



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

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TO: System Test Coordinators/School Principals/Authorized Representatives
FROM: Judy Snow, State Assessment Director
DATE: November 2014
RE: Non-Participation of Students on the ACCESS for ELLs Assessment

Both the No Child Left Behind Act (NCLB) and the Individuals with Disabilities Education Act (IDEA) require that all students participate in statewide assessments. This includes all students who receive special education services no matter what their disability or level of service. All students, including students with IEPs, identified at the time of statewide testing as Limited English Proficient (LEP) must be accounted for when the assessment results are reported to the Department of Education (ED) and calculated for Annual Measureable Achievement Objectives (AMAOs).

The ED recognizes that there may be circumstances beyond the control of the school which can prevent a student from participating in the assessment. The Office of Public Instruction (OPI) is required to report to the ED the reason for each LEP student, including students with IEPs, who do not participate in the ACCESS for ELLs. These reasons do not represent options for not having a student participate; rather, they are a method to report why, despite the school's best efforts, a student was not able to participate. AMAO requirements and calculation will still apply.

A worksheet is available online for you to use for your record-keeping. All LEP students, including students with IEPs, identified in the October data collection, who did not participate in any one or more of the domains (listening, speaking, reading, writing) tested on the ACCESS for ELLs or Alternate ACCESS for ELLs should be listed on this worksheet which includes spaces for the student name, state student ID, the grade, domain(s) and the reason(s) the student did not participate.

- This worksheet is for your ongoing record-keeping during test administration. It is to be used only for non-participating LEP students enrolled during your testing window.
- Please keep the worksheets for your records and use; they should not be sent to MetriTech.
- The form has been created to be filled out and maintained electronically or it may be printed.

Once the testing window is complete, please enter the information in the non-participation program in the MontCAS online reporting application. Test coordinators have already received account information to log into the MontCAS online reporting application. The link to the online reporting application

If you have questions about the online reporting application please contact:
Ashley Makowski, Administrative Assistant
amakowski@mt.gov or 406-444-3511

Judy Snow, State Assessment Director
jsnow@mt.gov or 406-444-3656

Yvonne Field, Assessment Specialist
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nrowe@mt.gov or 406-444-3482