



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

## **Alternate Assessment Eligibility Process Memo for the 2019-20 School Year**

### **Introduction**

OSSE is committed to providing equitable assessment opportunities for all students in the District of Columbia. Alternate districtwide assessments are available for the 2019-20 school year for students with the most significant cognitive disabilities as an alternative to participating in the PARCC, the DC Science Assessment and the Access for ELLs 2.0 Assessment. Alternate assessment offerings for the 2019-20 school year include the following:

- Multi-State Alternate Assessment (MSAA) in English Language Arts (ELA) and Mathematics
  - Grades 3-8 and 11
- The DC Science Alternate Assessment
  - Grades 5, 8, and High School Biology
- Alternate ACCESS for ELLs 2.0 Assessment
  - Grades K-12<sup>1</sup>

General information regarding MSAA, the DC Science Alternate Assessment and the Alternate ACCESS for ELLs 2.0 Assessment can be found on OSSE's website for "[Alternate Assessments](#)."

### **Applying for Alternate Assessment Eligibility in SEDS**

Eligibility for participation in **any** alternate assessment for the 2019-2020 school year begins with LEAs completing the appropriate documentation in SEDS. During the IEP development process, or through an IEP amendment, Individualized Education Program (IEP) teams are to carefully review OSSE's [participation criteria](#) to identify individual students for whom it may be most appropriate to participate in the alternate assessment program.

Every fall, OSSE reviews student records to determine eligibility for alternate assessment participation for the current school year. For OSSE to review a student for alternate assessment eligibility for the 2019-20 school year, the following documentation must be made in SEDS:

1. There is a current IEP on file.
2. The current IEP indicates "Alternate Assessment" selected by the IEP team.
3. There is a "DC Alternate Assessment Participation Decision Documentation Form" on file that was completed and submitted with the current IEP.
4. All documentation to support the alternate assessment decision form has been uploaded.

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<sup>1</sup> OSSE will review student records to determine eligibility for Alternate ACCESS participation for students beginning in grade 3. IEP teams will make determinations for students in grades K-2.

## **Application Scenarios**

For further guidance, please refer to the following scenarios.

### ***Scenario 1: New Applicants***

For new students requesting eligibility for alternate assessments in 2019-20, follow the process below:

- Ensure there is an IEP current in SEDS.
- Ensure the current IEP indicates “Alternate Assessment” selected by IEP team
  - *If the IEP does not indicate “alternate assessment,” an IEP amendment is needed.*
- Complete the “DC Alternate Assessment Participation Decision Documentation Form” (Participation Criteria Form) electronically in SEDS.
- Upload all supporting documentation in SEDS.

### ***Scenario 2: Yearly Renewals for Alternate Assessment Eligibility***

For students renewing eligibility for alternate assessments in 2019-20, please follow the steps listed below:

- Ensure there is an IEP current in SEDS.
- Ensure the current IEP indicates “Alternate Assessment” selected by IEP team.
  - *If the IEP does not indicate “alternate assessment,” an IEP amendment is needed.*
- Ensure the “DC Alternate Assessment Participation Decision Documentation Form” (Participation Criteria Form) is completed electronically in SEDS.
- Ensure all supporting documentation is in SEDS.
- NOTE\* Students determined eligible for the 2018-19 school year will automatically be determined eligible for the 2019-20 school year

## **LEA Rolling View of Applications via Qlik**

Starting on **Sept. 9, 2019**, LEA Data Managers, and LEA Special Education POCs will be granted access to the Qlik application. As a reminder, a completed application includes: (1) a “DC Alternate Assessment Participation Decision Documentation Form” (PDF or electronic); (2) “Alternate Assessment” selected in SEDS; and (3) a current IEP. In the Qlik application, LEAs and schools will be able to see which students have completed or not completed these steps in SEDS. In addition, LEAs and schools will be able to see if any intended applicants are missing entirely from the Qlik feed. If there are students missing, or any missing requirements, LEAs/schools are responsible for making correction to the students’ records in SEDS.

The Qlik feed will be updated daily. Please note that if you complete the electronic participation decision form in SEDS after October 18th, this record will not be reviewed in the initial determination process but instead will be reviewed during the appeals process and will be reflected in the Qlik feed starting November 18<sup>th</sup>.

## **Exceeding One Percent Activities**

Starting on **Sept. 9, 2019**, LEA Data Managers, and LEA Assessment Managers will be granted access to the Alternate Assessment Eligibility Quickbase application. Updates to the Quickbase application have been made with the addition of separate pages for completing the **Alternate Assessment Eligibility** process and **Exceeding One Percent Activities**. Only LEAs that exceeded the 1% cap for the 2018-19 school year, will have access to the new Exceeding One Percent Activities page in the application.

### **OSSE Review of Applications for Alternate Assessment Eligibility**

Starting on **Oct. 21, 2019**, OSSE will review all alternate assessment eligibility applications. Eligibility determinations will be returned to LEAs in SEDS. On **Nov. 18, 2019**, all determinations will be reflected in SEDS. LEAs will also be able to view the determinations in the Qlik application.

### **Determination Appeals**

If an LEA decides to appeal an eligibility determination, then the LEA will do so through a Quickbase application. The Quickbase application will allow LEAs to communicate further with OSSE about the case via a secure platform. For most appeals, additional documentation that supports the IEP team's request will need to be uploaded in SEDS (e.g., new evaluations, case records, or assessment results). Access to this Quickbase application and detailed user instructions will be provided to LEAs in mid-December.

### **Timeline for the Alternate Assessment Eligibility Process for the 2019-20 School Year**

<b>Task</b>	<b>Deadline</b>	<b>System</b>
LEAs ensure or update documentation for alternate assessment requests in SEDS. For OSSE to review for participation eligibility, a student must have the following in SEDS for the 2019-20 school year: <ol style="list-style-type: none"><li>1. There is a current IEP on file.</li><li>2. The current IEP indicates "Alternate Assessment" selected by the IEP team.</li><li>3. There is a "DC Alternate Assessment Participation Decision Documentation Form" on file associated with the current IEP.</li><li>4. All documentation to support the alternate assessment decision form has been uploaded.</li></ol> Refer to the scenario examples to determine whether an electronic or PDF documentation form is appropriate.	Sept. 9, 2019 – Oct. 18, 2019	SEDS
LEAs are able to view the students who have alternate assessment applications in SEDS through a Qlik application.	Sept. 9, 2019 (rolling updates)	SEDS Qlik
Final deadline for LEAs updating alternate assessment eligibility documentation in SEDS for the 2019-20 school year.	Oct. 18, 2019	SEDS
OSSE reviews documentation in SEDS for students requesting eligibility for alternate assessments in the 2019-20 school year.	Oct. 21, 2019 – Nov. 15, 2019	SEDS
OSSE sends Exceeding 1 Percent Cap Justification Memo and Justification Form to LEAs who have assessed more than 1 percent of their students with an alternate assessment.	Oct. 28, 2019	Quickbase

Final deadline for LEAs to submit their Exceeding 1 Percent Cap Justification Form to OSSE.	Nov. 8, 2019	Quickbase
OSSE sends eligibility determinations to LEAs in SEDS. In addition, LEAs will be able to view these determinations in Qlik.	Nov. 18, 2019	SEDS Qlik
LEAs may appeal eligibility determinations in Quickbase and in most cases will need to submit additional evidence that supports the appeal to OSSE in SEDS.  As a rare exception, LEAs may submit new eligibility applications after the application window for transfer students or students who have new evaluations or disability determinations.	Nov. 18, 2019 – Jan. 10, 2020	Quickbase SEDS
LEAs receive final eligibility determinations from OSSE in SEDS.	Jan. 15, 2020	SEDS

For more information and guidance for IEP teams on alternate assessment participation, please contact [Michael.Craig@dc.gov](mailto:Michael.Craig@dc.gov) or (202) 257-3371. For technical assistance with Qlik, contact your DAR Liaison <https://osse.dc.gov/publication/data-assessment-and-research-lea-liaisons>.