

TO: Alternate Assessment District Test Coordinator

FROM: **Bethany Spangenberg, Deputy Associate Superintendent of Assessment**

DATE: September 14, 2026

ALERT: MSAA Reporting window closes Friday, September 18, 2026

The MSAA Score Reports from the Spring 2026 administration for Science, Math, and ELA are available for Alternate Assessment District Test Coordinators (TCs) to view and download **until Friday, September 18, 2026**. Please access all reports prior to the reporting window closing. The reporting window will close Friday, September 18, 2026. Reports are accessed through the MSAA Reporting Portal Tab in the MSAA System.

The ADE Alternate Assessment Unit shipped two hard copies of each student report to the District of Attendance (DOA). One copy is to be sent home to parents/guardians and the other is to be placed in the student's secure file. Please refer to your LEA's policy regarding secure file storage. The MSAA Parent Guides accompany the student reports and should be sent home with the student. Teachers may download additional MSAA Parent Guides from the [ADE Assessment website](#) on the tab labeled [MSAA Parents Resources](#).

1. Reports are accessed through the [MSAA Reporting Portal](#) Tab in the MSAA System.
2. Returning DTCs will log in with the same credentials used during administration. Use the reset password option if needed. New TCs will have an account generated the first week of the reporting portal. Use the link in the auto-generated e-mail to log in.
3. Go to the "Reports" tab on the top menu bar.
4. Download your reports and save per district policy.

The following reports are available to download through the MSAA Reporting Portal:

Reports for the District—*District Summary Reports, District Roster Reports, and Student Results File CSV.*

Reports for the School—*School Summary Reports, School Roster Reports, Individual Student Reports, and Student Results File CSV.*

The [2026 MSAA Guide for Score Report Interpretation](#) provides guidance on reading and using the reports. The MSAA User Guide for Test Coordinators is available on the MSAA platform. This guide includes detailed instructions for downloading your reports. Look for the link on the bottom left corner of the MSAA system home page.

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