

**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.

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.

 - 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.

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.

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.

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*:	Date:
Printed Name:	
Superintendent Signature*:	Date:
Printed Name:	

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.

LEA Code: _____