

WEB APPLICATION USER GUIDE

2024 ACCESS Participation Rate Appeals



IDAHO STATE DEPARTMENT OF EDUCATION
ASSESSMENT & ACCOUNTABILITY | ELPA

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QUICK GUIDE

The ACCESS assessment participation rate is calculated as follows:

Number of English learners, including students whose parent/guardian has waived EL services, who received a valid overall composite score or successfully appealed a partial score on ACCESS or Alternate ACCESS

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Number of English learners, including students whose parent/guardian has waived EL services, who received a valid overall composite score or successfully appealed a partial score on ACCESS or Alternate ACCESS

AND

Number of English learners, identified by February 23, 2024, who were enrolled on or before February 23, 2024, through March 8, 2024, and did not participate in ACCESS or Alternate ACCESS

English Learner Assessment Appeals Summary

Questions	Quick Reference
WHERE	Go to the EL Assessment Participation Appeals application . Contact your district's technology coordinator to gain the ACCESS Appeals role in the Admin Tool.
WHEN	05/24/24– 06/7/24
WHY	To remove non-participants from the denominator To add participants to the numerator
WHAT	Submit appeals or resubmit returned appeals with supporting documentation

HOW	<p>Districts and schools are expected to take the following actions during the window:</p> <ul style="list-style-type: none"><u>Understand ACCESS Appeal Scenarios</u><u>Understand Participation Rate Calculation</u><u>Submit Appeals</u> <p>Districts are responsible for monitoring their district’s appeals and contacting the SDE with any questions or concerns.</p>
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INTRODUCTION

Under Title I of the Every Student Succeeds Act (2015), the State must ensure districts administer an annual English language proficiency assessment to all English learners enrolled in their schools. IDAPA Code 08.02.03.111.06. supports this requirement by requiring the administration of the English Proficiency Assessment (ACCESS for ELLs) to English learners enrolled in grades kindergarten through Grade 12.

The ACCESS Assessment Participation Appeals process provides districts an opportunity to adjust the district’s English learner ACCESS participation rate. The [ACCESS Assessment Participation Appeals application](#) will begin accepting appeals on May 24, 2024 at 8:00AM Mountain Time. Districts may submit an appeal to have a student added or removed from the ACCESS participation rate calculation for specific scenarios outlined in this guide. Note that submitting an appeal will not automatically add or remove a student’s EL status in ELMS. Student information will need to be updated within ISEE and/or in ELMS prior to an appeal being approved.

The appeals application closes at 5:00PM Mountain Time on June 7, 2024. The SDE will NOT accept appeals submitted after this time. If any submitted appeal outcome involves changes to ISEE or ELMS, the SDE will make every effort to contact the district to facilitate the necessary updates prior to the window closing.

Districts are expected to take the following actions during the appeals window:

[Understand ACCESS Appeal Scenarios](#)

[Understand Participation Rate Calculation](#)

[Submit Appeals](#)

Understand ACCESS Appeal Scenarios

This section outlines the scenarios in which districts may submit an appeal to the SDE to add or remove students from the participation rate calculation via the ACCESS Assessment Participation Appeals application. Scenarios one through three are for students identified as an English learner in ELMS (EL Status of L1, LE, EW). Scenarios four and five are for students NOT identified as an English learner in ELMS. All scenarios in the table below – with the exception of Scenario 1 - will appear in the appeals application during the appeals window.

Scenario	Task Name	Default Participation Status	In Appeals Application
1	English learner with a complete ACCESS test	Participant	No
2	English learner with partial ACCESS test	Non-Participant	Yes
3	English learner with no ACCESS test scores	Non-Participant	Yes
4	Non-English learner with a complete ACCESS test	Not in calculation	Yes
5	Non-English learner with a partial ACCESS test	Not in calculation	Yes

Students identified as an English learner (EL Status: LE, EW, L1) in ELMS...

Scenario 1: With a complete ACCESS test

- Count as a Participant by default
- Will not appear in the appeals application

Scenario 2: With a partial ACCESS test

- Count as a Non-Participant by default.
- Districts may submit an appeal to include the student as a participant if:
 - The student received a score in all of the domains other than those excluded according to the student’s IEP/504 plan;
 - A documented medical emergency prevented the student from completing the assessment;
 - Extenuating circumstances (e.g. death in the family, house fire, etc.) prevented the student from completing the assessment;
 - Other data error (e.g. missing district exit date in ISEE).
- Districts may submit an appeal to exclude the student from the participation rate if:
 - The student was erroneously identified as an English learner in ELMS during the ACCESS testing window.

Scenario 3: Without an ACCESS test

- Count as a Non-Participant by default.
- Districts may submit an appeal to include the student as a Participant) if:
 - The student tested under another state student ID (EDUID).
- Districts may submit an appeal to exclude the student from the participation rate if the student does not have any Idaho ACCESS score results because the student:

- Completed testing but ACCESS test materials were returned late, delaying score reporting;
- Had a valid ACCESS result in SY2023-2024 from another WIDA member state;
- Experienced a documented medical emergency;
- Had an extenuating circumstance (e.g. death in the family, house fire, etc.);
- The student was erroneously identified as an English learner in ELMS during the ACCESS testing window;
- Other data error (e.g. missing district exit date in ISEE).

Students *not* identified as English learners in ELMS

Scenario 4: With a complete ACCESS test

- Are excluded from the participation rate calculation by default
- If the student should have been identified as an EL in ELMS and should be included in test participation and performance results, submit an appeal requesting to include the student as an identified EL. Personnel are required to provide an explanation for the requested EL status update.

Scenario 5: With a partial ACCESS test

- Are excluded from the participation rate calculation by default.
- If the student should have been identified as an EL in ELMS and should be included in test participation and performance results, submit an appeal to include the student. Documentation including an explanation for the request should be included for a partial test completion. See [Appendix I](#) for a list of acceptable documentation.

Note: An English learner not listed as a student with a disability code in ISEE who partially completed Alternate ACCESS is also considered a Non-Participant by default because the test is not considered valid. The SDE will address these scenarios outside of the ACCESS Participation Rate Appeals application. If your district has a student who falls within this scenario, the SDE will contact you. An English learner with a partial ACCESS test and a district exit date in ISEE prior to the end of the testing window is considered a participant by default and will not appear in the ACCESS Participation Rate Appeals application.

UNDERSTANDING THE ACCESS PARTICIPATION RATE CALCULATION

Denominator (All English Learners Enrolled)

Students who were identified as English learners in ELMS and who were enrolled into the district on or before February 23, 2024, through March 8, 2024, are included in the denominator. The SDE identifies a student's enrollment date from the district's ISEE submission.

English Learners

English learners (EL) are students who are identified to be eligible for a Language Instruction Educational Program (LIEP) on or prior to February 23, 2024. English learners include students whose parent/guardian has waived EL services. Former EL students who have exited the program are excluded from the participation rate calculation.

School Assignment

The enrollment entry and exit date reported by districts in ISEE are used to assign a student to a specific school.

If a student took an ACCESS test at a school where the student was not enrolled, the result is assigned to the school where the student was actually enrolled on the testing date, based on the data submitted by the district in ISEE.

If a student was enrolled in a grade that the school does not actually offer based on the [Public School Building Form](#) submitted to the Public School Finance Department, the student is excluded from the ACCESS participation, proficiency, and growth calculations. If you have any questions regarding the Public School Building Form, contact Carol Piranfar, Financial Specialist, at cpiranfar@sde.idaho.gov or 208-332-6844.

School Assignment for Dual Enrolled Students (Public)

If a student is dually enrolled within or across districts on the testing date and participated in the ACCESS test, the results are assigned to the school at which the student took the assessment.

If a student is identified as an English learner and dually enrolled within or across districts on or before February 23, 2024, through March 8, 2024, and did not participate in a required ACCESS test, the student is assigned to the home/base school. For participation rate calculation purposes, home/base school is determined on the student's earliest entry date for the enrollment records that were active as of February 23, 2024.

Exclusions

Once ACCESS results are assigned to the appropriate school, the following exclusion rules are applied:

- Dually Enrolled Students (Private/Homeschooled)
 - Any ACCESS test results matched to the enrollment records reported via ISEE with the phSchool field flagged are excluded from the participation rate calculation.
 - These records are also excluded from proficiency rate calculation.

- Foreign Exchange Students
 - Any ACCESS results matched to the enrollment records reported via ISEE with the Entry Reason field of Entering Foreign Exchange Student are excluded from the participation rate calculation.
 - These records are also excluded from proficiency rate calculation.

Numerator (All English Learners “Participated”)

The numerator is based on the enrollment records submitted by district in ISEE, as well as the test results received from our testing vendor.

Participant

Participants are English learners who received a valid overall ACCESS score and English learners with partial ACCESS assessment records with a justification for the incomplete domain(s) approved during the appeals window. If a student took the assessment multiple times, the first score received is considered valid.

Non-Participant

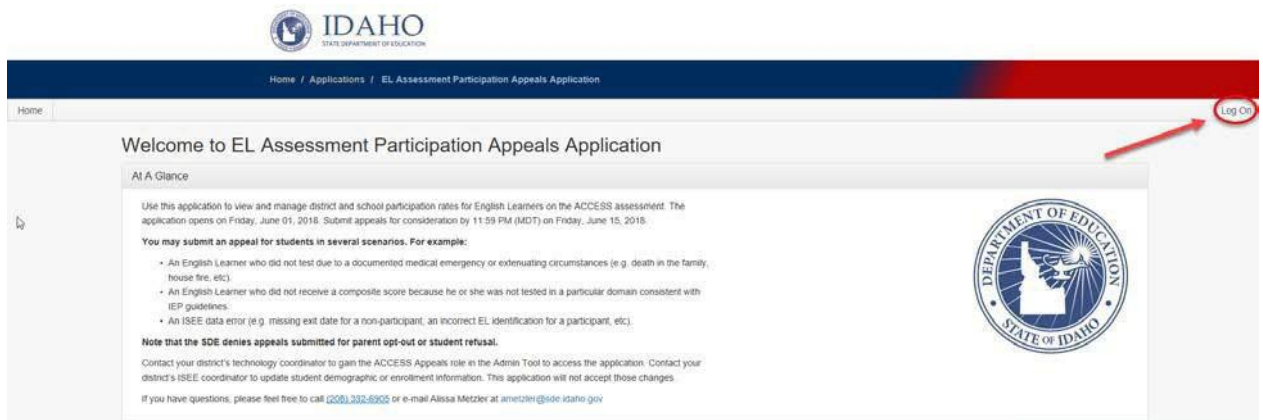
If an English learner did not participate in ACCESS testing, the student is considered a Non-Participant. An English learner who “participated” in ACCESS testing may be considered a Non-Participant for the participation rate calculation purposes if the test was incomplete or the student took the Alternate ACCESS assessment when the student did not have an active IEP/504 plan on the testing date.

SUBMIT APPEALS

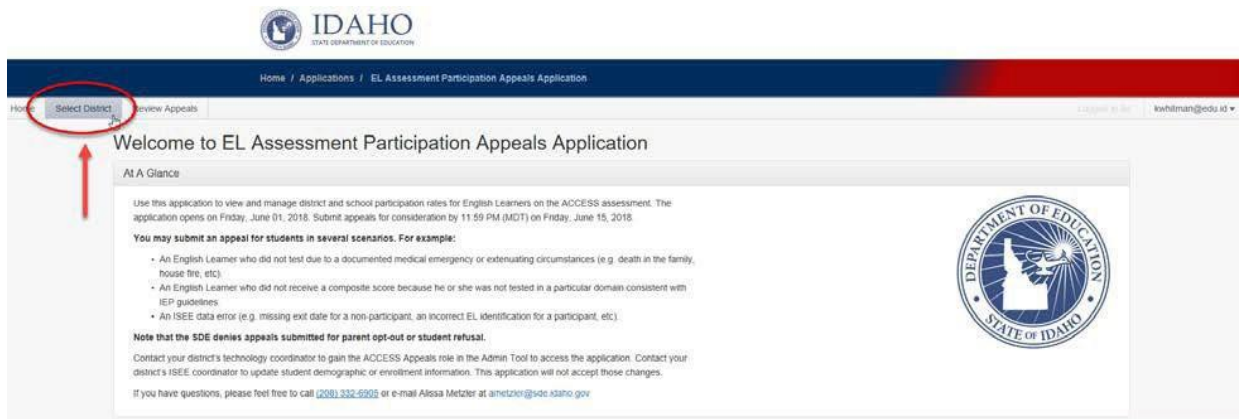
Districts are encouraged to track their appeals and download the finalized data to capture any information that they would like to store on-site.

Access Instructions

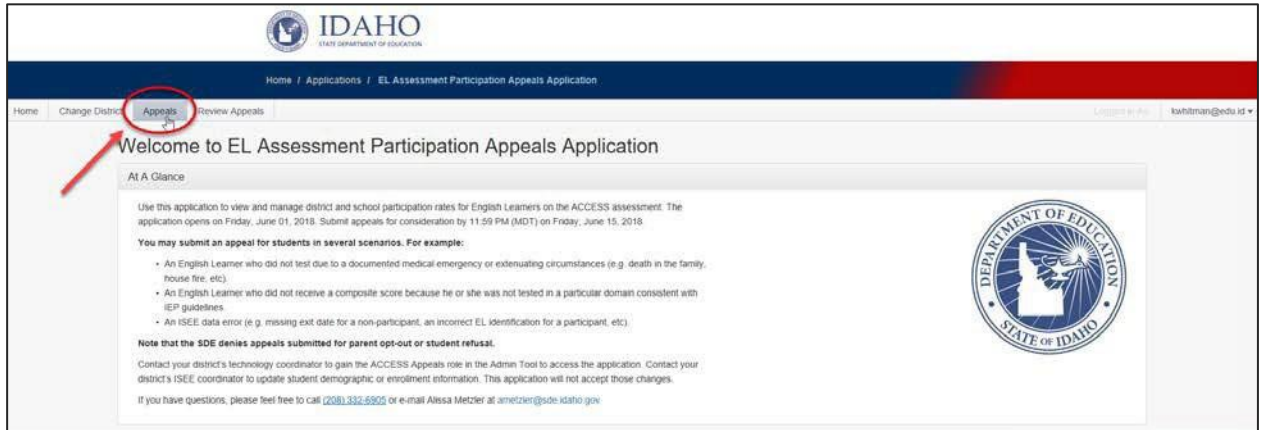
- Go to the [EL Assessment Participation Appeals application](#). Sign into the application by clicking on the Log On button at the top of the page. Contact your district's technology coordinator to gain the ACCESS Appeals role in the Admin Tool.



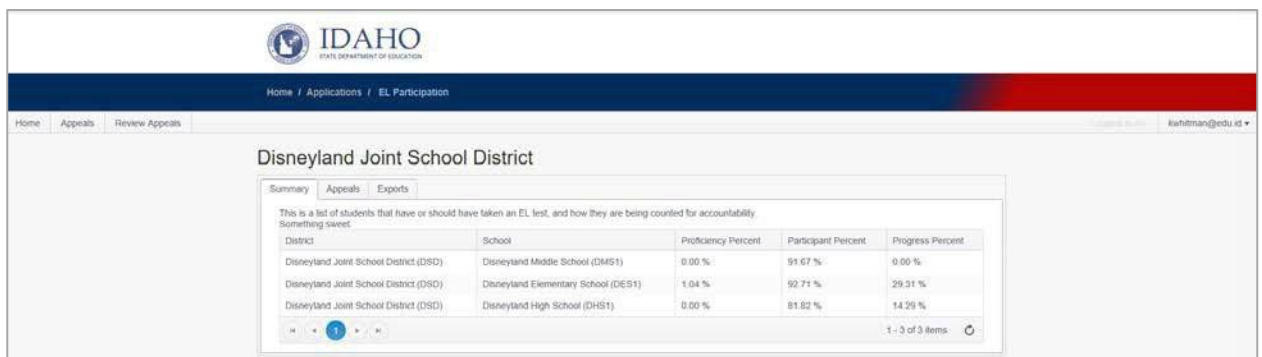
- (For multi-districts user ONLY) Click on the Select District button to select one district, if your login credential is associated with multiple districts.



- Click on the Appeals tab at the top of the page, to see a summary of EL appeals in your district.



- Review the summary information for your district. For each school in your district, you will see the preliminary proficiency rate, participation rate, and the preliminary percentage of students making adequate progress for future proficiency. The proficiency rate is the percentage of English learners with an overall composite score of 4.2 or higher on ACCESS or who attained an overall composite score of P2 on Alternate ACCESS. The percentage of students making adequate progress for future proficiency is the percentage of students with regular ACCESS overall scores in both SY2022-2023 and SY2023-2024 who made sufficient growth in their overall composite scale score based on their initial ACCESS performance level and number of years served in the EL program. These growth expectations are available on page 17 of [Idaho's Consolidated State Plan](#).



Reviewing Current Status Indicators

- Click on the Appeals tab within the district summary box to review the appeals for students in your district. You can also click the Export tab if you would like to export a .csv file of all of the EL students and ACCESS assessment results for your district.

The screenshot shows the IDAHO State Department of Education website. The user is logged in as kaheman@edu.id. The navigation bar includes Home, Applications, and EL Participation. The main heading is "Disneyland Joint School District". Below this, there are tabs for Summary, Appeals, and Exports. The "Appeals" tab is selected and circled in red. A red arrow points to the "Appeals" tab. Below the tabs, there is a summary table with the following data:

District	School	Proficiency Percent	Participant Percent	Progress Percent
Disneyland Joint School District (DSD)	Disneyland Middle School (DMS1)	0.00 %	91.67 %	0.00 %
Disneyland Joint School District (DSD)	Disneyland Elementary School (DES1)	1.04 %	92.71 %	29.31 %
Disneyland Joint School District (DSD)	Disneyland High School (DHS1)	0.00 %	81.82 %	14.29 %

- Review the list of students in the appeal list for your district. Each row includes a school number, a student identification number (EDUID), last name, first name, birth date and three variables related to the appeal: Student Status, Outcome, and Appeal Status. See the Student Status Descriptions section (page 20) for more information on these statuses.

The screenshot shows the IDAHO State Department of Education website. The user is logged in as kaheman@edu.id. The navigation bar includes Home, Applications, and EL Participation. The main heading is "Disneyland Joint School District". Below this, there are tabs for Summary, Appeals, and Exports. The "Appeals" tab is selected. Below the tabs, there is a detailed list of students in the appeal list with the following data:

School #	Edu Id	Given Names	Family Names	Birth Date	Student Status	Outcome	Appeal Status	Edit
DMS1	D00000000	Mad	Halter	1/1/1950	Non-EL Completer	Exclude	Returned	Edit
DES1	D00000000	Tinker	Bel	1/1/1950	EL Partial	Include - Non-Participant	Not Submitted	Edit
DES1	D00000000	Minnie	Mouse	1/1/1950	Non-EL Partial	Exclude	Not Appealed	Edit
DES1	D00000000	Launchpad	McQuack	1/1/1950	Non-EL Completer	Exclude	Not Appealed	Edit
DES1	D00000000	Michael	Darling	1/1/1950	EL Partial	Include - Non-Participant	Not Appealed	Edit
DES1	D00000000	Mickey	Mouse	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	Edit
DHS1	D00000000	Daisy	Duck	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	Edit
DMS1	D00000000	Donald	Duck	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	Edit
DES1	D00000000	Scrooge	McDuck	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	Edit
DES1	D00000000	John	Darling	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	Edit

Submitting Student Appeals

- Click on the Edit button to access the individual appeal record for the indicated student.

The screenshot shows the IDAHO State Department of Education website. The page title is "Disneyland Joint School District". Below the title is a table with columns: School #, Edul id, Given Names, Family Names, Birth Date, Student Status, Outcome, and Appeal Status. The first row is highlighted, and the "Edit" button next to it is circled in red. A red arrow points to this button.

School #	Edul id	Given Names	Family Names	Birth Date	Student Status	Outcome	Appeal Status
DMS1	D00000000	Mad	Hatler	1/1/1950	Non-EL Completer	Exclude	Returned
DES1	D00000000	Tinker	Bell	1/1/1950	EL Partial	Include - Non-Participant	Not Submitted
DES1	D00000000	Minnie	Mouse	1/1/1950	Non-EL Partial	Exclude	Not Appealed
DES1	D00000000	Launchpad	McQuack	1/1/1950	Non-EL Completer	Exclude	Not Appealed
DES1	D00000000	Michael	Daring	1/1/1950	EL Partial	Include - Non-Participant	Not Appealed
DES1	D00000000	Mickey	Mouse	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed
DHS1	D00000000	Daisy	Duck	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed
DMS1	D00000000	Donald	Duck	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed
DES1	D00000000	Scrooge	McDuck	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed
DES1	D00000000	John	Daring	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed

- Review the information within the student's appeal record. In addition to the student's identifying information, you will see an enrollment date, an exit date, scores for each of the four ACCESS domains (Reading, Writing, Listening, Speaking), the student's English learner status, and a composite score.

The screenshot shows the "Student Appeal" form. The form contains the following information:

- Eduld:** D00000001
- Student Name:** Minnie Mouse
- Birth Date:** 1/1/1950
- Grade:** 03
- School:** Disneyland Elementary School (DES1)
- Enroll Date:** 8/18/2016
- Exit Date:** 6/1/2017
- Reading:** 313
- Writing:** 352
- Listening:** 307
- Speaking:** 248
- Student Status:** Non-EL Partial
- Composite:** 316
- EL Status:** Exited and in Monitoring Year Two
- EL Status is incorrect
- Justification:** (Empty text box)
- History:** (Empty text box)
- Documentation:** (Empty text box)
- Buttons:** Save, Submit, Cancel

- Begin creating the appeal as appropriate. You are not able to modify the information at the top of the student appeal. The fields for creating an appeal begin on the bottom half of the screen. The appeal information you see will vary based on the student status. The steps are as follows:
 - First, confirm whether the EL status loaded from ELMS is correct.
 - If not, you will need to modify the EL status. After you click the box to modify the EL status, a drop down will appear, asking you to select the correct EL status.
 - Next, select the appeal reason. The appeal reasons will differ based on the EL status and whether the student has a complete, partial, or missing ACCESS assessment.
- After filling in the necessary appeal fields for that student, write a justification explaining your appeal.

Student Appeal
✕

EduId:	Student Name:	Birth Date:	Grade:
<input type="text" value="D00000001"/>	<input type="text" value="Minnie Mouse"/>	<input type="text" value="1/1/1950"/>	<input type="text" value="03"/>
School:		Enroll Date:	Exit Date:
<input type="text" value="Disneyland Elementary School (DES1)"/>		<input type="text" value="8/18/2016"/>	<input type="text" value="6/1/2017"/>
Reading:	Writing:	Listening:	Speaking:
<input type="text" value="313"/>	<input type="text" value="352"/>	<input type="text" value="307"/>	<input type="text" value="248"/>
Student Status:		Composite:	
<input type="text" value="Non-EL Partial"/>		<input type="text" value="316"/>	
EL Status: Exited and in Monitoring Year Two			
<input type="checkbox"/> EL Status is incorrect			
Justification:		History:	
<div style="border: 2px solid red; height: 60px; width: 100%;"></div>			
Documentation:			
<input type="text"/>		<input type="button" value="Browse..."/>	
		<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

- Upload documentation for the appeal. See [Appendix I](#) for a list of acceptable documentation.
- Either save or submit the appeal when complete. Note that the SDE will not review saved appeals. The appeal must be submitted in order to have the SDE review it. The Save function allows users to keep information entered into the system prior to a submission. Users can also select Cancel to close the appeal edit screen.


Student Appeal ×

EduId: D00000001	Student Name: Minnie Mouse	Birth Date: 1/1/1950	Grade: 03
School: Disneyland Elementary School (DES1)		Enroll Date: 8/18/2016	Exit Date: 6/1/2017
Reading: 313	Writing: 352	Listening: 307	Speaking: 248
Student Status: Non-EL Partial		Composite: 316	

EL Status: Exited and in Monitoring Year Two
 EL Status is incorrect

Justification:
History:

Documentation:



- After completing an appeal, you can confirm the current status on the “Appeals” page for your district using the “Appeal Status” column (discussed in the Reviewing Current Status Indicators section). The status options are Not Appealed, Not Submitted, Returned, Submitted, and Completed. See the [Student Status Descriptions](#) section (page 20) for more information on these status designations. Pay particular attention to Returned appeals, which indicates the SDE is requesting additional information to consider the appeal you originally submitted.

IDAHO
IDaho Department of Education

Home / Applications / EL Participation

Home Appeals Review Appeals

Disneyland Joint School District

Summary Appeals Exports

School #	Edu Id	Given Names	Family Names	Birth Date	Student Status	Outcome	Appeal Status	
DMS1	D00000000	Mad	Halber	1/1/1950	Non-EL Completer	Exclude	Returned	Edit
DES1	D00000000	Traker	Bell	1/1/1950	EL Partial	Include - Non-Participant	Not Submitted	Edit
DES1	D00000000	Minnie	Mouse	1/1/1950	Non-EL Partial	Exclude	Not Appealed	Edit
DES1	D00000000	Launchpad	McQuack	1/1/1950	Non-EL Completer	Exclude	Not Appealed	Edit
DES1	D00000000	Michael	Darling	1/1/1950	EL Partial	Include - Non-Participant	Not Appealed	Edit
DES1	D00000000	Mickey	Mouse	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	Edit
DHS1	D00000000	Daisy	Duck	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	Edit
DMS1	D00000000	Donald	Duck	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	Edit
DES1	D00000000	Scrooge	McDuck	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	Edit
DES1	D00000000	John	Darling	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	Edit

1 - 10 of 14 items

Student Status Descriptions

Student Status

Below is a list of student statuses and a brief description of the status:

STUDENT STATUS	DESCRIPTION
EL Non-Participant	Student is listed as an English learner in ELMS but does not have any ACCESS test record.
EL Partial	Student is listed as an English learner in ELMS but does not have a complete ACCESS test record.
Non-EL Completer	Student is not listed as an English learner in ELMS and has a complete ACCESS test record.
Non-EL Partial	Student is not listed as an English learner in ELMS and has a partial ACCESS test record.

Note: Students may also be considered Non-Participants if they took the Alternate ACCESS assessment but did not have an active IEP/504 plan on the testing date. The SDE will address these scenarios by contacting district personnel outside of the appeals application.

Outcome

Depending on the student's status, they may be included or excluded in the participation rate calculation. Below is a list of outcomes:

OUTCOME	DESCRIPTION
Include – Non-Participant	Student is included in the participation rate calculation as a Non-Participant. Students with this outcome will appear in the denominator but not the numerator in the participation rate calculation.
Exclude	Student is excluded from the participation rate calculation. Students with this outcome will not appear in the numerator or denominator of the participation rate calculation.
Include - Participant	By default, you will not see this outcome in the appeals site. However, if the SDE approves an appeal for a student to be included as a participant, the "Include - Participant" status will appear on the student's record on the appeals site. Students with this outcome will appear in both the numerator and denominator in the participation rate calculation.

Appeal Status

Each student record can have one of several appeal statuses that change as you move through the appeals process. Below is a list of appeal statuses and a brief description of the status:

APPEAL STATUS	DESCRIPTION
Not Appealed	No appeal has been submitted for the student.
Not Submitted	The appeal was created but has not been submitted for the student.
Returned	The district has submitted an appeal for the student, and the appeal has been returned by the SDE to the submitter due to insufficient documentation/information. Until sufficient documentation/information is submitted, the student's status will not change.
Submitted	The district has submitted an appeal for the student, but the appeal has yet to be reviewed by the SDE.
Completed	The district has submitted an appeal for the student, and the appeal has been either approved or denied by the SDE.

FREQUENTLY ASKED QUESTIONS (FAQ)

1. Application

1.1. What are my login credentials?

Contact your district ISEE Coordinator to gain the ACCESS Appeals role within the Admin Tool to access the Assessment Participation Appeals application.

1.2. What should I do when the site shows a run time error?

Clear the browser's cache and try to access the site again. Contact the SDE IT Support Desk at 208-332-6987 or at support@sde.idaho.gov for further assistance.

1.3. What should I do when the site shows an upload error? I cannot upload my document.

The document may be larger than the max allowable size. Save the document in some other format and then re-upload. Contact the SDE IT Support Desk at 208-332-6987 or at support@sde.idaho.gov for further assistance.

1.4. Where can I find last year's participation rate?

Contact the SDE's Assessment and Accountability Department at 208-332-6800 or assessments@sde.idaho.gov.

2. Goal and Annual Targets

2.1. What is the participation rate goal/target?

Consistent with Title I and Title III of the Every Student Succeeds Act, schools are expected to annually assess English proficiency of all English learners in the school (sections 1111(b)(2)(G) and 3113(b)(3)(B)).

3. Acceptable and Unacceptable Appeal Reason

A STUDENT WHO...	CAN YOU APPEAL?	EXPLANATION
Has a partial ACCESS assessment result	Yes, if the student was incorrectly identified as an English learner, exited in the middle of the test window, completed all of the domains applicable under an active IEP, was homebound, or experienced a medical emergency or extenuating circumstance (requires written confirmation)	IDAPA 08.02.03.112.5.c exempts students from ISAT participation under certain circumstances and we are applying the same guidelines to the ACCESS assessment. Students with partial assessments and valid appeal reasons can be counted as participants, consistent with federal reporting guidelines for English learner assessments.
Took the test, but the results are not properly displayed	Yes, contact the Assessment Department	The results may not have been matched to the enrollment records based on the EDUIDs available to the SDE.
Completed the test, but the ACCESS test materials were returned late	Yes, with SDE verification from DRC that the student will appear in a late return file.	The ACCESS appeals site includes results provided to the SDE as of 05/8/2024. If a student's testing material was returned late, his or her record may not appear in this file.
Took the ACCESS assessment from in SY2023-2024 in another state	Yes, as long as you can provide evidence of a complete ACCESS assessment in SY2023-2024 from the other state	The ACCESS appeals site only includes results for tests administered in Idaho.
Was absent for the entire testing window because of documented medical reasons or was homebound	Yes, with a doctor's note or written explanation/documentation	IDAPA 08.02.03.112.5.c exempts students from ISAT participation under certain circumstances and we are applying the same guidelines to the ACCESS assessment.
Faced an extenuating circumstance (i.e. death in the family, house fire, car accident)	Yes, with written explanation/documentation	

A STUDENT WHO...	CAN YOU APPEAL?	EXPLANATION
Was incorrectly identified as an English learner in ELMS	Yes, as long as the student’s corrected English learner status is verified by student records submitted via ELMS. This process includes adding a student to ELMS when he or she was incorrectly identified as not being an English learner and submitting a “Removing EL Designation” request via ELMS for students who were erroneously identified as English learners	The appeal requires districts to make the appropriate changes through ELMS.
Dropped out, withdrew, or was expelled prior to March 8, 2024	Yes, as long as exit date is verified by enrollment records submitted via ISEE	Students who dropped out, withdrew, or were expelled prior to March 8, 2024, are not required to participate in the ACCESS assessment. The appeal requires districts to make the appropriate changes in their ISEE report.
Was a private/homeschool student, regardless of whether they received English learning instruction	Yes, as long as the private/homeschool status is verified by enrollment records submitted via ISEE	Any test results matched to the enrollment records reported via ISEE with the phSchool field set to P or H are excluded from the participation rate calculations. The appeal requires districts to make the appropriate changes in their ISEE report.
Was a foreign exchange student	Yes, as long as the entry reason is verified by enrollment records submitted via ISEE	Any test results matched to the enrollment records reported via ISEE with the Entry Reason field of Entering Foreign Exchange Student are excluded from the participation rate calculations. The appeal requires districts to make the appropriate changes in their ISEE report.
Refused to test	No	

A STUDENT WHO...	CAN YOU APPEAL?	EXPLANATION
Had a parent refuse testing or " opted-out " the student	No	Parent refusal does not exclude a student from the participation rate.

OTHER RESOURCES

The Assessment Data Export Application (ADEA) also allows users to download student-level test results. For more information, visit <https://apps.sde.idaho.gov/adea>.

Contact Andrew Bennett, English Language Proficiency Assessment Coordinator, at abennett@sde.idaho.gov or 208-332-6909 if there are additional questions.

APPENDIX I. ACCEPTABLE DOCUMENTATION

Please refer to the table below for a list of appeal reasons along with acceptable documentation.

IMPORTANT: DO NOT SEND any documentation via email, as it could expose student data.

APPEAL REASON	ACCEPTABLE DOCUMENTATION
Dropped out, withdrew, or was expelled	Enrollment information corrected in ISEE submission
A medical emergency or extenuating circumstance that covers the entire duration of the testing window	Doctor's note or medical providers written explanation/documentation
Test materials returned late	DRC verification (SDE will handle this process)
Incorrectly identified as an English learner	Student demographic information corrected in ELMS
Completed ACCESS in another state	ACCESS score report from the other state
Private/homeschool	Enrollment information corrected in ISEE submission
Foreign Exchange	Enrollment information corrected in ISEE submission