



**State of Arizona  
Department of Education**

**Kathy Hoffman**  
Superintendent of  
Public Instruction

**To:** Alternate Assessment Test Coordinators  
**From:** Bethany Spangenberg, Director of Alternate Assessment  
**Date:** October 11, 2019

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**ALERT: Alternate Assessment Update**

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**Student Selector Application Opens in ADEConnect**

**Beginning October 15, 2019 through November 29, 2019**, the Alternate Assessment Test Coordinators (TCs) will access the *Alternate Assessments Student Selector Application* in ADEConnect through the ESS Portal to **register students for both of our alternate assessments: AIMS A Science and MSAA**. The Alternate Assessment TC will only need to register/select students once. A **User's Guide** with detailed instructions is attached.

It is important that **all of your eligible students** are indicated in the Student Selector Application. After all students have been registered in the Student Selector Application, ADE will securely upload a student registration file to the AIMS A Science Application for students in Grades 4, 8, and 10 along with their identified test administrator/teacher, as well as in MSAA ELA and Mathematics for Grades 3- 8 and 11.

Students must be identified as qualifying for alternate assessments before the Student Selector Application closes on November 29, 2019. If a student needs to be added to the alternate assessment system after the application closes, the Test Coordinator must submit a letter signed by the Alternate Assessment Test Coordinator and District Superintendent/Charter Holder. The letter will include a list of students' SSIDs and an explanation for missing the students in the selection process. For explanations related to a deficiency in policy or practice, include steps the LEA will take to correct the issue. An explanation stating that the IEP team did not make the determination that the student is eligible for alternate assessment before the close of the Student Selector Application will not be accepted since this does not follow eligibility guidelines.

\*\* Remember the test window for **AIMS A Science** will be open February 3 through February 28, 2020; and the test window for **MSAA ELA and Mathematics** will be open March 16 through May 1, 2020.

**Handbook and Manuals**

New this year: The [\*Alternate Assessment Handbook\*](#) for Test Coordinators (TCs); includes the Alternate Assessments activities throughout the year including a checklist, timeline, and instructions for each activity. This handbook was developed to assist all TCs. This Handbook does NOT replace the manuals that cover the specific areas of the [AIMS A Science](#) and [MSAA](#) assessments.

Please contact Alternate Assessment Unit at 602-542-8239 or [AssessingSWDs@azed.gov](mailto:AssessingSWDs@azed.gov) with any questions.