denied will still apply.
- The initial application, submitted on time, must have a determination of “NO” for an LEA to be able to initiate an appeal in Quickbase.
- Final determinations will be delivered in **January 2025**.

## Process – Determination Appeals: Denial Codes

Denial Code #	Code Description
N1	Student records do not indicate a disability or multiple disabilities that significantly impact intellectual functioning and adaptive behavior
N2	IEP goals and instruction are not linked to enrolled grade-level CCSS and/or do not address knowledge and skills that are appropriate and challenging for student
N3	Student does not require extensive, repeated, individualized instruction and support, nor use substantially adapted materials and individualized methods of accessing information in alternative ways to acquire, maintain, generalize, demonstrate, and transfer skills across academic content
N4	Alternate Assessment not indicated on active IEP
N5	IEP not active in Special Programs database
N6	Supporting sources of evidence missing or insufficient to support participation in alternate assessment
N7	Supporting sources of evidence not current (not dated within three calendar years)

# Process – Determination Appeals: Quickbase

Home | Alternate Assessment ...

**Alternate Assessment Roster** > **Record #12350**  
▶ Reports & Charts

Student Demographics | LEA Appeal Process | **Final Eligibility Determination by OSSE**

Final Eligibility Determination	No	User that made the final eligibility determination	[REDACTED]
Final Eligibility Determination Denial Code	N2		
Final Eligibility Denial Code Description	IEP goals and instruction are not linked to enrolled grade-level CCSS and/or do not address knowledge and skills that are appropriate and challenging for student		
Student with Alt Assessment Checked on Current IEP	Yes		
Student with Current Participation form	Yes		
Previous IEP with Alt Assessment	Yes		
Student determined eligible for Alt assessment SY22-23	No		
Final Eligibility Checked in Special Program	No		

# Process – Determination Appeals: Quickbase

The screenshot displays the Quickbase interface for the 'Alternate Assessment Roster' for 'Record #12350'. The navigation bar at the top includes a 'Home' link and a folder icon labeled 'Alternate Assessment ...'. Below the navigation bar, the page title is 'Alternate Assessment Roster > Record #12350', with a sub-link for 'Reports & Charts'. The main content area features a horizontal navigation bar with three tabs: 'Student Demographics', 'LEA Appeal Process', and 'Final Eligibility Determination by OSSE'. The 'LEA Appeal Process' tab is selected and highlighted with a yellow box. Below the navigation bar, a table is visible with a highlighted row. The table has two columns: 'Initiate Appeal' and 'N/A'. The 'Initiate Appeal' cell is highlighted with a yellow box.

Student Demographics	LEA Appeal Process	Final Eligibility Determination by OSSE
Initiate Appeal	N/A	

# Special Considerations – Deadline Reminders

The deadline for application submission is **Oct. 10, 2024**. Any applications submitted between **Oct. 11 - Dec. 6** will be marked with a late flag in the Alternate Assessment - Quickbase application and will be reviewed during the late submission/appeals window, **Nov. 18 - Dec. 6**. **Applications marked with a late flag are not eligible for appeal** and will receive a final determination on **Jan. 6, 2025**.

OSSE will **only** review applications submitted after **Nov. 18** for students who:

1. Are transfer students (new to the LEA)
2. Meet the criteria outlined in the OSSE guidance for IEP teams, due to a new disability determination
- **LEAs must upload documentation in Special Programs and create an OST Ticket to flag OSSE for review. These reviews will not be automatically determined unless they are flagged.**

Applications submitted after **Nov. 18** for students who do not meet the above conditions will **not** receive an alternate assessment eligibility determination. These students are expected to participate in the applicable statewide general assessments in Spring 2025 and can apply for alternate assessment eligibility again in Fall 2025.

# Special Considerations – Timeline Recap

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Questions?

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