



**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: September 25, 2020

Important Alternate Assessment Information

AIMS A Science Reporting Portal

The AIMS A Science Reporting Portal will close on September 30. Please make sure all reports have been downloaded and saved following your LEA's policy. Two copies of each student report have been shipped. One copy is sent home to parents/guardians and the other copy is placed in the student's secure file. Please contact our office if you have not received the student reports.

Alternate Assessment Eligibility Form

The [alternate assessment eligibility form](#) has been updated to remove AIMS A Science. To make the updated form accessible, the formatting has changed slightly. Please use this new form going forward. The eligibility criteria itself has not changed; therefore, students who have been determined eligible using the July 2019 form are still eligible. No amendments are needed for these students.

Test Coordinator Handbook

We have made some changes to the handbook this year including removing AIMS A Science procedures and updating the process for the corrections application. This [handbook](#) has a checklist for Alternate Assessment Test Coordinators and detailed instructions for all tasks.

Student Selector Application

It's the time we have all been waiting for. The Student Selector Application will be available for identifying students for alternate assessments this school year. The IEP team must determine eligibility for alternate assessment before the close of the Student Selector Application to allow for suitable instructional time before administration. Keep in mind:

- The window to select students is October 1 – November 30.
- Students are identified at the District of Attendance for tuitioned out and private placements.
- A test administrator must be assigned to the student for the selection to be saved in the application. This will populate the list of test administrators for upload into the MSAA system.
- The list of students in the application is taken from AzEDS – if a student is not listed, your data manager will need to update the student records in your LEA's student information system and sync with AzEDS. You can verify students by checking your SPED72 report.
- The application automatically selects the "Blind" box for students with a primary disability of Visual Impairment in Grades 3 and 4. Please unselect the box unless the student is learning foundational reading skills in Braille. This box triggers the order for the Braille cards for the foundational reading items. There is no Braille test available because the test allows for other supports that are more consistent with instructional strategies for students with a visual impairment.



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- Do not use the “No Response” box. It was developed for AIMS A Science and will not be used for MSAA. Instructions for students with no observable communication will be presented in the training modules.
- Instructions for accessing the application are on **page 4** of the [Handbook](#). Detailed instructions for selecting students is available to download from the application.

If you have any questions, please contact us at AssessingSWDs@azed.gov