To: **Alternate Assessment District Test Coordinators**

From: **Kimberly Rice-Gentry, Director of Alternate Assessment**

Date: **October 30, 2026**

REMINDER: Student Selector Application Closes November 30, 2026

Student Selector Application

The Student Selector Application in ADEConnect is open from **October 1, 2026 – November 30, 2026**, for identifying and selecting students for alternate assessments. The IEP team must determine a student's eligibility for alternate assessments before the close of the **Student Selector Application** to ensure sufficient instructional time prior to assessment administration. Only **Alternate Assessment District Test Coordinators (DTCs)** may select eligible students in **ADEConnect under the Exceptional Student Services Portal** for the following assessments:

- **MSAA English Language Arts (ELA) and Mathematics** for students in Grades 3-8 and 11
- **MSAA Science** for students in Grades 5, 8, and 11
- **Alt ELPA Summative** for English Learner (EL) students in Grades K-12 who are eligible to participate in alternate assessments

Key reminders

Students are identified by the District of Attendance (DOA). The District of Residence (DOR) must ensure that student records are updated to accurately reflect the student's attendance and special education placement at the DOA. This allows the DOA to identify and select eligible students within the Student Selector Application. Although the **District of Attendance (DOA)** registers students in the Student Selector Application, the **District of Residence (DOR)** DTC must communicate with the DOA to verify that the selected student list is accurate and complete. Braille is available only for MSAA ELA Foundational Reading Standards in Grades 3 and 4. DTCs must identify any students in Grades 3 and 4 who are learning foundational Braille and require this accommodation.

If a student does not appear in the Student Selector Application, the student's records may be incomplete or outdated. Update the student records and synchronize

them with **AzEDS**. Because AzEDS updates nightly, you may verify the student's inclusion in the application on the following day. Student records can be verified by reviewing the SPED72 report. **ADE cannot manually add students to the Student Selector Application or modify student data.**

If student information is incorrect, update the records and synchronize them with **AzEDS**. Pay particular attention to **English Learner (EL) status**, as this determines which students are uploaded to **TIDE** for participation in the **Alt ELPA Summative** assessment.

Students in grades 9 and 10 also need to be selected in the Student Selector Application if they are eligible, even if they will not be tested on a statewide assessment this current school year. This guidance has not changed.

Accessing a copy of the Student Selector Report for your records.

1. Log into ADEConnect.
2. Click “View Applications.”
3. Click “Exceptional Student Services Portal” under the district level entity.
4. Click “Alternate Assessments” under the “Student Assessments” heading.
5. Click on “Student Selector” under the “Administration” tab.
6. Choose a school. Then, select students by clicking the check box on the left.
7. Click “save.” The application is accessible if the application window is open. If the application window is closed, the application is closed and inaccessible.
8. Download a copy of the Student Selector Report for your records. Go back to the “Administration” tab and click “Reports.”
9. The reports page will have the option to run the Student Selector Report. Click “Run Report” and download the report.

Alternate Assessment Participation and Annual Eligibility Determination

The Alternate Assessments Eligibility Form is required annually to determine a student's eligibility for alternate assessments. The eligibility criteria have not changed. The IEP team must review and document eligibility each year using the Alternate Assessments Eligibility Form and ensure that all participation criteria are met before selecting the student for alternate assessments.

To qualify for participation in alternate assessments, a student must meet **all three** of the following criteria:

The student has a **significant cognitive disability**.

The student is learning content that is **linked to (derived from) the Arizona Academic Standards**.

The student requires **extensive direct individualized instruction and substantial supports** to achieve measurable gains in the grade- and age-appropriate curriculum.

Alternate Assessment District Test Coordinator Test Security Agreement

For the 2026-2027 school year, the Arizona Department of Education has launched an electronic application for submitting the District Test Coordinator (DTC) Test Security Agreement (TSA). The DTC Test Security Agreement must be completed by all districts and charters annually and whenever there is a change in DTC throughout the school year. The process is initiated in the ADEConnect Assessments Portal Test Security Agreement application by the district or charter's Entity Administrator, Superintendent, or Charter Representative, who will designate the DTC for each assessment program. This role will give access to both the Alternate Assessment and the 1% Threshold applications.

There is a tutorial video and supplemental PowerPoint regarding this new electronic process for filling out the Test Security Agreement. Only electronic Test Security Agreement form submissions will be accepted. For step-by-step instructions regarding the electronic test security agreement, please refer to the Assessments Portal Test Security Agreement User Guide.

Alternate Assessment Test Administrator Test Security Agreement

Test administrators must also complete the Alternate Assessment Test Security Agreement for Test Administrators. **Do not return this form to ADE. Keep the signed form(s) at the district office for six years.

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