

NH Statewide Assessment

State Approved Special Considerations

NECAP, NH-Alt, ACCESS for ELLs[®]

School Year 2010-2011

All students, including students with disabilities and limited-English proficient (LEP) students, are expected to take part in the statewide academic assessment program in one of the following ways:

- participate in the general statewide assessment without accommodations;
- participate in the general statewide assessment with accommodations; or
- participate in the NH-Alternate Assessment, available only for students with an Individualized Education Program (IEP) who meet specific criteria.

In addition, students identified as limited English proficient must also participate in the ACCESS for ELLs[®] (English Language Proficiency test).

State assessment policies place a great deal of responsibility on districts to include all students. Districts must juggle state requirements, student needs, and parents' wishes. Despite a district's best efforts, situations will arise that prohibit the inclusion of every student. Extended absence, family vacations, significant medical and emotional issues, and parent refusals are but a few of the issues that are not entirely within the district's control. Students who do not participate are reported in two different ways on assessment reports: did not participate for state approved reasons and did not participate for other reasons. The distinction is particularly important in reading and mathematics accountability reporting since the second case negatively affects reported participation rates, while the first does not.

The state approved reasons, called State Approved Special Considerations (SASC), fall within six broad areas: Medical Emergency/Serious Illness, Severe Emotional Distress, Death in the Family, Student who qualifies for the NH-Alt but enroll after the start of NH-Alt testing, Students who participate in another state's assessment system, and Exemption from ACCESS for ELLs[®] for NH-Alt students. In all cases, the exemptions must be approved by the Director of Assessment at the NH Department of Education and are acknowledged with an email receipt to the school contact and district superintendent.

Contents of these Guidelines:

Pages	1-2:	Overview of State Approved Special Considerations (SASC)
Page	3:	Student Information Form (must be submitted to NH-DoE with every request)
Page	4:	Parent Consent Form (Do not submit to NH-DoE)
Pages	5-8:	SASC-1: Medical Emergency or Serious Illness
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SASC Procedure

SASC requests are made for each test administration separately (Fall NECAP, winter ACCESS for ELLs[®], spring NH-Alt, and Spring NECAP). Three of the six SASCs (SASC-1, SASC-2, and SASC-3) are based on significant medical or emotional disruptions to the student's life. In these three cases, the request is based on a decision made by an educational team that includes the student's teachers, school counselor, principal, parents or legal guardian, medical or mental health professional, and, if possible, the student. The other three SASCs (SASC-4, SASC-5, and SASC-6) are administrative in nature and thus the request may be made by district personnel.

➤ **Who does what?**

- **The Educational Team** gathers information, consults with appropriate people, documents the team discussion and offers a final recommendation **in writing** regarding whether to request a SASC. Documentation must include the basis for this recommendation.
- **The Educational Team** sends the documented recommendation to the district Superintendent for final review and action.
- **The District Superintendent** reviews the team recommendation, makes a final decision based on the documented information, then completes, signs, and forwards the appropriate *District Assurances* together with the student information form to the Director of Statewide Assessment at the NH Department of Education.
- **The Director of Statewide Assessment** reviews the submitted *District Assurances Form*, and if needed, contacts the principal or the office of the Superintendent for clarification or other action. The Department issues a written receipt with decision to the district Superintendent (copied to the principal) for each request for a SASC.

Note: The decision to test or not test a student should not depend on the outcome of the request to the NH-DoE. If a student can be assessed, he or she should be assessed. The result of an approved exemption is applied to assessment and accountability reporting.

Request for State Approved Special Considerations 2010-2011 is available online at:
<http://www.education.nh.gov/instruction/assessment/necap/admin/admin10.htm>

When are Forms SASC-1, SASC-2, and SASC-3 due to the NH Department of Education?

- NECAP: Reading, Math and/or Writing
Must be submitted October 1 – 22, 2010 for the Oct. 2010 Fall NECAP test
- ACCESS for ELLs[®]: All domains tested
Must be submitted March 1 – 31, 2011 for the winter 2011 ELL test
- NH-Alternate: All Content Areas:
Must be submitted March 1 – May 15, 2011 for the spring 2011 NH-Alt test
- NECAP: Science
Must be submitted May 9 – 27, 2011 for the May 2011 Spring NECAP test

When are forms SASC-4, SASC-5, and SASC-6 due to the NH Department of Education?

- SASC-4, case 1 NH-Alt test window that impacts fall 2010 testing and reporting
Must be submitted no later than October 1, 2010
- SASC-4, case 2 NH-Alt test window that impacts fall 2011 testing and reporting
Must be submitted no later than October 1, 2011
- SASC-5 Participating in another state's assessment program (other than NECAP)
 - NECAP: Reading, Math and/or Writing
Must be submitted October 1 – 22, 2010 for the Oct. 2010 Fall NECAP test
 - NH-Alternate: All Content Areas:
Must be submitted by May 15, 2011 for the spring 2011 NH-Alt test
 - NECAP: Science
Must be submitted May 9 – 27, 2011 for the May 2011 Spring NECAP test
- SASC-6 Exemption from ACCESS for ELLs[®] for student participating in NH-Alt
Must be submitted by March 1, 2011

Fax (*do not email*) completed forms to:

Tim Kurtz, Director of Statewide Assessment
NH Department of Education
101 Pleasant Street
Concord, NH 03301
fax: 603-271-7381



State Approved Special Considerations

FORM 1: STUDENT INFORMATION FORM

(Must be submitted with all Requests)

Request Date:

Student First Name (Only):						
SASID:						
Date of Birth (MM/DD/YYYY):						
Gender:						
Reason for Request	1. Medical Emergency or Serious Illness	2. Severe Emotional Trauma	3. Death in the Family	4. NH-Alt Testing window	5. Participating in another state's assessment system	6. NH-Alt and ACCESS for ELLs testing

Tests and Grade to be impacted by this Request:

<p>What grade will the student be in <u>during the assessment(s)</u> for which exemption is being requested?</p> <p><i>(Please circle the appropriate grade number after name of the test to be impacted.)</i></p>														
Fall '10 NECAP – Reading				3	4	5	6	7	8				11	
Fall '10 NECAP – Math				3	4	5	6	7	8				11	
Fall '10 NECAP – Writing						5			8				11	
Winter '11 ACCESS for ELLs®	PreK-K	1	2	3	4	5	6	7	8	9	10	11	12	
Spring '11 NH-Alt			2	3	4	5	6	7	8		10	11		
Spring '11 NECAP – Science					4				8				11	

School and SAU Contact Information:

School of Enrollment	
Responsible/Sending District	
SAU Number	
Name of School Principal	
Phone Number for Principal	
Email for Principal	
Name of Superintendent	
Email for Superintendent	



FORM 2: PARENT CONSENT SIGNATURE FORM

(Do not submit to NH-DoE, retain with student record)

I have consulted with the school district, and agree with this request to exempt my child from statewide assessment. I understand that this means I will have no statewide assessment data for my child for the year of instruction being assessed.

1. Student's name:

2. In the chart below, please mark the assessment(s) and the student grade during the assessment(s).

What grade will the student be in <u>during the assessment(s)</u> for which exemption is being requested? <i>(Please circle the appropriate grade number after name of the test to be impacted.)</i>													
Fall '10 NECAP – Reading				3	4	5	6	7	8			11	
Fall '10 NECAP – Math				3	4	5	6	7	8			11	
Fall '10 NECAP – Writing						5			8			11	
Winter '11 ACCESS for ELLs®	PreK-K	1	2	3	4	5	6	7	8	9	10	11	12
Spring '11 NH-Alt			2	3	4	5	6	7	8		10	11	
Spring '11 NECAP – Science					4				8			11	

By signing this request,

*I **do or do not** (circle one) give the district **permission to seek an exemption** for my child from statewide assessment for medical or other extraordinary reasons.*

*I **do or do not** (circle one) give **permission for the district to discuss the request** if necessary with the Director of Statewide Assessment – Tim Kurtz.*

Parent Name (Please Print)

Parent Signature

____/____/____
Date

SASC-1: Medical Emergency or Serious Illness

Students with very serious, chronic, and fragile medical conditions can and do participate successfully in statewide assessment. However, there are rare and unique situations in which a student is unable to participate in any part of statewide assessment. Such decisions must be made with the greatest care and restraint. Every student has the right to participate in statewide assessment in order to show what he or she knows and is able to do as compared to state curriculum standards.

Rule of Thumb

- If the student can receive instruction, the student can participate in statewide assessment.

Medical Emergency In rare instances, a student may be unable to complete or participate in any part of the assessment *due to a documented significant and fully incapacitating medical emergency*. Examples of significant medical emergency include: a serious car accident, hospitalization, or placement in hospice care. Medical emergencies of this kind must be *identified and verified in writing by a licensed physician and kept on file by the local district*. (Students with broken arms can usually participate with accommodations.)

- *Special education law requires that each student who receives special education services must have a written IEP which documents how this student will participate in statewide assessment. If a student's special education team seeks a medical exemption, this team decision must also be documented in the IEP.*

Conditions that do not qualify for exemption:

- Medical Fragility – All medically fragile students are expected to participate in statewide assessment unless a significant and documented medical emergency exists *in addition to medical fragility*.
- District provided home-based educational programs (student remains enrolled in district)
- Pregnancy
- Students with acute, short term minor illnesses or injuries

Who can sign the Treating Physician Form?

The Treating Physician Form may be signed by a licensed medical professional who is not under contract with the district nor related to the student. The licensed medical professional should have the qualifications necessary to render an informed judgment about how the child's medical condition affects schooling.

Note 1: *Make up testing - Content area tests (NECAP or NH-Alt) or domain area tests (ACCESS for ELLs[®]) that cannot be made up may qualify for medical exemption, but in most cases, missed test sessions can be made up. For example, sometimes a medical exemption might be granted for mathematics but not for reading. Typical brief acute illness is not cause for such an exemption.*

Note 2: *Length of Test Window and Medical Exemption: NECAP and ACCESS for ELLs[®] versus NH-Alt. When considering medical exemption requests, it's important to consider the differences in the lengths of the test windows: NECAP (about 3 weeks) and ACCESS for ELLs[®] (about 6 weeks) versus NH-Alternate Assessment (10 weeks). Many students who participate in NH-Alt have chronic or episodic illnesses and are available for instruction (and assessment) only during parts of the testing window. The*

NH-Alt portfolio process is built to accommodate most of these situations. In general, try to apply the rule of thumb noted above – if the student has been receiving instruction, the student should be assessed. For the NH-Alt, the entire window from March 1 to May 15th should be considered. Requests for exemptions should be consistent with the description of Medical Emergency offered above. Final decisions regarding medical exemptions for students taking the NH-Alt should be finalized prior to May 15. Please contact the Department if it is necessary to exempt a student from part of the NH-Alt test due to a medical emergency.

Note 3: *Missed test windows - Students who qualify for the NH-Alt, but entered NH public education after March 1 but before the following fall NECAP test may qualify for an exemption. For more information, please see SASC-4 of this document.*

When are Forms for SASC-1 due to the NH Department of Education?

- NECAP: Reading, Math and/or Writing
Must be submitted October 1 – 22, 2010 for the Oct. 2010 Fall NECAP test
- ACCESS for ELLs[®]: All domains tested
Must be submitted March 1 – 31, 2011 for the winter 2011 ELL test
- NH-Alternate: All Content Areas:
Must be submitted March 1 - May 15, 2011 for the spring 2011 NH-Alt test
- NECAP: Science
Must be submitted May 9 – 27, 2011 for the May 2011 Spring NECAP test

What Forms must be submitted for SASC-1?

- Form 1 – Fax to NH DoE, retain original with student records
- Form 2 – Retain original with student records, do not send to the NH DoE
- Form 3 – Fax to NH DoE, retain original with student records
- Form 4 – Retain original with student records, do not send to the NH DoE



SASC-1: Medical Emergency/Serious Illness

FORM 3: DISTRICT ASSURANCES FOR SASC-1

(Must be submitted with Request)

It is the responsibility of the district Superintendent to review in a timely manner all requests for State Approved Special Consideration that would permit any student to be exempted from statewide assessment for reasons of medical emergency or death in the family. The criteria below include the minimum conditions that must be addressed in order to grant a student a special consideration exemption from statewide assessment. Upon receipt of a request for such exemption, the Superintendent must determine if the following conditions have been met:

Assurances by District:	Yes	No	If no, then add comment(s):
1. Was the student consulted prior to the submission of this request?			
2. Does the student agree with this request?			
3. Were the parents/guardian consulted prior to the submission of this request?			
4. Have the parents/guardian signed an agreement to this request? (Form 2)			
5. Have the parents/guardian signed consent for district staff to share relevant information about this request with the Director of Assessment at the NH Department of Education? (Form 2)			
6. Is there a medical or other qualifying issue that prevents this student from receiving instruction during the remaining test window? - Note: Generally if the student is able to receive instruction during this time, then the student may also participate in assessment. (See also pages 5-6)			
7. Has a treating physician certified that this student cannot participate in instruction , even with accommodations, during the remaining test window? (see pages 5-6) (Form 4)			
8. Has a treating physician certified that this student cannot participate in assessment , even with accommodations, during the remaining test window? (see pages 5-6) (Form 4)			

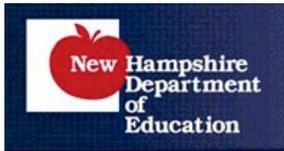
I certify that the information contained within this notification is complete and accurate.

Superintendent's Name – Print

Student's First Name - Print

Superintendent's Name – Signature

_____/_____/_____
Date



Request for Exemption due to Medical Emergency or Serious Illness

FORM 4: TREATING PHYSICIAN FORM

(Do not submit to NH-DoE, retain with student records)

As the treating physician, you are in a position to advise the parents and educational team regarding a request for medical emergency exemption from statewide assessment for the student listed below. It is the purpose of this document to inform the context of the advice you provide in response to this request. It is the responsibility of the public district to review in a timely manner all requests for Medical Exemption that would permit any student to be exempted from statewide assessment for reasons of medical emergency. The criteria below include the minimum conditions that must be addressed in order for the State Department of Education to grant a student a special consideration exemption from statewide assessment.

Student Name:

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Please check the assessments to be impacted:	What grade will the student be in <u>during the assessments</u> for which exemption is being requested? <i>(Please check the appropriate box after name of the test impacted.)</i>												
Fall '10 NECAP – Reading				3	4	5	6	7	8			11	
Fall '10 NECAP – Math				3	4	5	6	7	8			11	
Fall '10 NECAP – Writing						5			8			11	
Winter '11 ACCESS for ELLs®	PreK-K	1	2	3	4	5	6	7	8	9	10	11	12
Spring '11 NH-Alt			2	3	4	5	6	7	8		10	11	
Spring '11 NECAP – Science					4				8			11	

Treating Physician's Assurances to be Documented by School District for the NH State Department of Education:		Treating Physician Please Mark Response and Initial		
Before responding, please read pages 5 & 6 to inform your answers:		Yes	No	Initials
1	Is there a medical emergency or serious illness that prevents this student from receiving instruction during the remaining test window? Note: Generally if the student is able to receive instruction during this time, then the student may also participate in assessment. (See also pages 5-6)			
2	I certify that this student cannot participate in instruction , even with accommodations, during the remaining test window. (see pages 5-6)			
3	I certify that this student cannot participate in assessment , even with accommodations, during the remaining test window. (see pages 5-6)			

Signature of Treating Physician

Date

SASC-2: Severe Emotional Distress

Students with very serious, chronic, and fragile medical conditions can and do participate successfully in statewide assessment. However, there are rare and unique situations in which a student is unable to participate in any part of statewide assessment. Such decisions must be made with the greatest care and restraint. Every student has the right to participate in statewide assessment in order to show what he or she knows and is able to do as compared to state curriculum standards.

Rule of Thumb

- If the student can receive instruction, the student can participate in statewide assessment.

Severe Emotional Distress In rare instances, a student may be unable to complete or participate in any part of the assessment *due to documented significant and fully incapacitating emotional trauma that extends across the entire remaining test window*. Severe Emotional Distress qualifies if it prevents the student from participating in instruction offered either at school or at home. Sometime, the distress requires a student to be hospitalized in a mental health facility. Severe Emotional Distress of this kind must be *identified and verified in writing by a licensed mental health worker and kept on file by the local district*.

- *Special education law requires that each student who receives special education services must have a written IEP which documents how this student will participate in statewide assessment. If a student's special education team seeks a severe emotional distress exemption, this team decision must also be documented in the IEP.*

Conditions that do not qualify for exemption:

- Mental health conditions that permit students to receive instruction
- Students placed in county jails or juvenile correctional facilities
- Student or Parent Refusal
- Pregnancy

Who can sign the Treating Licensed Mental Health Worker Form?

The Treating Licensed Mental Health Worker Form may be signed by a licensed mental health worker who is not under contract with the district nor related to the student. The licensed mental health worker should have the qualifications necessary to render an informed judgment about how the child's mental health condition affects schooling.

Note 1: *Make up testing - Content area tests (NECAP or NH-Alt) or domain area tests (ACCESS for ELLs[®]) that cannot be made up may qualify for severe emotional distress exemption, but in most cases, missed test sessions can be made up. For example, sometimes a severe emotional distress exemption might be granted for reading but not for mathematics.*

Note 2: *Length of Test Window and Medical Exemption: NECAP and ACCESS ELLs[®] vs. NH-Alt. When considering severe emotional distress exemption requests it's important to consider the differences in the lengths of the test windows for NECAP (about 3 weeks) and ACCESS for ELLs[®] (about 6 weeks) vs. NH-Alternate Assessment (10 weeks). Some students who participate in NH-Alt have emotional or psychiatric conditions and are available to instruction (and assessment) only during parts of the test window. The*

NH-Alt portfolio process is built to accommodate most of these situations. In general, try to apply the rule of thumb noted above – if the student has been receiving instruction, the student should be assessed. For the NH-Alt, the entire window from March 1 to May 15th should be considered. Requests for exemptions should be consistent with the description of Severe Emotional Distress offered above. Final decisions regarding severe emotional distress exemption for students taking the NH-Alt should be finalized prior to May 15. Please contact the Department if it is necessary to exempt a student from part of the NH-Alt test due to a medical emergency.

Note 3: *Missed test windows - Students who qualify for the NH-Alt, but entered NH public education after March 1 but before the following fall NECAP test may qualify for an exemption. For more information, please see SASC-4 of this document.*

When are Forms for SASC-2 Due to the NH Department of Education?

- NECAP: Reading, Math and/or Writing
Must be submitted October 1 – 22, 2010 for the Oct. 2010 Fall NECAP test
- ACCESS for ELLs[®]: All domains tested
Must be submitted March 1 – 31, 2011 for the winter 2011 ELL test
- NH-Alternate: All Content Areas:
Must be submitted March 1 - May 15, 2011 for the spring 2011 NH-Alt test
- NECAP: Science
Must be submitted May 9 – 27, 2011 for the May 2011 Spring NECAP test

What Forms must be submitted for SASC-2?

- Form 1 – Fax to NH DoE, retain original with student records
- Form 2 – Retain original with student records, do not send to the NH DoE
- Form 5 – Fax to NH DoE, retain original with student records
- Form 6 – Retain original with student records, do not send to the NH DoE



SASC-2: Severe Emotional Distress

FORM 5: DISTRICT ASSURANCES FOR SASC-2

(Must be submitted with Request)

It is the responsibility of the district Superintendent to review in a timely manner all requests for State Approved Special Consideration that would permit any student to be exempted from statewide assessment for reasons of severe emotional distress. The criteria below include the minimum conditions that must be addressed in order to grant a student a special consideration exemption from statewide assessment. Upon receipt of a request for such exemption, the Superintendent must determine if the following conditions have been met:

Assurances by District:	Yes	No	If no, then add comment(s):
1. Was the student consulted prior to the submission of this request?			
2. Does the student agree with this request?			
3. Were the parents/guardian consulted prior to the submission of this request?			
4. Have the parents/guardian signed an agreement to this request? (Form 2)			
5. Have the parents/guardian signed consent for district staff to share relevant information about this request with the Director of Assessment at the NH Department of Education? (Form 2)			
6. Is there a mental health issue that prevents this student from receiving instruction during the remaining test window? - Note: Generally if the student is able to receive instruction during this time, then the student may also participate in assessment. (See also pages 9-10)			
7. Has a treating mental health worker certified that this student cannot participate in instruction , even with accommodations, during the remaining test window? (see pages 9-10) (Form 6)			
8. Has a treating mental health worker certified that this student cannot participate in assessment , even with accommodations, during the remaining test window? (see pages 9-10) (Form 6)			

I certify that the information contained within this notification is complete and accurate.

Superintendent's Name – Print

Student's First Name – Print

Superintendent's Name – Signature

____/____/____
Date



Request for Exemption due to Severe Emotional Distress

FORM 6: TREATING MENTAL HEALTH WORKER FORM
 (Do not submit to NH-DoE, retain with student records)

As the treating physician, you are in a position to advise the parents and educational team regarding a request for medical emergency exemption from statewide assessment for the student listed below. It is the purpose of this document to inform the context of the advice you provide in response to this request. It is the responsibility of the public district to review in a timely manner all requests for Medical Exemption that would permit any student to be exempted from statewide assessment for reasons of severe emotional distress. The criteria below include the minimum conditions that must be addressed in order for the State Department of Education to grant a student a special consideration exemption from statewide assessment.

Student Name:

Please check the assessments to be impacted:	What grade will the student be in <u>during the assessments</u> for which exemption is being requested? <i>(Please check the appropriate box after name of the test impacted.)</i>												
Fall '10 NECAP – Reading				3	4	5	6	7	8			11	
Fall '10 NECAP – Math				3	4	5	6	7	8			11	
Fall '10 NECAP – Writing						5			8			11	
Winter '11 ACCESS for ELLs®	PreK-K	1	2	3	4	5	6	7	8	9	10	11	12
Spring '11 NH-Alt			2	3	4	5	6	7	8		10	11	
Spring '11 NECAP – Science					4				8			11	

Treating Physician's Assurances to be Documented by School District for the NH State Department of Education:		Treating Physician Please Mark Response and Initial		
Before responding, please read pages 9 & 10 to inform your answers:		Yes	No	Initials
1	Is there a mental health issue that prevents this student from receiving instruction during the remaining test window? Note: Generally if the student is able to receive instruction during this time, then the student may also participate in assessment. (See also pages 9-10)			
2	I certify that this student cannot participate in instruction , even with accommodations, during the remaining test window. (see pages 9-10)			
3	I certify that this student cannot participate in assessment , even with accommodations, during the remaining test window. (see pages 9-10)			

Signature of Treating Licensed Mental Health Worker

Date

SASC-3: Death in the Family

Each year, some students suffer the loss of a close family member. This is a most difficult time for the student, the student's family, and the student's educational family. Each child responds in a different way and schools should address the student's emotional needs before worrying about participation requirements in statewide assessment. Unlike SASC-1 and SASC-2, the student is probably capable of taking part in statewide assessment, but it may not be appropriate to do so. For some students, exclusion from statewide assessment will be part of what is needed for the school to respond to students' needs. For others, the school will help the student participate in all regularly scheduled school activities – including statewide assessment. School counselors, together with the students' teachers and parents should make the decision carefully. This is one of the times that it will be appropriate to factor the student's wishes into the decision.

All requests for SASC-3 should be made at the end of a test window. Schools may wish to notify the Director of State Assessment by email that they have a student for whom a SASC-3 may be requested. As the testing window comes to an end and the school no longer has enough time to test the student, a formal request may be submitted.

When are Forms for SASC-3 due to the NH Department of Education?

- NECAP: Reading, Math and/or Writing
Must be submitted October 1 – 22, 2010 for the Oct. 2010 Fall NECAP test
- ACCESS for ELLs[®]: All domains tested
Must be submitted March 1 – 31, 2011 for the winter 2011 ELL test
- NH-Alternate: All Content Areas:
Must be submitted March 1 - May 15, 2011 for the spring 2011 NH-Alt test
- NECAP: Science
Must be submitted May 9 – 27, 2011 for the May 2011 Spring NECAP test

What Forms must be submitted for SASC-3?

Form 1 – Fax to NH DoE, retain original with student records

Form 2 – Retain original with student records, do not send to the NH DoE

Form 7 – Fax to NH DoE, retain original with student records



SASC-3: Death in the Family

FORM 7: DISTRICT ASSURANCES FOR SASC-3
 (Must be submitted with Request)

It is the responsibility of the district Superintendent to review in a timely manner all requests for State Approved Special Consideration that would permit any student to be exempted from statewide assessment for reason of death in the family. The criteria below include the minimum conditions that must be addressed in order to grant a student a special consideration exemption from statewide assessment. Upon receipt of a request for such exemption, the Superintendent must determine if the following conditions have been met:

Assurances by District:	Yes	No	If no, then add comment(s):
1. Was the student consulted prior to the submission of this request?			
2. Does the student agree with this request?			
3. Were the parent(s)/guardian consulted prior to the submission of this request?			
4. Have the parent(s)/guardian signed an agreement to this request? (Form 2)			
5. Have the parent(s)/guardian signed consent for district staff to share relevant information about this request with the Director of Assessment at the NH Department of Education? (Form 2)			
6. There is agreement amongst school staff – teacher(s), school counselor, and principal that it is not in the best interest of the student to participate in the assessment due to a death in the student’s family.			

I certify that the information contained within this notification is complete and accurate.

 Superintendent’s Name – Print

 Student’s First Name - Print

 Superintendent’s Name – Signature

____/____/____
 Date

SASC-4: Enrolling after Start of NH-Alt Testing

The test window for the spring 2011 NH-Alt is March 1 - May 15, 2011. Districts are expected to submit a portfolio for every NH-Alt qualifying student that is enrolled on the first day of the test window. If a qualifying student subsequently withdraws prior to completing the NH-Alt portfolio, the district is expected to submit the work completed to that point. Directions for documenting this circumstance will be provided with the return of materials information next spring. If the withdrawing student then enrolls in another NH public district, please coordinate with receiving district so that they may finish up the portfolio. The receiving district will submit under separate cover the remaining portions of the portfolio.

Under state assessment and accountability rules, how do we report the status of students who qualify for NH-Alt but were not enrolled in any NH public district at the beginning of the test window? The arrival of a qualifying student in NH public education after February 1, 2009 for school year 2009-2010, or after March 1, 2010 for school year 2010-2011 creates a timing problem under reporting rules. New Hampshire does not require entering students who qualify for NH-Alt to participate in the corresponding regular assessment simply because they missed the NH-Alt testing window. The two cases below cover two different time periods during the school year.

Case 1: A NH-Alt qualifying student is enrolled on October 1, 2010 in a NH public district, and entered the NH public education system after February 1, 2010 (being home schooled, attending parent paid private school, or entering from out-of-state).

If the student is entering with an IEP for the 2009-2010 school year, and if the student's IEP specified that the student would participate in alternate state assessment for school year 2009-2010, then the student may be exempt from 2010 Fall NECAP testing. If approved, the student is exempt from statewide assessment that is based on the 2009-2010 year of instruction.

If the student is entering without an IEP from school year 2009-2010, and if the student's current IEP team determines that the student would have qualified for the 2009-2010 NH-Alt had the student been enrolled in a NH public district prior to February 1, 2009, and if the student currently qualifies for the spring 2011 NH-Alt, then the student may be exempt from 2010 Fall NECAP testing. If the district request is approved, the student is exempt from statewide assessment that is based on the 2009-2010 year of instruction. Note: participation in the spring 2011 NH-Alt will exempt the student from the 2011 Spring NECAP science test and the 2011 Fall NECAP test.

Case 2: A NH-Alt qualifying student enrolls in a NH public district after March 1, 2011 from outside NH public education (being home schooled, attending parent paid private school, or entering from out-of-state).

If the student's IEP team determines that the student would have qualified for the spring 2011 NH-Alt had the student been enrolled in the district on March 1, 2011, then the student may be exempt from statewide assessments based on the 2010-2011 school year. If the district request is approved, the student is exempt from statewide assessments based on the 2010-2011 year of instruction. Note, however, the student must participate in statewide assessments that will be based on the 2011-2012 year of instruction.

When are Forms for SASC-4 Due to the NH Department of Education?

- SASC-4, case 1 (NH-Alt test window that impacts fall testing and reporting)
Must be submitted no later than October 1, 2010
- SASC-4, case 2 (NH-Alt test window that impacts spring testing and reporting)
Must be submitted no later than October 1, 2011

What Forms must be submitted for SASC-4?

Form 1 – Fax to NH DoE, retain original with student records
Form 8 – Fax to NH DoE, retain original with student records



SASC-4: Enroll after Start of NH-Alt Testing

FORM 8: DISTRICT ASSURANCES FORM FOR SASC-4
 (Must be submitted with Request)

It is the responsibility of the district Superintendent to review in a timely manner all requests for State Approved Special Consideration that would permit any student to be exempted from statewide assessment for reasons of enrolling after the NH-Alt test window closes. The criteria below include the minimum conditions that must be addressed in order to grant a student a special consideration exemption from statewide assessment. Upon receipt of a request for such exemption, the Superintendent must determine if the following conditions have been met:

Respond to Case 1 or Case 2 as appropriate.

	Assurances by District:	True	False	If false, then add comment(s):
Case 1: Requesting exemption from statewide assessment based on 2009-2010 year of instruction.	Student was not enrolled in any NH district on February 1, 2010.			
	Student is enrolled in a NH District on October 1, 2010.			
	The student meets one of the following criteria: A. The student had an IEP documenting that he or she would have qualified for the 2009-2010 NH-Alt had the student been enrolled in a NH district on February 1, 2010. –or – B. The student entered NH public education with NO IEP but there is evidence that he or she would have qualified for the 2009-2010 NH-Alt had the student been enrolled in NH public education on February 1, 2010, and the student now has an IEP documenting that he or she currently qualifies for, and will participate in NH-Alt for the 2010-2011 school year.			
Case 2 Requesting exemption from statewide assessment based on 2010-2011 year of instruction.	Student was not enrolled in any NH district on March 1, 2011.			
	Student enrolled in a NH district between March 1, 2011 and on or before October 1, 2011.			
	The student’s IEP team has determined he or she would have qualified for the Spring 2011 NH-Alt had the student been enrolled in a NH district on March 1, 2011.			

I certify that the information contained within this notification is complete and accurate.

 Superintendent’s Name – Print

 Student’s First Name – Print

 Superintendent’s Name – Signature

____/____/____
 Date

SASC-5 Student Participating in another State's Assessment System (Other than NECAP)

Students are sometimes placed by their public district in a state other than VT, RI, or ME. NH requires that these students participate in statewide assessment, but does not require that it be NH statewide assessment. In the past, we have had students participate in the MCAS and the MCAS-Alt at both public and non-public schools in Massachusetts. While we do not have the ability to include MCAS scores in NH assessment and accountability reporting, we can grant the sending district a SASC to ensure that student's non-participation in NH statewide assessment does not negatively impact district accountability reporting. If a district verifies that the student is participating in a state's assessment system other than NECAP, the district may request an exemption.

NECAP eligible NH public school students attending school in Vermont, Maine, or Rhode Island participate in the NECAP. In general, sending districts arrange NECAP and NH-Alt testing for students they've placed in private or non-public programs anywhere in the country. Receiving public high schools in VT, RI, and ME arrange for NECAP testing for students attending their school. These students are not exempt from testing.

Please contact Tim Kurtz at the NH Department of Education to discuss any of these cases should they arise.

Tim Kurtz
271-3846
Tkurtz@ed.state.nh.us

- SASC-5 Participating in a Non-NECAP state's assessment program
 - NECAP: Reading, Math and/or Writing
Must be submitted October 1 – 22, 2010 for the Oct. 2010 Fall NECAP test
 - NH-Alternate: All Content Areas:
Must be submitted by May 15, 2011 for the spring 2011 NH-Alt test
 - NECAP: Science
Must be submitted May 9 – 27, 2011 for the May 2011 Spring NECAP test

What Forms must be submitted for SASC-5?

Form 1 – Fax to NH DoE, retain original with student records

Form 9 – Fax to NH DoE, retain original with student records



SASC-5: Participating in a non-NECAP State's Assessment

FORM 9: DISTRICT ASSURANCES FORM FOR SASC-5
 (Must be submitted with Request)

It is the responsibility of the district Superintendent to review in a timely manner all requests for State Approved Special Consideration that would permit any student to be exempted from NECAP or NH-Alt. The criteria below include the minimum conditions that must be addressed in order to grant a student a special consideration exemption. Upon receipt of a request for such exemption, the Superintendent must determine if the following conditions have been met:

Assurances by District:	Yes	No	Comment if necessary.
Name of State where students are placed			
Name of State Assessment			
Is the test a grade level assessment based on grade level achievement standards?			
Is the test a grade level assessment based on modified achievement standards? (2% test)			
Is the test an alternate assessment based on alternate achievement standards? (1% test)			
When is, or was, the assessment administered? (month and year)			
The assessment covered material taught at which grade?			

I certify that the information contained within this notification is complete and accurate.

 Superintendent's Name – Print

 Student's First Name – Print

 Superintendent's Signature

____/____/____
 Date

SASC-6 Exemptions from ACCESS for ELLs[®] based on NH-Alt participation

English Language Learners (ELLs), like other populations of students, are eligible for special education services in addition to their English for Speakers of Other Languages (ESOL) services. The two are not mutually exclusive. The students should be receiving both ESOL and special education services. Being an ELL student does not exempt the student from statewide assessments. Likewise, being a student who qualifies for special education services does not exempt the student from ACCESS for ELLs[®] testing. However, a small number of ELLs have cognitive disabilities so significant that the student is eligible for the NH-Alt assessment. The ACCESS for ELLs[®] assessment is not designed to respond to the needs of the students participating in the NH-Alt. For this reason, ELLs who are being assessed with the NH-Alt assessment are eligible for exemption from the ACCESS for ELLs[®] testing.

ACCESS for ELLs is administered annually to all LEP students in public schools during grades K through 12. NH-Alt assessment is not administered during grades K, 1, 9, or 12. This problem is addressed by the following participation rules:

Grades K -1: To be eligible for exemption (SASC-6) from ACCESS for ELLs during grade K or 1 the team must determine that the student is both currently eligible for special education services and currently demonstrates such a severe and documented cognitive disability that he or she can be reasonably expected to qualify for NH-Alternate Assessment during grade 2 (the first year of NH-Alt).

Grade 9: To be eligible for exemption from ACCESS for ELLs at this grade the student must have qualified, or data shows the student would have qualified for participation in NH-Alt Assessment during the grade 8 school year. There must be a grade 8 IEP in existence that documents that the student did, in fact, meet the qualifying criteria for participation in Alternate Assessment in that year.

Grade 12: To be eligible for exemption from ACCESS for ELLs at this grade the student must have qualified, or data shows the student would have qualified for participation in NH-Alt Assessment during the grade 11 school year. There must be a grade 11 IEP in existence that documents that the student did, in fact, meet the qualifying criteria for participation in Alternate Assessment in that year.

When are Forms for SASC-6 Due to the NH Department of Education?

- SASC-6 (Exemption from ACCESS for ELLs[®] for student participating in NH-Alt)
Must be submitted by March 1, 2011

What Forms must be submitted for SASC-6?

Form 1 – Fax to NH DoE, retain original with student records

Form 10 – Fax to NH DoE, retain original with student records



SASC-6: Exemptions from ACCESS for ELLs® based on NH-Alt

FORM 10: DISTRICT ASSURANCES FORM FOR SASC-6

(Must be submitted with Request)

It is the responsibility of the district Superintendent to review in a timely manner all requests for State Approved Special Consideration that would permit any student to be exempted from ACCESS for ELLs® for reasons of participation in NH-Alt. The criteria below include the minimum conditions that must be addressed in order to grant a student a special consideration exemption. Upon receipt of a request for such exemption, the Superintendent must determine if the following conditions have been met:

Assurances by District:	True	False	If false, then add comment(s):
<p>The student meets at least one of the following criteria:</p> <ul style="list-style-type: none"> A. Student is now in grade 2,3,4,5,6,7,8,10 or 11 and qualifies for and is participating in the spring 2011 NH-Alt, - or - B. Student is now in Grade K or 1 and currently has an IEP and demonstrates such a severe and documented cognitive disability that he or she can be reasonably expected to qualify for NH-Alternate Assessment during grade 2. - or - C. Student is now in Grade 9 and a Grade 8 IEP exists that documents that the student did, in fact, meet the qualifying criteria for participation in Alternate Assessment in that year. - or D. Student is now in Grade 12 and a Grade 11 IEP exists that documents that the student did, in fact, meet the qualifying criteria for participation in Alternate Assessment in that year. 			
<p>Parents were informed about exemption from ACCESS for ELLs® based on participation in NH-Alt.</p>			

I certify that the information contained within this notification is complete and accurate.

Superintendent's Name – Print

Student's First Name – Print

Superintendent's Signature

____/____/____
Date