To:                 Alternate Assessment Test Coordinator

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

Date:              December 18, 2023

**ALERT:** [**Alt ELPA Trainings**](https://training.elpa21.org/) **Available, Student Selector Application Closed, and Arizona’s State Specific Policy**

**Alt ELPA—**

The AltELPA training modules can be accessed at: <https://training.elpa21.org/>. **ELPA21 training modules are not for Alternate Assessment.** Please ensure that you are choosing the correct training module listed below for Alternate Assessment. These trainings will not close and can be accessed anytime now through the end of the testing window. We recommend that training is completed as soon as possible to prepare for test administration. Alt ELPA training is only required for those administering Alt ELPA and for those test coordinators. If test administrator accounts need to be created, you will find the attachment for creating new accounts in this email. Make sure your test administrators download their certificates of completion after training. These will be needed to confirm training requirements and to issue professional development hours. ADE and test coordinators are not able to view test administrator completion in the LMS.

The Alt ELPA test window is January 30 – March 15, 2024.

* Alt ELPA Module: 1st Time Test Administrator Training (If this is your first-time administering Alt ELPA, this is the module to choose.)
* Alt ELPA Module: Refresher Test Administrator Training (If you’ve administered Alt ELPA previously, this is the module to choose.)
* Alt ELPA Module: Test Coordinator Training

\*The District Code is elpa21 and it is case sensitive.

**Changing Alt ELPA Test Coordinator Contact Information—**

The test coordinator contact information listed in the LMS is not updated by ADE. If there is a change in the point of contact, please send the information below. We will contact the vendor to have this information updated.

* Full name of new point of contact
* Email address of new point of contact
* Phone number of new point of contact

**Student Selector Application Closed—**

Students can no longer be selected and added for Alternate Assessments at this time; student lists must be updated directly by ADE in the assessment platforms.

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To add missed students for MSAA

* For students who have been enrolled in the district all year, the Alternate Assessment Test Coordinator must submit a letter preferably on district letterhead. An email will not be accepted.
* The letter will include the following components:

1. Signed by the Alternate Assessment Test Coordinator and their supervisor.
2. The letter will include a list of students' SSID numbers.
3. The letter will include an explanation of why students were missed in the selection process, which was open from October 2 - November 30, 2023.
4. 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. General statements about clerical errors or ensuring students will be selected next year will not be accepted. This letter is your opportunity to identify inconsistencies within your systems and leverage needed support within your LEA.

* Letters will be accepted in March. Only one letter should be submitted after reviewing your student list by the dates listed above. Teachers should not be responsible for writing or submitting this letter to the DTC or the State. This task is the role of the District Test Coordinator (DTC). Letters should be submitted to the Alternate Assessment Unit at [AlternateAssessment@azed.gov](mailto:AlternateAssessment@azed.gov).
* Students must have a current need and program and pass integrity. Be sure to verify student records in AzEDS by checking your SPED72 report. If the student does not have current SPED records, we will not be able to add the student until the student has updated records in AzEDS.

To add missed students for Alt ELPA

* For students who were not selected for Alt ELPA, send SSID numbers only.
* Be sure to verify student records in AzEDS by checking your EL70 report. Students must have a current need and program and pass integrity. Students who are taking Alt ELPA must have an AZELLA placement test or AZELLA/Alt ELPA test history from the previous year. The EL status must be indicated in the student records and reflected on the SPED72 report.

To add transferred students for Alternate Assessments

* If a student transfers, you can e-mail the Alternate Assessment team a list of SSID numbers only.
* Transfer students are students who most recently enrolled after November 30, 2023.
* Be sure to verify student records in AzEDS by checking your SPED72 report. Students must have a current need and program and pass integrity. Students who are taking Alt ELPA must have an AZELLA placement test or AZELLA/Alt ELPA test history from the previous year. The EL status must be indicated in the student records and reflected on the SPED72 report.

[**State Specific Policy**](https://www.azed.gov/sites/default/files/2023/11/State%20Specific%20Policy%202024.pdf)**—**

Test Coordinators must be familiar with [Arizona’s State Specific Policy](https://www.azed.gov/sites/default/files/2023/11/State%20Specific%20Policy%202024.pdf). The information in this policy is not presented in training modules.

[**Alternate Assessment Test Coordinator Handbook**](https://www.azed.gov/sites/default/files/2023/08/Alternate%20Assessments%20District%20Test%20Coordinator%20Handbook%202023-2024.pdf) **Upcoming Calendar Dates—**

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Please refer to the [Alternate Assessment Test Coordinator Handbook](https://www.azed.gov/sites/default/files/2023/08/Alternate%20Assessments%20District%20Test%20Coordinator%20Handbook%202023-2024.pdf) for clarification and further information.