

# Louisiana Believes

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**Alternate Assessment  
Participation Review Process  
August 18, 2020**

# Agenda + Logistics

- I. Alternate assessment participation review process overview**
- II. Review participation data**
- III. Complete and submit review request**
- IV. Submit student-specific files**
- V. Next Steps**

## Logistics:

If you are experiencing audio difficulties, please make sure that your speakers are on and that your volume is at a suitable level. The call will be in the listen only mode to ensure we get through the information. Please type questions into the chat box as we go along.

**Dial in by phone: 646-876-9923**

**Meeting ID: 922 9352 4383**



# **Alternate Assessment Participation Review Process Overview**

# Alternate Assessment Participation Review Process

The Every Student Succeeds Act (ESSA) requires school systems exceeding 1.0 percent participation in the alternate assessment to submit information to the Department. In addition, BESE Bulletin 111 requires school systems exceeding 1.0 percent participation in the alternate assessment, in any content area, to request an alternate assessment participation review from the Department.

The alternate assessment review process ensures that students

- are held to the highest possible grade-level expectations, and
- participate in the most appropriate assessment to demonstrate academic growth.

# Alternate Assessment Review Process Packages

School systems received their alternate assessment review process information via FTP in early August.

All school systems received the following files related to alternate assessment:

- School system memo
- Participation data files (system- and/or school-level)

School systems exceeding 1.0 percent participation received additional files including:

- Review request form
- Student-specific file request

# Alternate Assessment Review Process Packages All Schools

All school systems must:

- Retrieve alternate assessment package from the FTP
  - Folder name - **“LEA Code\_LEA Name\_AA\_2020”**
- Review alternate assessment participation data

If school systems **did not exceed** 1.0 percent participation in any content area, they are not required take any additional actions.

# Alternate Assessment Review Process Packages Schools Exceeding 1.0 Percent Participation

School systems **exceeding 1.0 percent** participation, in any content area, must take additional actions including:

- review alternate assessment participation data disaggregated by subgroups
- submit the alternate assessment review request which provides assurances that school systems:
  - address any disproportionality in participation rates
  - followed the State's participation criteria
  - train IEP team members
- submit, via FTP, up to 10 student specific files for review

These additional actions must be completed by September 2, 2020.

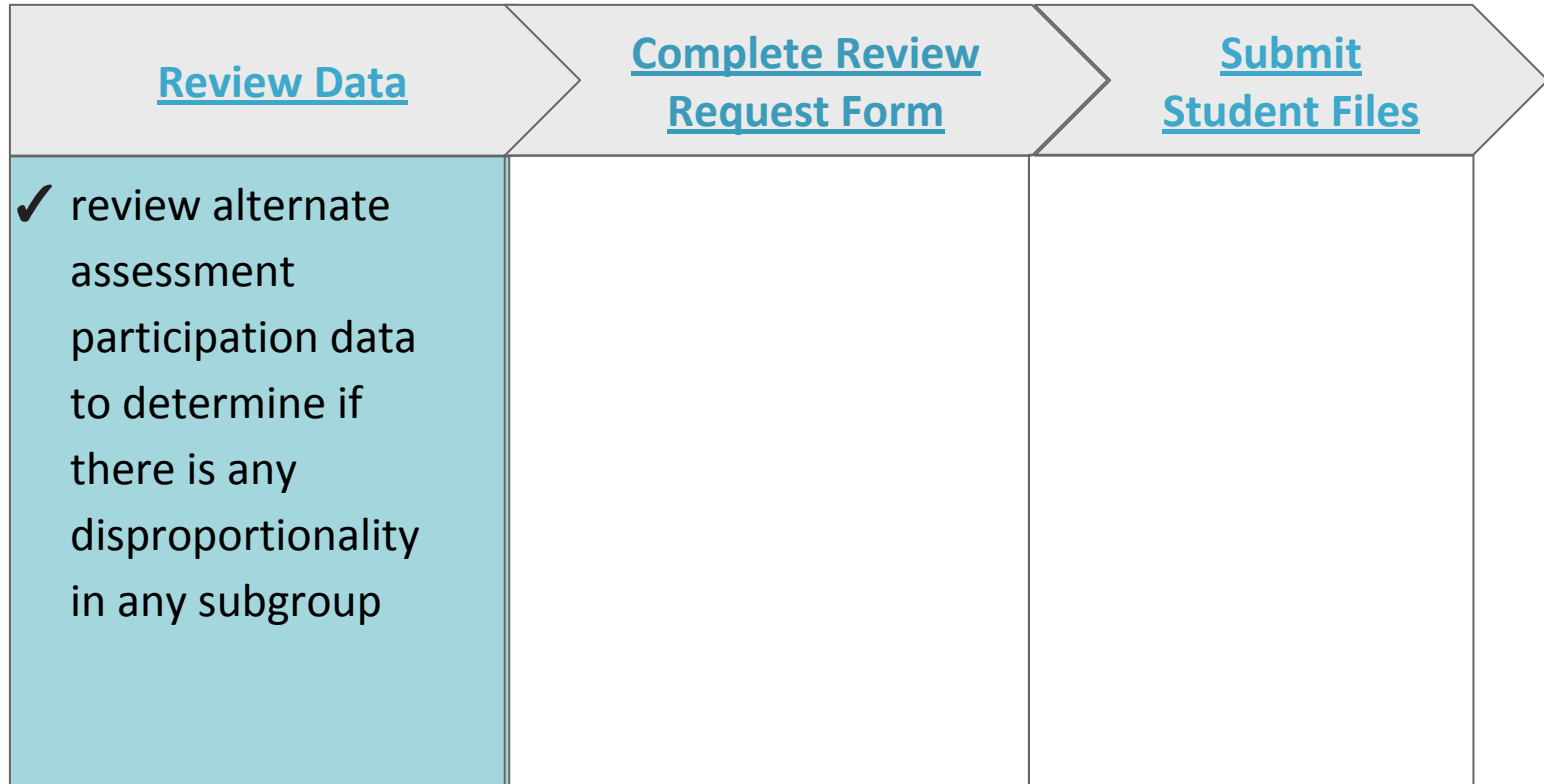
# Alternate Assessment Participation Review Timeline

Month	School System Actions
<b>Early August</b>	<ul style="list-style-type: none"><li>• receive and review alternate assessment packages and data</li></ul>
<b>Mid August</b>	<ul style="list-style-type: none"><li>• receive support and guidance on how to complete the alternate assessment review process</li><li>• prepare student-specific files and complete review request</li></ul>
<b>September 2</b>	<ul style="list-style-type: none"><li>• upload the requested student-specific files to the FTP and submit review request document</li></ul>
<b>September/ October</b>	<ul style="list-style-type: none"><li>• receive notification of alternate assessment participation review outcomes and address outcomes, if needed</li></ul>



# **Review Participation Data**

# Alternate Assessment Review Process



# School System-Level Alternate Assessment Participation Data



Subgroup_Name	ELA Connect Testers	ELA All Testers (Approx.)	ELA Participation Percentage (Approx.)	Math Connect Testers	Math All Testers (Approx.)	Math Participation Percentage (Approx.)	Science Connect Testers	Science All Testers (Approx.)	Science Participation Percentage (Approx.)
All Students	24	1915	1.3	24	2145	1.1	6	2090	0.3
Black or African American	8	381	2.1	8	428	1.9	1	419	0.2
White	15	1373	1.1	15	1548	1	4	1496	0.3
Hispanic/Latino	0	30	0	0	31	0	0	30	0
Economically Disadvantaged	22	1315	1.7	22	1470	1.5	4	1434	0.3
Limited English Proficiency	1	10	10	1	14	7.1	1	10	10
Homeless	0	9	0	0	12	0	0	10	0
Military Affiliated	0	3	0	0	3	0	0	2	0
Foster Care	0	3	0	0	3	0	0	3	0

# School-Level Alternate Assessment Participation Data


School_Name	Subgroup_Name	ELA Connect Testers	ELA All Testers (Approx.)	ELA Participation Percentage (Approx.)	Math Connect Testers	Math All Testers (Approx.)	Math Participation Percentage (Approx.)	Science Connect Testers	Science All Testers (Approx.)	Science Participation Percentage (Approx.)
Big High School	All Students	6	316	1.9	6	318	1.9	1	312	0.3
Big High School	Black or African American	3	119	2.5	3	119	2.5	0	115	0
Big High School	White	3	165	1.8	3	167	1.8	1	163	0.6
Big High School	Hispanic/Latino	0	19	0	0	19	0	0	18	0
Big High School	Economically Disadvantaged	6	223	2.7	6	225	2.7	1	218	0.5
Big High School	Limited English Proficiency	0	9	0	0	9	0	0	8	0
Big High School	Homeless	0	3	0	0	3	0	0	4	0
Big High School	Military Affiliated	0	2	0	0	2	0	0	2	0
Big High School	Foster Care	0	0	0	0	0	0	0	1	0
Medium Middle School	All Students	4	104	3.8	4	106	3.8	4	96	4.2
Medium Middle School	Black or African American	4	86	4.7	4	88	4.5	4	89	4.5
Medium Middle School	White	0	12	0	0	12	0	0	5	0
Medium Middle School	Hispanic/Latino	0	5	0	0	5	0	0	2	0
Medium Middle School	Economically Disadvantaged	3	88	3.4	3	89	3.4	3	86	3.5
Medium Middle School	Limited English Proficiency	0	1	0	0	1	0	0	0	0
Medium Middle School	Homeless	0	3	0	0	3	0	0	0	0
Small Elementary School	All Students	2	255	0.8	2	242	0.8	2	248	0.8
Small Elementary School	Black or African American	1	39	2.6	1	38	2.6	1	43	2.3
Small Elementary School	White	1	198	0.5	1	189	0.5	1	190	0.5
Small Elementary School	Hispanic/Latino	0	8	0	0	7	0	0	7	0
Small Elementary School	Economically Disadvantaged	2	140	1.4	2	131	1.5	2	136	1.5
Small Elementary School	Limited English Proficiency	0	3	0	0	3	0	0	3	0
Small Elementary School	Homeless	0	3	0	0	3	0	0	4	0
Small Elementary School	Foster Care	0	1	0	0	1	0	0	1	0

# Review Participation Data

School systems must review alternate assessment participation data to determine if there is any disproportionality in any of the following subgroups:

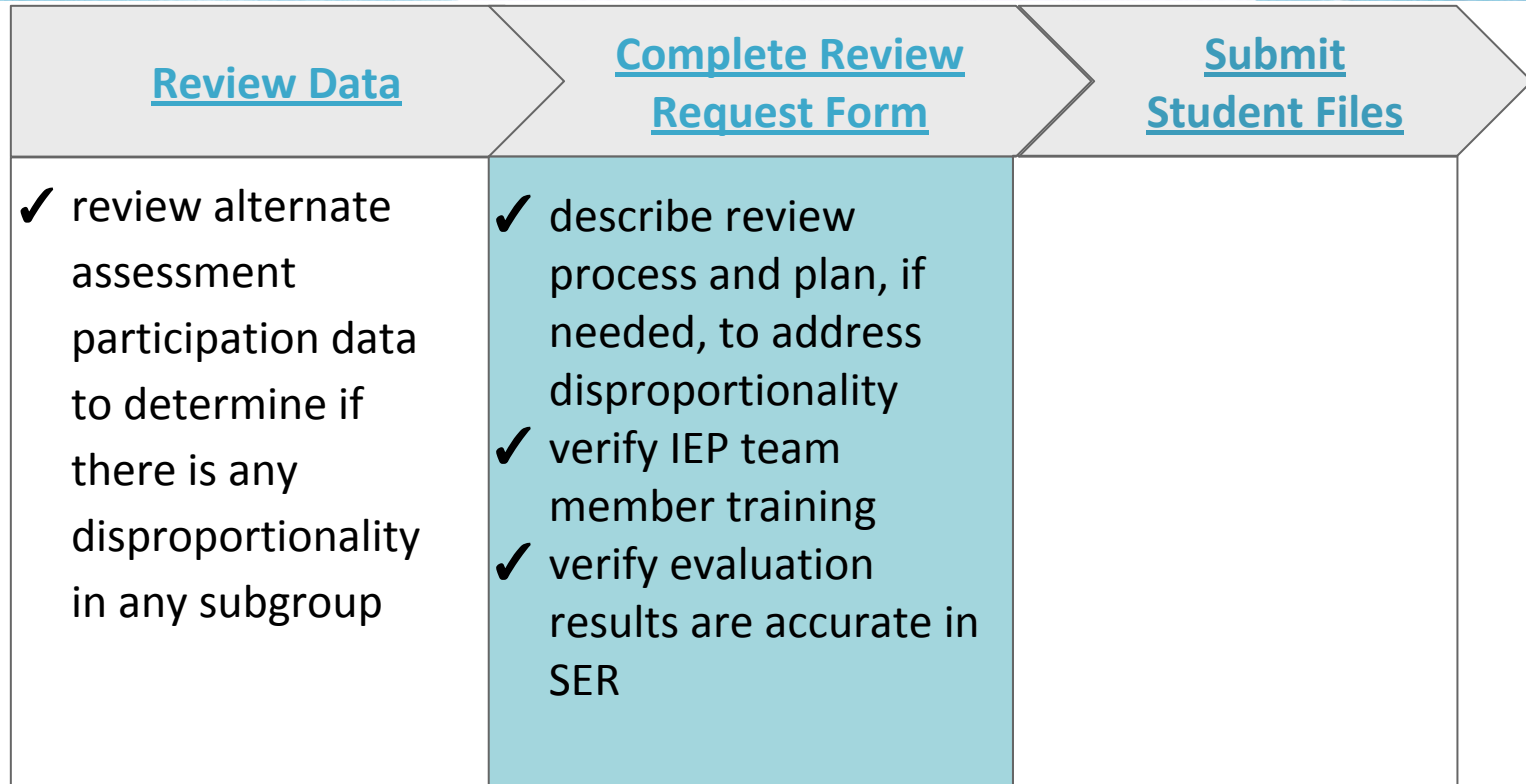
- races/ethnicities outlined in the State's ESSA plan;
- economically disadvantaged status;
- English language learner status;
- homeless status;
- military affiliation; and/or
- foster care.

School systems will describe the review process for disproportionality on the review request form. School systems will also use this form to document any plan for addressing disproportionality, if needed.



**Complete and Submit  
Review Request**

# Alternate Assessment Review Process



# Alternate Assessment Review Request Overview Page

School systems that exceed 1.0 percent participation in the alternate assessment must submit a participation [review request and assurances form](#).

School systems must provide assurances they

- followed the State’s guidelines for participation and
- will address any disproportionality in the percentage of students in any subgroup taking the alternate assessment.

School systems must provide evidence that they

- analyzed participation data;
- trained IEP teams on participation criteria; and
- reviewed student data for compliance to eligibility criteria.



## ALTERNATE ASSESSMENT PARTICIPATION REVIEW PROCESS AND ASSURANCES

### SCHOOL SYSTEM ALTERNATE ASSESSMENT PARTICIPATION REVIEW REQUEST AND ASSURANCES

The Every Student Succeeds Act (ESSA) established a 1.0 percent cap on the percent of students at the state-level who can participate in the alternate assessment. A state cannot prohibit a school system from assessing more than 1.0 percent of its students with an alternate assessment, so ESSA outlines specific actions school systems must take justifying the need to exceed the 1.0 percent alternate assessment participation threshold in any content area.

In accordance with BESE Bulletin 111, if LEAs exceed the 1.0 percent participation threshold, they are required to request a participation review. This process includes two components:

1. School systems must provide assurances that the school system
  - a. followed the State’s guidelines for participation in the alternate assessment and
  - b. will address any disproportionality in the percentage of students in any subgroup taking the alternate assessment.
2. School systems must also provide evidence that the school system
  - a. analyzed participation data;
  - b. trained IEP teams on participation criteria; and
  - c. reviewed student data for compliance to eligibility criteria.

The alternate assessment participation review request documents are due by September 2, 2020. When completed, please submit all responses and any pertinent supporting documents via FTP following the "LEACode\_LEAName\_ReviewRequest\_2020" file naming format.



# Complete Review Request Form

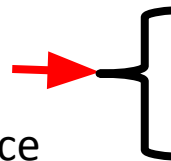
The review request form is a fillable PDF that includes:

- open text fields shaded in blue
- required fields outlined in red
- yes/no dropdown menu for each assurance

The top section of this first page requires school systems to enter the school system's name.

Entering school system name will automatically fill all school system name fields in the form.

Assurances 1-5 of the form require a "yes" or "no" response and Item 6 is optional.



## SCHOOL SYSTEM ALTERNATE ASSESSMENT PARTICIPATION REVIEW REQUEST

Complete and submit this review request only if the school system's participation in the alternate assessment exceeded 1.0 percent for the 2019-2020 school year.

school system is requesting an alternate assessment participation review to BESE Bulletin §903. *Inclusion of Students in the Subgroup Competent Performance*. The school system must provide the following assurances and submit, to the Department, an action plan or evidence of actions.

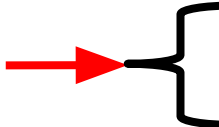
Please select Yes or No to each action listed below.

1. By checking yes,  school system has verified that students participating in the alternate assessment met Louisiana's participation criteria by verifying that all students who took the LEAP Connect alternate assessment had required evaluation results (cognitive and/or adaptive assessment(s)) corresponding to appropriate grade-based eligibility criteria entered in SER by the January 3, 2020 deadline. This verification report is titled *Evaluation Results Report - Alternate Assessment* and can be run from the Reports section in SER.
2. By checking yes,  school system has verified they reviewed the data showing the percentage of students in any subgroup taking the alternate assessment for disproportionality.
- a. Describe the school system's review process of subgroup data for possible disproportionality.

# Complete Review Request Assurance 1 - Evaluation Results in SER

**Assurance 1:** Verify students participating in the alternate assessment met Louisiana’s participation criteria. Verify that all students who took the LEAP Connect have accurate evaluation results entered in SER.

- Run a verification report from the Reports section in SER. This report is titled *Evaluation Results Report - Alternate Assessment*.
- Choose “yes” in the drop down menu once verification is complete.



## SCHOOL SYSTEM ALTERNATE ASSESSMENT PARTICIPATION REVIEW REQUEST

Complete and submit this review request only if the school system’s participation in the alternate assessment exceeded 1.0 percent for the 2019-2020 school year.

[Redacted] school system is requesting an alternate assessment participation review to BESE Bulletin §903. *Inclusion of Students in the Subgroup Competent Performance*. The school system must provide the following assurances and submit, to the Department, an action plan or evidence of actions.

Please select Yes or No to each action listed below.

1. By checking yes, [Redacted] school system has verified that students participating in the alternate assessment met Louisiana’s participation criteria by verifying that all students who took the LEAP Connect alternate assessment had required evaluation results (cognitive and/or adaptive assessment(s)) corresponding to appropriate grade-based eligibility criteria entered in SER by the January 3, 2020 deadline. This verification report is titled *Evaluation Results Report - Alternate Assessment* and can be run from the Reports section in SER.

2. By checking yes, [Redacted] school system has verified they reviewed the data showing the percentage of students in any subgroup taking the alternate assessment for disproportionality.

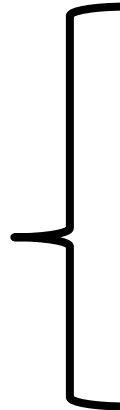
a. Describe the school system’s review process of subgroup data for possible disproportionality.

# Complete Review Request

## Assurance 2 - Disproportionality Review

**Assurance 2:** Verify data showing the percentage of students in any subgroup taking the alternate assessment was reviewed for disproportionality. Select “yes” in the corresponding drop down menu.

- Describe review process of subgroup data for possible disproportionality in the 2.a. text field.
- If applicable, describe plan to address any disproportionality in the 2.b. text field.



Please select Yes or No to each action listed below.

1. By checking yes,  school system has verified that students participating in the alternate assessment met Louisiana’s participation criteria by verifying that all students who took the LEAP Connect alternate assessment had required evaluation results (cognitive and/or adaptive assessment(s)) corresponding to appropriate grade-based eligibility criteria entered in SER by the January 3, 2020 deadline. This verification report is titled *Evaluation Results Report - Alternate Assessment* and can be run from the Reports section in SER.

2. By checking yes,  school system has verified they reviewed the data showing the percentage of students in any subgroup taking the alternate assessment for disproportionality.

a. Describe the school system’s review process of subgroup data for possible disproportionality.

b. If applicable, describe the school system’s plan to address any disproportionality in the percentage of students in any subgroup taking the alternate assessment.

# Complete Review Request Assurance 3 - IEP Team Training

**Assurance 3:** Verify training for IEP team members on the state's alternate assessment eligibility criteria.

- Choose “yes” if training has already been completed. Next, complete the training table, including training date(s) and topic(s).
- Choose “no” if training has not been completed yet and move to assurance 4, outlining a plan for training delivery.



## ALTERNATE ASSESSMENT PARTICIPATION REVIEW PROCESS AND ASSURANCES

3. By checking yes,  school system has verified they completed training for school staff who participate as members of the individualized education program (IEP) team to ensure the team understands and implements the guidelines established by BESE Bulletin 1530 §505. *Alternate Assessment Participation Criteria* so that all students participate in the most appropriate assessment of their learning.

Provide dates of training and training topic(s) in the table below.

Training Date	Training Topic

4. By checking yes,  school system verifies they will complete training for school staff who participate as members of the individualized education program (IEP) team to ensure the team understands and implements the guidelines established by BESE Bulletin 1530 §505. *Alternate Assessment Participation Criteria*.

Describe the school system's plan to provide training.

# Complete Review Request Assurance 4 - IEP Team Training

**Assurance 4:** Verify school staff will be trained on the State’s alternate assessment eligibility criteria by describing the training plan.

- Choose “yes” if training has not been completed yet or “yes” if additional trainings will be conducted.
- Complete assurance 4 by describing the plan for completing training in the text field provided.
- Choose “no” if the response to assurance 3 was “yes” indicating that training was completed already.



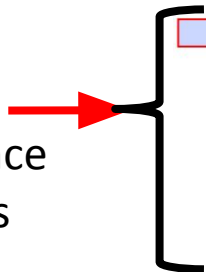
3. By checking yes,  school system has verified they completed training for school staff who participate as members of the individualized education program (IEP) team to ensure the team understands and implements the guidelines established by BESE Bulletin 1530 §505. *Alternate Assessment Participation Criteria* so that all students participate in the most appropriate assessment of their learning.

Provide dates of training and training topic(s) in the table below.

Training Date	Training Topic

4. By checking yes,  school system verifies they will complete training for school staff who participate as members of the individualized education program (IEP) team to ensure the team understands and implements the guidelines established by BESE Bulletin 1530 §505. *Alternate Assessment Participation Criteria*.

Describe the school system’s plan to provide training.



# Complete Review Request Assurance 5 - Department File Review

**Assurance 5:** Acknowledge that school systems understand the Department will complete a review of a selected sample of student specific files to determine if any ineligible students participated in the alternate assessment.

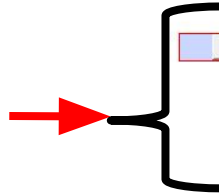
Select “yes” to acknowledge that the Department is conducting a file review.

4. By checking yes,  school system verifies they will complete training for school staff who participate as members of the individualized education program (IEP) team to ensure the team understands and implements the guidelines established by BESE Bulletin 1530 §505. *Alternate Assessment Participation Criteria.*

Describe the school system's plan to provide training.

5. By checking yes,  school system understands the Department will select a percentage of student files for review to verify whether the student is eligible for participation in the alternate assessment based on the State's criteria. Accountability measures described in BESE Bulletin 111 will not be applied since regular assessments were not administered in the 2019-2020 school year. However, alternate assessment eligibility decisions for any student found ineligible will need to be addressed prior to administration of the 2020-2021 alternate assessment.

6. If applicable, provide a summary of any additional action(s) the school system plans to take in regard to ensuring only students with the most significant cognitive disabilities participate in alternate assessments.



# Complete Review Request

## Item 6 - Additional Actions (optional)

**Item 6:** This item is optional.

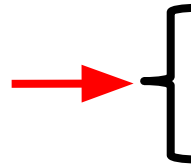
School systems can include any additional actions they plan to take to ensure only students with the most significant cognitive disabilities participate in the alternate assessment.

4. By checking yes,  school system verifies they will complete training for school staff who participate as members of the individualized education program (IEP) team to ensure the team understands and implements the guidelines established by BESE Bulletin 1530 §505. *Alternate Assessment Participation Criteria.*

Describe the school system's plan to provide training.

5. By checking yes,  school system understands the Department will select a percentage of student files for review to verify whether the student is eligible for participation in the alternate assessment based on the State's criteria. Accountability measures described in BESE Bulletin 111 will not be applied since regular assessments were not administered in the 2019-2020 school year. However, alternate assessment eligibility decisions for any student found ineligible will need to be addressed prior to administration of the 2020-2021 alternate assessment.

6. If applicable, provide a summary of any additional action(s) the school system plans to take in regard to ensuring only students with the most significant cognitive disabilities participate in alternate assessments.



# Complete and Submit Review Request Contact Information and Signatures

## Contact information

Provide contact's name, position, phone number and email address in the fields provided on the form.

## Signatures

Provide signatures (ink or electronic) for both the special education director and school system superintendent.

## Submit form

- Upload form to FTP no later than **September 2, 2020**.
- Use the file name format, **"LEACode\_LEAName\_ReviewRequest\_2020"**.



**DEPARTMENT of EDUCATION**  
Louisiana Believes

**ALTERNATE ASSESSMENT PARTICIPATION REVIEW PROCESS AND ASSURANCES**

Please provide a school system contact in the event there is a request by the Department for verification of any information provided in this review.

Name:  Position:   
Telephone:  Email:

**Required Signatures**

Special Education Director Signature*:	<input type="text"/>	Date:	<input type="text"/>
Printed Name:	<input type="text"/>		
Superintendent Signature*:	<input type="text"/>	Date:	<input type="text"/>
Printed Name:	<input type="text"/>		

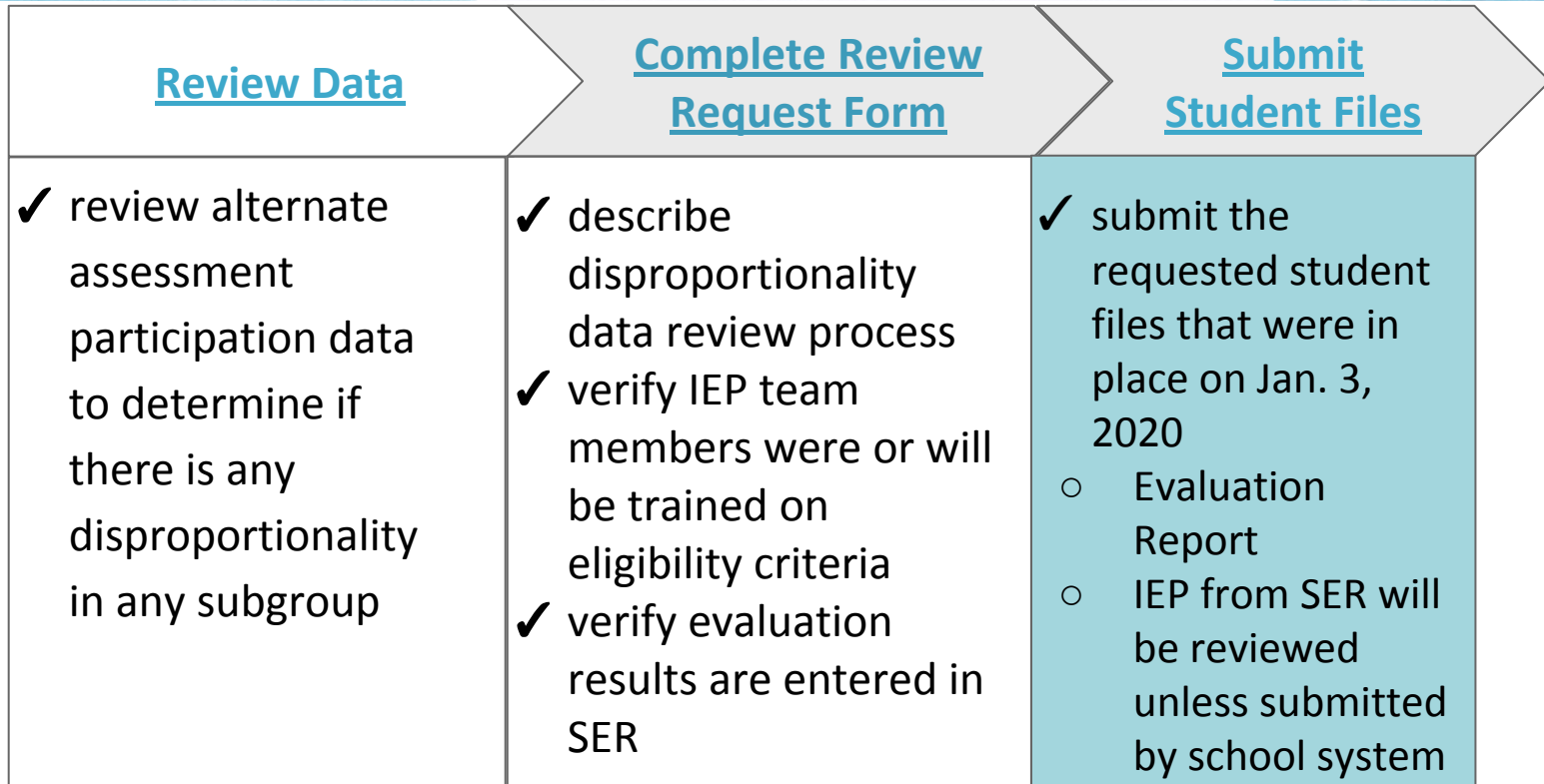
The alternate assessment participation review request is due by September 2, 2020. When completed, please submit all responses and any pertinent supporting documents via FTP using the file name format, "LEACode\_LEAName\_ReviewRequest\_2020".

\* Original signatures should be kept on file at the school system.



**Submit Student-Specific Files**

# Alternate Assessment Review Process



# Alternate Assessment Participation Student-Specific File Review

The Department, pursuant to BESE Bulletin 111, Chapter 9, *Inclusion of Students in the Subgroup Component Performance* (Section §903.B.1.a.i.ii), will conduct a review of alternate assessment participation eligibility for the 2019-2020 school year to determine if ineligible students were administered the LEAP Connect alternate assessment.

The Department will issue review outcomes. School systems must address these outcomes for any student found ineligible prior to the administration of the next alternate assessment.

Accountability measures will not be applied for the 2019-2020 school year as regular assessments were not administered.

# Submit Student-Specific Files

The student-specific file selection lists the supporting documentation required for the Department to conduct a review of eligibility.

The chart at the bottom of this document

- contains up to 10 unique ID numbers of students whose files must be sent to the Department for review and
- must be completed with page numbers that contain evaluation results used to determine if the student is eligible to participate in alternate assessment.

This chart must be submitted with the student files.



## STUDENT SELECTION SAMPLE ALTERNATE ASSESSMENT PARTICIPATION REVIEW

**ACTION REQUIRED:** Submit selected student specific special education records.

**Student sample selection and submission of supporting documentation:** The Department selected the following student files for alternate assessment participation review. Each school system must submit between 1 and 10 student files for review.

- All required student specific information must be submitted via FTP in a secure format to protect the transmittal of personally identifiable information on, or before, September 2, 2020.
- Each student file must be saved as its own file to follow the file name format "StudentIDNumber\_LEACode".
- All individually named student files should be zipped or combined by school system into one folder named to follow the file name format "LEACode\_LEAName\_AAReviewStudentFiles".
- All student files must have the student's UID number on each student specific file.

**Supporting documentation by student:** The following items must be submitted and/or accessible in the SER system for every student in the sample:

- Evaluation and/or reevaluation report that was in place on January 3, 2020 (all pages and signatures) must be submitted; the Department is unable to access these in SER.
  - Reevaluation waivers must also include the report that was in place immediately prior to the waiver.
  - Reported scores must be obtained through an initial evaluation or reevaluation process and integrated into the evaluation report submitted for this student file review.
    - Grades 3-8: The evaluation report submitted must contain the results of the cognitive functioning assessment reported in terms of full scale IQ score that was entered in SER and used to determine eligibility for the alternate assessment.
    - Grades 9+: The evaluation report submitted must contain the results of the cognitive functioning assessment reported in terms of full scale IQ score and/or adaptive behavior skills assessment score(s) that were entered in SER and used to determine eligibility for the alternate assessment.
- (Optional) IEP that was in place on January 3, 2020; the Department is able to access this in SER.
- (Optional) Alternate assessment participation criteria checklist(s); the Department is able to access this in SER.
- Completed student sample chart that indicates the page number(s) of the full scale cognitive assessment score and/or adaptive behavior assessment score(s) used to determine eligibility for the alternate assessment. School systems can use the chart below to add the page number(s) of the full scale cognitive and/or adaptive behavior assessment score(s).

\*Note: Other relevant information may be requested.

Unique ID #	Report page number(s) with cognitive and/or adaptive behavior scores

# Submit Student-Specific Files

Schools systems must submit files for all selected students.

- Evaluation report that was in place for the student on January 3, 2020, and,
- Contains results that qualified the student to be eligible for LEAP Connect.
  - Grades 3-8: cognitive functioning results
  - Grades 9+: cognitive and/or adaptive functioning results
- Waivers must include the report that was in place immediately prior to the waiver(s).
- Complete the chart by indicating the page number(s) of the cognitive and/or adaptive assessment result(s).



ALTERNATE ASSESSMENT  
PARTICIPATION REVIEW PROCESS

## STUDENT SELECTION SAMPLE ALTERNATE ASSESSMENT PARTICIPATION REVIEW

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- (Optional) Alternate assessment participation criteria checklist(s); the Department is able to access this in SER.
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\*Note: Other relevant information may be requested.

Unique ID #	Report page number(s) with cognitive and/or adaptive behavior scores

# Submit Student-Specific Files

The following files may be submitted, but can be accessed in SER and are optional.

- **OPTIONAL:** Submit the student's IEP that was in effect on January 3, 2020.
- **OPTIONAL:** Submit the alternate assessment participation checklist in effect on January 3, 2020.



## ALTERNATE ASSESSMENT PARTICIPATION REVIEW PROCESS

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- Completed student sample chart that indicates the page number(s) of the full scale cognitive assessment score and/or adaptive behavior assessment score(s) used to determine eligibility for the alternate assessment. School systems can use the chart below to add the page number(s) of the full scale cognitive and/or adaptive behavior assessment score(s).

\*Note: Other relevant information may be requested.

Unique ID #	Report page number(s) with cognitive and/or adaptive behavior scores

# Submit Student-Specific Files

All student files must be saved individually for each student and must contain the student's ID Number.

- Follow the file name format **“StudentIDNumber\_LEACode”** if there is just one file per student.
- Use the same naming convention and add an identifier, for example, **“StudentIDNumber\_LEACode\_IEP”** or **“StudentIDNumber\_LEACode\_Evaluation”** if there is more than one file per student.
- Zip all student files in one folder named **“LEACode\_LEAName\_AAReviewStudentFiles”**



ALTERNATE ASSESSMENT  
PARTICIPATION REVIEW PROCESS

## STUDENT SELECTION SAMPLE ALTERNATE ASSESSMENT PARTICIPATION REVIEW

**ACTION REQUIRED:** Submit selected student specific special education records.

**Student sample selection and submission of supporting documentation:** The Department selected the following student files for alternate assessment participation review. Each school system must submit between 1 and 10 student files for review.

- All required student specific information must be submitted via FTP in a secure format to protect the transmittal of personally identifiable information on, or before, September 2, 2020.
- Each student file must be saved as its own file to follow the file name format **“StudentIDNumber\_LEACode”**.
- All individually named student files should be zipped or combined by school system into one folder named to follow the file name format **“LEACode\_LEAName\_AAReviewStudentFiles”**.
- All student files must have the student's UID number on each student specific file.

**Supporting documentation by student:** The following items must be submitted and/or accessible in the SER system for every student in the sample:

- Evaluation and/or reevaluation report that was in place on January 3, 2020 (all pages and signatures) must be submitted; the Department is unable to access these in SER.
- Reevaluation waivers must also include the report that was in place immediately prior to the waiver.
- Reported scores must be obtained through an initial evaluation or reevaluation process and integrated into the evaluation report submitted for this student file review.
  - Grades 3-8: The evaluation report submitted must contain the results of the cognitive functioning assessment reported in terms of full scale IQ score that was entered in SER and used to determine eligibility for the alternate assessment.
  - Grades 9+: The evaluation report submitted must contain the results of the cognitive functioning assessment reported in terms of full scale IQ score and/or adaptive behavior skills assessment score(s) that were entered in SER and used to determine eligibility for the alternate assessment.
- (Optional) IEP that was in place on January 3, 2020; the Department is able to access this in SER.
- (Optional) Alternate assessment participation criteria checklist(s); the Department is able to access this in SER.
- Completed student sample chart that indicates the page number(s) of the full scale cognitive assessment score and/or adaptive behavior assessment score(s) used to determine eligibility for the alternate assessment. School systems can use the chart below to add the page number(s) of the full scale cognitive and/or adaptive behavior assessment score(s).

\*Note: Other relevant information may be requested.

Unique ID #	Report page number(s) with cognitive and/or adaptive behavior scores

# Next Steps



# Summary of Key Actions

- ✓ Review [alternate assessment participation data](#)
- ✓ Complete and submit the alternate assessment [review request form](#)
  - Sign form and save using file name “LEACode\_LEAName\_ReviewRequest\_2020”
- ✓ Compile and [submit the required student specific records](#) to the Department
  - Follow file naming format “StudentIDNumber\_LEACode”
  - Zip student files in folder named “LEACode\_LEAName\_AAReviewStudentFiles”

School systems are responsible for completing and uploading the review request form and all requested student specific files to the FTP no later than **September 2, 2020**.

Please reach out to [specialeducation@la.gov](mailto:specialeducation@la.gov) with any questions.