To:                 Alternate Assessment Test Coordinator

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

Date:              January 5, 2022

ALERT: Preparing for Alternate Assessment Administration

Welcome back test coordinators. We hope you had a relaxing winter break.

As we start preparing for alternate assessment administration, please note

* Your test administrator list in ADEConnect should be as accurate as possible by **January 11**. I will be uploading users into the [Cambium portal](https://az.portal.cambiumast.com/) soon after. MSAA user accounts are created by February 26.
* Make sure you and your test administrators complete the Alt ELPA training as soon as possible. The modules are available in the [LMS](https://training.elpa21.org/index_login.php). MSAA training opens February 27.
* CAAELP has published two documents with Alt ELPA pre-administration information. Please use these to help you prepare for administration.
  + [CAAELP-Alt ELPA Pre Administration Tasks](https://www.azed.gov/sites/default/files/2022/12/CAAELP-Alt%20ELPA%20Pre%20Administration%20Tasks-FINAL.docx)
  + [CAAELP-Alt ELPA Pre Administration Tasks (PPT)](https://www.azed.gov/sites/default/files/2022/12/CAAELP-Alt%20ELPA%20Pre%20Administration%20Tasks.pptx)
* You can start notifying us of any student changes starting February 1. It will be helpful for you to wait to request any changes for MSAA until you can view your student list starting February 27.
* Students who are eligible for alternate assessments will also be uploaded in PearsonAccessNext (PAN) for all Statewide Assessments, including AZELLA. Students eligible for any alternate assessment (MSAA or Alt ELPA) should remain untested in the PAN system. The Alternate Assessment Test Coordinator must communicate with the AZELLA and Achievement Test Coordinators to ensure students are administered the correct assessment.

Again, here is the information about requesting to add students.

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. For students who have been enrolled in the district all year, the Alternate Assessment Test Coordinator must submit a letter signed by the Alternate Assessment Test Coordinator and their supervisor. The letter will include a list of students' SSIDs and an explanation of why students were missed in the selection process, which was open from October 3 - November 30, 2022. 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. **Only one letter should be submitted after reviewing your student list. Teachers should not be responsible for writing or submitting this letter to the DTC or the State. This task is the role of the DTC.**

Thank you.

If you have questions, please feel free to email us at [AlternateAssessment@azed.gov](mailto:AlternateAssessment@azed.gov).