

2023-2024 ISAT AND IDAA

Participation Rate Appeals Guide



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TABLE OF CONTENTS

QUICK GUIDE..... 5

 Quick Reference Guide..... 5

ISAT/IDAA PARTICIPATION APPEALS..... 6

 Introduction..... 6

 Participation Rate Calculation..... 7

 Denominator (All Students Required to Test)..... 7

 School Assignment..... 7

 School Assignment for Dual-Enrolled Students (Public) 8

 Exclusions..... 8

 Numerator (All Students “Participated”) 9

 Submitting Appeals 10

 Accessing and Submitting Appeals 10

 Status Description..... 11

FREQUENTLY ASKED QUESTIONS..... 13

 Application 13

 What are my login credentials?..... 13

 What should I do when the site shows a run time error?..... 13

 What should I do when the site shows an upload error? I cannot upload my document.... 13

 Where can I find last year’s participation rate? 13

 What should I do when the results are not properly displayed in the application?..... 13

 Goals and Annual Targets 13

 What is the participation rate goal/target? 13

 Appeal Reasons 13

 Can I appeal a student who was absent for the entire assessment window because of medical reasons or was homebound?..... 13

 Can I appeal a student who dropped out, withdrew, or was expelled prior to May 12, 2023? 14

Can I appeal a student who faced an extenuating circumstance (i.e. death in the family, house fire, car accident)?	14
Can I appeal a private/homeschool student, regardless of whether the student received instruction in ELA/literacy, mathematics, and science?.....	14
Can I appeal a student who is considered a first-year English learner?	14
Can I appeal a foreign exchange student?	14
Can I appeal a student who received instruction in ELA/literacy, mathematics, and science from another public school in Idaho?	14
Can I appeal a student who refused to participate or who “clicked through” the test?	14
Can I appeal a student whose parent refused testing or who “opted out” the student?	14
ADDITIONAL RESOURCES	15
LIST OF ALTERNATIVE PROGRAMS.....	15

QUICK GUIDE

The Assessment Participation Appeals application begins accepting appeals on July 11, 2024, to provide districts and schools an opportunity to adjust their participation rate for:

- The Idaho Standards Achievement Test (ISAT) English Language Arts/Literacy, Mathematics, and Science; and
- The Idaho Alternate Assessment (IDAA) English Language Arts/Literacy, Mathematics, and Science

A participation appeal may be approved if the student did not test due to:

- a documented medical emergency;
- extenuating circumstances (e.g. death in the family, house fire, etc.); or
- an Idaho System for Educational Excellence (ISEE) data error.

See the table below for a quick reference:

Quick Reference Guide

Question	Reference
Where do I submit participation rate appeals?	Go to the Participation Rate Appeals application (https://apps2.sde.idaho.gov/AssessmentParticipationAppeals/).
When can participation rate appeals be submitted?	The 2024 window is one week long and runs from July 11, 2024 to July 18, 2024. The window closes at 11:59PM MT on July 18.
Who can submit participation rate appeals?	Contact your district's technology coordinator to gain the Accountability Appeals Coordinator role in the Admin Tool to access the application.
How do I submit participation rate appeals?	LEAs should take the following actions: <ol style="list-style-type: none">1. Understand Calculation (page 8)2. Submit Appeal (During the appeals window) (Page 12) LEAs should monitor their own appeals and contact the Department for concerns or questions.

Question	Reference
Why should I submit participation rate appeals?	Appeals ensure an accurate count of the participation rate in your LEA by removing the appropriate students from the denominator of your participation rate calculation.

ISAT/IDAA PARTICIPATION APPEALS

IMPORTANT. *The ISAT/IDAA Participation Appeals window for the 2023-2024 school year is only **one week long**. Please read through this guide thoroughly and reach out to the Department with clarifying questions **before** submitting your appeals to ensure that all requests are processed within the required time frame. Appeals with insufficient or missing documentation will be returned to the district with a request for additional information that must be submitted within the window.*

Introduction

The Assessment Participation Appeals application begins accepting appeals on July 11, 2024, to provide districts and schools an opportunity to adjust their participation rate for:

- Idaho Standards Achievement Test (ISAT) English Language Arts/Literacy, Mathematics, and Science; and
- Idaho Alternate Assessment (IDAA) English Language Arts/Literacy, Mathematics, and Science

A participation appeal may be approved if the student did not test due to:

- a documented medical emergency;
- extenuating circumstances (e.g. death in the family, house fire, etc.); or
- an Idaho System for Educational Excellence (ISEE) data error.

The Idaho State Department of Education (The Department) will NOT accept appeals submitted after July 18, 2024 (11:59 PM MDT).

Local Education Agencies (LEAs) should take the following actions:

1. Understand Calculation (Page 8)
2. Submit Appeal (During the Appeals Window) (Page 12)

Participation Rate Calculation

Denominator (All Students Required to Test)

The Department creates the denominator based on the enrollment records submitted by each LEA, as well as the final student test results provided by the testing vendor. The application may or may not contain certain students, based on the data available to the Department.

IDAA eligible students take the IDAA in grade 10 for Mathematics and English Language Arts/Literacy and in grade 11 for Science. Their scores for Mathematics and English Language Arts/Literacy will be banked and count toward the following year's calculations when they are in 11th grade. The denominator still accounts for all students who are enrolled in their 11th grade year.

School Assignment

The Department uses enrollment entry and exit date reported via ISEE to the Idaho Statewide Longitudinal Data System (SLDS) to assign a student to a specific school. The denominator includes any students who either participated (or attempted for science and IDAA) in testing or were enrolled in the following grades on or before April 29, 2024, through May 3, 2024 or the last day of school, for the corresponding subjects:

Grade Level Enrollment Requirements by Test Subject

Grade	ELA	Math	Science
3	Yes	Yes	No
4	Yes	Yes	No
5	Yes	Yes	Yes
6	Yes	Yes	No
7	Yes	Yes	No
8	Yes	Yes	Yes
9	No	No	No
10	No	No	No
11	Yes	Yes	Yes

If a student took a test at a school where they were not enrolled, the Department assigns the result to the school where the student was actually enrolled on the testing date, based on the data submitted by the district or charter school via ISEE.

If a student was enrolled in a grade that is not offered based on the [Public School Building Form](#) submitted to the Public School Finance Department, the Department excludes the student from the participation and proficiency rate calculations. Contact Carol Piranfar at 208-332-6844 or clpiranfar@sde.idaho.gov for any questions regarding the [Public School Building Form](#), or for more information on the building directory.

School Assignment for Dual-Enrolled Students (Public)

If a student is dually enrolled within or across districts on the testing date and participated in all required tests, the Department assigns the results to a school at which the student took the corresponding test(s). If a student is dually enrolled within or across districts as of April 29, 2024 through May 3, 2024, and did not participate in one or more of the required tests, the Department assigns the student to the home/base school for the subject for which the student did not test.

For the participation rate calculation purposes, the Department determines the home/base school based on the student's earliest entry date for the enrollment records that were active as of April 29, 2024. For example, if an 11th-grade student was enrolled in both School A and School B as of April 29, 2024, and only took the ISAT Math at School B, the math result is assigned to School B. At this point, the Department determines the home/base school for ELA/literacy based on the earliest entry date. If the student enrolled in School A on September 2023, and School B on January 2024, School A becomes responsible for the student's non-participation status in ELA/literacy.

Exclusions

When assigning test results to the most appropriate school, the Department applies the following exclusion rules:

Dual Enrolled Students (Private/Homeschooled)

The Department excludes results matched to the enrollment records submitted via ISEE on which the district or charter school identified the student as private or homeschooled in the ISEE [phSchool](#) field. The Department also excludes the results for private/homeschooled students from the proficiency rate calculations.

- Students with disabilities who have been placed in a private facility or a homebound setting by their Individualized Education Plan (IEP) team do NOT fit in this category.

- Students who are dually enrolled between Idaho public schools, including Idaho Digital Learning Academy (IDLA), do NOT fit in this category.

First Year Limited English Proficiency Students

All English learners are exempt one time from participating in the ELA/literacy assessment during their first 12 months of enrollment in a U.S. school. The Department excludes ELA/literacy results matched to the enrollment records submitted via ISEE from the participation rate calculation for those students whose date of first enrollment in US School in the [English Learner Management System \(ELMS\)](#) is between May 1, 2023 and April 30, 2024. The Department also excludes the results for exempt English learners from the ELA/literacy proficiency rate calculations.

Foreign Exchange Students

The Department excludes results matched to the enrollment records submitted via ISEE on which the district or charter school identified the student as Entering Foreign Exchange Student (4A) in the ISEE [districtEntryType](#) field. These students may have a J-1 exchange visitor program visa issued by the U.S. Department of State. The Department also excludes the results for foreign exchange students from the proficiency rate calculations.

- Foreign/international students paying their own tuition or students immigrated from another country do NOT fit in this category.

Numerator (All Students “Participated”)

The Department creates the numerator based on the enrollment records submitted by each Local Education Agencies (LEAs), as well as the final test results provided by the testing vendor. The application may or may not contain certain students, based on the data available to the Department.

Participant

The Department considers only those students who received a valid score and achievement level as participants. If a student took the same test multiple times, the Department considers the first recorded score to be valid. For the ELA/literacy and mathematics ISATs, all tests with at least one CAT item and one PT item answered receive a valid score. For IDAA, those students whose test administrator or proctor applied the Early Stopping Rule due to lack of consistent observable responses, receive a valid score.

Non-participant

If a student did not participate in testing, the Department considers the student a non-participant. The Department may consider a student who participated in testing a non-participant for the participation rate calculation purposes, if:

- the Department processed the invalidation request submitted by the district or school;

- the test was not scored;
- the student took IDAA when the student did not have an active IEP on the testing date;
or
- the student took an off-grade test, according to the tested grade and enrollment grade submitted via ISEE.

Submitting Appeals

Districts and schools are encouraged to track their appeals and download the finalized data to capture any information that they would like to retain.

Accessing and Submitting Appeals

1. Go to the [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 Accountability Appeals Coordinator role in the Admin Tool.
2. (For multi-districts user ONLY) Click on the Change District button to select one district, if your login credential is associated with multiple districts.
3. Click on the Appeals button at the top of the page, to find your district.
4. Click on the Schools tab, to find your school. District-level participation rates by subgroups and grades are available under the District Summary tab. The District Exports tab is only visible to district-level users, and it allows them to download student-level data for the district.
5. Click on the arrow to the left of each school and the Appeals tab, to drill down to student-level data. School-level participation rates by subgroups and grades are available under the School Summary tab. The School Exports tab allows users to download student-level data for the school.
6. Click on the Create button.
7. In the Create Appeal pop-up screen, select the most appropriate appeal reason (required). See the table below for appeal reason and its description.

Appeal Reason	Description
N/A	No applicable reason/evidence available
Other	ISEE enrollment/attendance data error Tragic and unexpected event for which school administrator granted a special exemption
Medical Emergency	Illness, injury, or existing medical condition that resulted in the student being:

Appeal Reason	Description
	<ul style="list-style-type: none"> Unable to attend school (either in-person or virtually) for the entirety of the testing window; or Unable to participate in in-person testing, AND the school did not or could not accommodate off-site testing. <p>Important: A current and relevant doctor’s note must be attached to all Medical Emergency appeals in order to be considered.</p>

8. Provide a **detailed** justification to explain the appeal (required)
9. Click the “Upload Evidence” button to upload supporting documentation (required).
10. Click the “Submit Appeal” button to process the appeal.

IMPORTANT. The student-level data under the Appeals tab only includes non-participants who were enrolled from April 29, 2024 through May 24, 2024. You may extract a list of all students under the School Export tab.

Status Description

[Appeal Status](#)

Under the appeals tab, appealed students appear first, showing the status of the appeal, followed by the students that have not been appealed. See below for a list of appeal statuses and their description:

Appeal Status	Description
Not Appealed	No appeal has been submitted for the student.
Not Submitted	The school or district has created but has not submitted an appeal for the student.
Submitted	The school or district has submitted an appeal for the student but the appeal has not yet been reviewed by the Department.
Returned	The school or district has submitted an appeal for the student, and the Department has returned the appeal to the submitter due to insufficient documentation/information. Until the appeal with sufficient documentation/information is resubmitted, reviewed, and approved, the student will remain in the denominator for the calculation of participation rate.

Appeal Status	Description
Resubmitted	The appeal was returned and then resubmitted by the school or district, but the resubmitted appeal has not yet been reviewed by the Department.
Completed	The school or district has submitted an appeal for the student and the appeal has been either approved or denied by the Department.
Under Review	The school or district has submitted an appeal for the student and the appeal is under review by the Department.

IMPORTANT. Students with Generalized Anxiety Disorder or other anxiety disorders are **not** exempt from assessment.

Non-Participation Status

Some students may be considered non-participants, even if they “participated” in testing. See below for a list of non-participation statuses and their description:

Non-Participation Status	Description
Not Tested	Student was not tested.
Invalidated Test	Student was tested; however, the district, school, or state submitted an invalidation request and the assessment was invalidated. For more information, refer to TIDE Test Improperities .
Incomplete Test	Student did not complete the test to receive a valid score.
Not Eligible for Alternate Assessment	Student took the IDAA; however, the student did not have an active IEP on the testing date, according to the special education records submitted via ISEE.
Off-Grade Test (for ELA/literacy and Math)	Student was tested; however, the testing grade and enrollment grade submitted via ISEE do not match.

FREQUENTLY ASKED QUESTIONS

Application

What are my login credentials?

Contact your district's technology coordinator to gain the Accountability Appeals Coordinator role in the Admin Tool to access the Assessment Participation Appeals application.

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 Idaho State Board of Education IT Support Desk at 208-332-6987 or at support@sde.idaho.gov for further assistance.

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: 4MB. Please save the document in some other format and then re-upload. Contact the Idaho State Board of Education IT Support Desk at 208-332-6987 or at support@sde.idaho.gov for further assistance.

Where can I find last year's participation rate?

Visit the [Report Card](#). Contact the Assessment & Accountability Department at 208-332-6903 for further assistance.

What should I do when the results are not properly displayed in the application?

Contact the Assessment & Accountability Department at 208-332-6903. The results may not have been matched to the enrollment records based on the EDUIDs available to the Department.

Goals and Annual Targets

What is the participation rate goal/target?

"For groups of ten or more students, absences for the state assessment may not exceed five percent (5%) of the current enrollment or two students, whichever is greater" ([IDAPA 08.02.03.112.e](#)).

Appeal Reasons

Can I appeal a student who was absent for the entire assessment window because of medical reasons or was homebound?

Yes, with a copy of a doctor's note as official written documentation ([IDAPA 08.02.03.112.05.e](#)).

Can I appeal a student who dropped out, withdrew, or was expelled prior to May 3, 2024?

Yes, per [IDAPA 08.02.03.112.05.e](#), if the exit date is verified by enrollment records submitted via ISEE. Students with disabilities who are expelled but continue to receive special education and related services must participate in testing per [34 C.F.R. § 300.160](#).

Can I appeal a student who faced an extenuating circumstance (i.e. death in the family, house fire, car accident)?

Yes, with written documentation. A signed letter from a school administrator on letterhead is acceptable evidence.

Can I appeal a private/homeschool student, regardless of whether the student received instruction in ELA/literacy, mathematics, and science?

Yes, as long as the private/homeschool status is verified by enrollment records submitted via ISEE. The Department automatically excludes results matched to the enrollment records reported via ISEE where the student is identified as private or homeschooled in the ISEE [phSchool](#) field.

Can I appeal a student who is considered a first-year English learner?

There is no need to submit an appeal for this population if ISEE enrollment information within each ISEE web application (ELMS, SRM, etc.) accurately and consistently reflects the student’s EL status. The Department automatically excludes results matched to the enrollment records reported via ISEE for those students whose date of first enrollment in US School in English Learner Management System (ELMS) is between May 5, 2023, and April 29, 2024. All English learners are exempt one time from participating in the ELA/literacy assessment during their first 12 cumulative months of enrollment in a U.S. school. Please note that English learners are **not** exempt from taking the math and science ISAT or IDAA.

Can I appeal a foreign exchange student?

Yes, if the entry reason is verified by enrollment records submitted via ISEE. The Department automatically excludes results matched to the enrollment records reported via ISEE where the student is identified as Entering Foreign Exchange Student (4A) in the ISEE [districtEntryType](#) field.

Can I appeal a student who received instruction in ELA/literacy, mathematics, and science from another public school in Idaho?

Yes, if course enrollments are verified by enrollment records submitted via ISEE.

Can I appeal a student who refused to participate or who “clicked through” the test?

No.

Can I appeal a student whose parent refused testing or who “opted out” the student?

No.

ADDITIONAL RESOURCES

The [Assessment Data Export Application](#) (ADEA) also allows users to download student-level test results.

The Reporting system on the [Idaho Portal](#) provides more detailed analysis of each student's ELA/L and Mathematics ISAT scores. Contact your district technology coordinator or Kristi Pierce at 208-332-6903 or kpierce@sde.idaho.gov for access to the Reporting system.

LIST OF ALTERNATIVE PROGRAMS

The following feeder schools are not reported, but the Department treats their enrollment records and test results as if they were associated with the defined sponsoring school.

Feeder School	Sponsoring School	District/LEA
American Falls (Alt.) Academy (0261)	American Falls High School (0618)	American Falls Joint District (381)
Indianhead Academy Alternative HS (1067)	Weiser High School (0912)	Weiser District (431)
Midvale Alternative School (1113)	Midvale School (0286)	Midvale District (433)
Salmon Alternative School (9014)	Salmon Jr./Sr. High School (0136)	Salmon District (291)
Shelly Work Based Academy (1479)	Shelley Senior High School (0035)	Shelley Joint District (060)
St. Maries Community Ed (Alt) (1138)	St. Maries High School (0029)	St. Maries Joint District (041)