

Vermont Agency of Education

Local Education Agency (LEA) ↔ Independent School

Assessment Communication Checklist

Check	Communication
	<p>If you have a special program or independent school in your district, and its possible, combine efforts and include the independent schools in one of your district's assessment trainings.</p>
BEFORE TESTING	
	<p>Upload Students in TIDE (to be done in September by the school where the student is currently enrolled)</p> <ol style="list-style-type: none"> 1) Double Check SSID for accuracy 2) If applicable, make sure the IDEA or 504 indicators are set in TIDE. <div style="margin-left: 20px;"> <p>*IDEA Indicator: <input type="radio"/> Yes <input type="radio"/> No</p> <p>LEP Status: <input type="radio"/> Yes <input type="radio"/> No</p> <p>*Section 504: - Select - - Select - Yes No Unknown or cannot provide</p> </div> <p style="text-align: center;">Accommodations cannot be entered in TIDE unless the IDEA OR 504 indicator has been set to "Yes".</p> 3) Fields with an asterisk are mandatory. <div style="margin-left: 20px; margin-top: 10px;"> <p>*SSID: <input style="width: 100%;" type="text"/></p> <p>Reporting District: <input style="width: 100%;" type="text"/></p> <p>Reporting School: <input style="width: 100%;" type="text"/></p> <p>*Student's Last Name: <input style="width: 100%;" type="text"/></p> <p>*Student's First Name: <input style="width: 100%;" type="text"/></p> <p>Student's Middle Name: <input style="width: 100%;" type="text"/></p> </div> <p style="margin-left: 20px;">If a field does not have an asterisk, you can leave it blank.</p>
INDEPENDENT SCHOOLS	
	<p>Independent schools enrolling students in TIDE have the option of indicating the testing and the reporting district. By doing this, you ensure that both the LEA will get results to report, and the independent school teacher gets access to student scores to inform instruction.</p>

*SSID:

Reporting District:

Reporting School:

*Student's Last Name:

*Student's First Name:

Student's Middle Name:

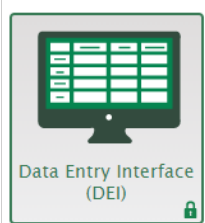
Quick-guide Brochure: on the VTCAP Portal that walks districts through, step by step, in this process. School and District Codes can be found on the VTCAP portal in the District Test Administrators folder.

Meet with Special Educators / Special Education Coordinators to determine students who are placed out of school or district.

Determine how the out-placed students will test: General Assessment (Smarter Balanced, Vermont Science Assessment (VTSA) or the Vermont Alternate Assessment (VTAA) which assess: ELA, MA and science.

For VTAA

- 1) Alternate – Complete the Learner Characteristic Inventory (LCI). This should be done by the educator most familiar with the student. You can find the LCI in the Data Entry Interface.



- 2) **All educators** must take the general TA Certification to get into the DEI.



- 3) Teachers administering the VTAA will also need to take the ATA Certification before launching the VTAA.
- 4) Verify the LCI has been submitted by viewing the student's test participation in TIDE.

Test	Opportunity	TA Name	Session ID	Status	Results ID	Date Started	Date Completed	Last Activity	Total Time Spent	Force Complete Date
VTAA/CI	1	[REDACTED]	VT-829D-10	reported	755587	10/28/2020	10/28/2020	10/28/2020	00:03:46	

Verify State Testing Accommodations in the student's IEP / 504 Plan.

DAs and ADAs can print a list of settings in TIDE to verify the accuracy with Case Managers. Accommodation settings can be downloaded and printed in two formats: Excel/CSV file or in a table format. (see below)



View/Edit Test Settings and Tools

Use this page to view, edit, or export students and their test settings. [more info](#)

Search Students

District: Demo District 2 - 9999999

School: Demo School 3 - 999999999-000000000

SSID:

Advanced Search

Search Fields: IDEA Indicator

IDEA Indicator:

- Select --
- Gender
- Birth Date (MMDDYYYY)
- IDEA Indicator**
- LEP Status
- Section 504
- Testing Accommodation for Alternate Assessment
- Alternate Assessment Indicator
- Print Size
- Color Contrast
- Masking
- Text-To-Speech (Designated Supports and Accommodation)
- Translation (Glossary)
- Permissive Mode
- Mouse Pointer
- Non-Embedded Designated Supports
- Streamline Mode
- Presentation (Designated Supports and Accommodations)
- American Sign Language Video
- Closed Captioning

Your search returned 321 results

View/Edit Test Settings and Tools

Use this page to view, edit, or export students

+ Search Students

- All Test Tickets (321)
- My Selected Test Tickets (0)
- My Selected PreID Labels (0)
- All Student Settings and Tools (321)
- My Selected Student Settings and Tools (0)

Administration: VT Comprehensive Assessment 2020-2021

6/18/2021, 4:04:42 PM

Student Settings and Tools

Student Name	Student ID	Enrolled Grade	School	District	Test Settings and Tools
TEST, TEST T	1234567890	06	DEMO SCHOOL 3 (9999999998-8000000000)	DEMO DISTRICT 2 (9999999998)	
JEN	543211	03	DEMO SCHOOL 3 (9999999998-8000000000)	DEMO DISTRICT 2 (9999999998)	ELPI Text-To-Speech (Designated Supports and Accommodation): Stimuli&Items Mathematics Text-To-Speech (Designated Supports and Accommodation): Stimuli&Items

Or by spreadsheet

+ Search Students

Number of

Enter search

- Export All to Excel (321)
- Export My Selected to Excel (0)
- Export All to CSV (321)
- Export My Selected to CSV (0)

Edit
 Student Info

District School SSID

	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
1	IDEA Indiv	LEP Status	Section 504	Hispanic or American	Asian	Black or A	White	Native Ha	Alternate	Testing A	Non-Emb	Print Size	Color Con	Masking	Text-To-S	Translato	Permissiv	Mouse Po	Non-Emb	Streamlin	Presentat	American	Closed Ca	Print On C	Bra
2		Yes	Yes	No	Yes	No	Yes	Yes				MA-None	MA-No De	MA-Black	MA-OffEl	MA-None	MA-Englis	MA-OffEl	MA-None	MA-OffEl	MA-Englis	MA-OffEl	EL-Off	MA-None	

Reach out to independent schools serving your students:

- 1) Who is the independent school's DA?
- 2) Make sure they have your contact information.
- 3) Has the independent school's DA registered with the state?
- 4) Has the independent school's DA registered for the portal email updates?
- 5) Has the independent DA signed up to attend the fall Regional Trainings?

Verify the student(s) enrollment with the Independent DA.

DURING TESTING

DAs or ADAs should check in with the independent school to verify who will be testing the out-placed student(s) and to touch base.

DAs or ADAs should verify any exemptions (medical/English Learner 1st year ELA)

AFTER TESTING

Independent Schools

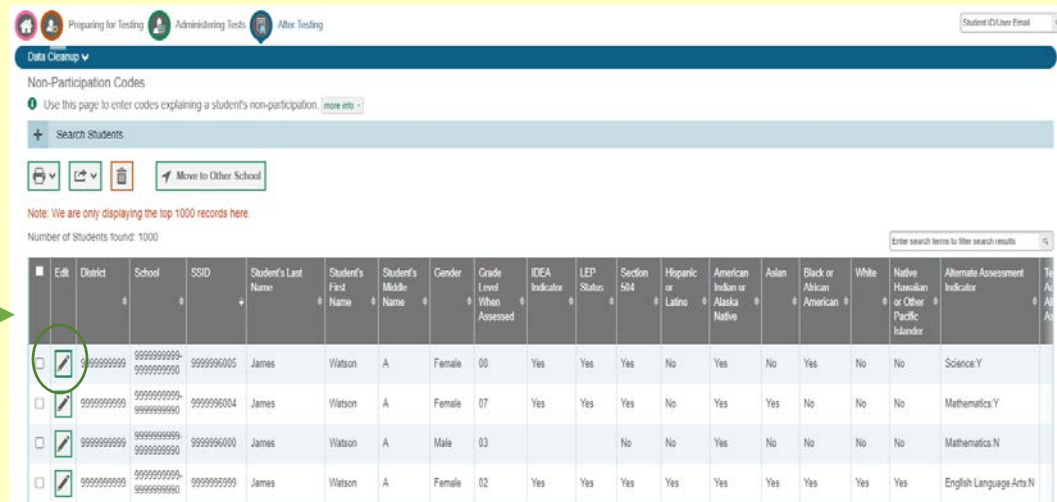
- Enter any Non-Participation Codes in TIDE.
- Communicate to the LEA (DAs or ADAs) any students who were unable to test.
- LEA should confirm that non-participation codes are entered in TIDE.

Non-participation codes generally are few and relate to the two state exemptions: Medical or 1st year exemption from the ELA test for English Learners.

Entering Non-Participation Codes

Directions for managing non-participation codes can be found on page 85 in the **TIDE User Guide** under Smarter Balanced Resources on the VTCAP portal.

TIDE > After Testing - Data Cleanup > non-participation codes > select appropriate search filters > student list will populate



The screenshot shows the 'Data Cleanup' section in TIDE, specifically the 'Non-Participation Codes' page. It includes a search bar, a table of student records, and a green circle highlighting the 'Edit' icon in the first row of the table. A green arrow points to this icon from the left margin.

■	Edit	District	School	SSID	Student's Last Name	Student's First Name	Student's Middle Name	Gender	Grade Level When Assessed	IEEA Indicator	LEP Status	Section 504	Hispanic or Latino	American Indian or Alaska Native	Asian	Black or African American	White	Native Hawaiian or Other Pacific Islander	Alternate Assessment Indicator	Test As Administered
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9999999999	9999999999	9999999999	James	Watson	A	Female	00	Yes	Yes	Yes	No	Yes	No	Yes	No	No	Science Y	Test As Administered
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9999999999	9999999999	9999999999	James	Watson	A	Female	07	Yes	Yes	Yes	No	Yes	Yes	No	No	No	Mathematics Y	Test As Administered
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9999999999	9999999999	9999999999	James	Watson	A	Male	03			No	No	Yes	No	No	No	No	Mathematics N	Test As Administered
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9999999999	9999999999	9999999999	James	Watson	A	Female	02	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	English Language Arts N	Test As Administered

Note: Non-participation codes are entered at the singular student level. There is no file upload for this feature.

You will need to enter the code for each assessment and save.

Edit Non-Participation Codes

Use this form to add or modify a student's non-participation codes. [more info](#)

Save **Cancel**

Student Information

District: 9999999999 - Demo District 1 Student's Middle Name: A
School: 9999999999-999999990 - Demo School 1 Gender: F
SSID: 9999996005 Birth Date (MMDDYYYY): 01011999
Student's Last Name: James Grade Level When Assessed: 08
Student's First Name: Watson

Special Codes

Special Codes

Grade 8 ELA - Summative CAT: No Special Code

Grade 8 ELA - Summative PT: No Special Code

Grade 8 Math - Summative CAT: No Special Code

Grade 8 Math - Summative PT: No Special Code

VTAA Grade 8 Science: No Special Code

Save **Cancel**

If you need assistance, please contact the VT Help Desk or Linda Moreno at VT Agency of Education.

**Linda Moreno
1 National Life Drive, Davis 5
Montpelier, VT 05620
Phone: 802-828-0505**