# To:                   Alternate Assessment Test Coordinators

From:**Bethany Spangenberg,** Director of Alternate Assessment

Date:               December 6, 2022

**ALERT: The Student Selector Application Is Closed**

Many of you have been working hard to ensure all your students are registered for alternate assessments. I know this has not been an easy task with the considerations for students taking Alt ELPA. I appreciate all your efforts and your great questions as we worked through this process. Now that registration has concluded, I have some information to share before the platforms open. Users will be uploaded to the Alt ELPA platform at the beginning of January. Test administrators and test coordinators will access TIDE through the [Cambium portal](https://az.portal.cambiumast.com/).

For students with visual impairments, please consider using tactile graphics and object replacement during instruction. These strategies have been effective for many students and could make for a better testing experience. Both tactile graphics and object replacement are allowed on Alt ELPA and MSAA. More information on administering the tests to students with visual impairments is available in the manuals and trainings for each assessment.

I anticipate many questions about students who were **not registered for alternate assessments**. Please use this information to guide you.

1. If a student was **not determined eligible** for alternate assessment prior to November 30, the student does not take alternate assessments this year. According to the eligibility criteria, IEP teams must allow for suitable instructional time before test administration.
2. If a student **transfers**, you can send us a list of **SSIDs only** and we will add the student to the testing platforms. Student records must be updated in AzEDS before the student can be added to testing platforms. Please confirm student records on your SPED72 report before contacting the Alternate Assessment team.
3. If you notified us that there were **issues with student records** before November 30, we will make sure those students are uploaded to the assessment platforms.
4. If a student was **determined eligible** for alternate assessments prior to November 30, but the student was not registered, you will need to send a letter signed by you and your supervisor explaining why the student was not registered and what steps your LEA will take to correct the issue. **Letters will be accepted starting February 1**. More information will be included in The Examiner.

The MSAA system opens on February 27, 2023. At that time, you will have access to training modules and student rosters. You will receive your log in e-mail no later than February 26.

Between now and February 1, please make sure you and your Alt ELPA test administrators complete the training. Instructions are attached. The password to register is in step 4.­­­­­­­­­­

If you have further questions, please email AlternateAssessment@azed.gov.