

WEB APPLICATION USER GUIDE

2019 Participation Rate Appeals



IDAHO STATE DEPARTMENT OF EDUCATION
ASSESSMENT AND ACCOUNTABILITY

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“Statewide assessment is a valid indication of student mastery of Idaho state standards. A high level of participation (minimum 95%) ensures reliable data to understand which schools need additional support and which students need assistance to be college and career ready.”

If you have any questions or would like to receive additional information, contact:

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Any important changes made to this document since last year have been underlined in red.

QUICK GUIDE

The Assessment Participation Appeals application begins accepting appeals on July 8, 2019, to provide districts and schools an opportunity to adjust their participation rate for:

- Idaho Standards Achievement Test (ISAT);
- Idaho Alternate Assessment (IDAA); and
- Science end-of-course (EOC) assessment.

A student may be removed from the denominator, only when the student did not test due to:

- a documented medical emergency;
- extenuating circumstances (e.g. death in the family, house fire, etc.); or
- ~~the fact that the student will take the Alternate Assessment in grade 11 in 2019; or,~~
- an Idaho System for Educational Excellence (ISEE) data error (e.g. missing exit date, etc.).

See the table below for a quick reference:

Question	Quick Reference
WHERE	Go to the Participation Rate Appeals application (https://apps2.sde.idaho.gov/AssessmentParticipationAppeals/). Contact your district's technology coordinator to gain the Accountability Appeals Coordinator role in the Admin Tool to access the application.
WHEN	<u>07/08/2019 – 07/19/2019 (11:59 PM MST)</u>
WHY	To remove non-participants from the denominator
WHAT	To submit appeals or resubmit returned appeals
HOW	Districts and schools should take the following actions during the window: <ol style="list-style-type: none"> 1. Understand Calculation (Page 9) 2. Submit Appeal (Page 13) Districts and schools should monitor their own appeals and contact the SDE for questions or concerns.

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INTRODUCTION

The Assessment Participation Appeals application begins accepting appeals on [July 8, 2019](#), to provide districts and schools an opportunity to adjust their participation rate for:

- Idaho Standards Achievement Test (ISAT);
- Idaho Alternate Assessment (IDAA); and
- Science end-of-course (EOC) assessment.

A student may be removed from the denominator, only when the student did not test due to:

- a documented medical emergency;
- extenuating circumstances (e.g. death in the family, house fire, etc.); [or](#)
- ~~the fact that the student will take the Alternate Assessment in grade 11 in 2019; or,~~
- an Idaho System for Educational Excellence (ISEE) data error (e.g. missing exit date, etc.).

The Idaho State Department of Education (SDE) will NOT accept appeals submitted after [July 19, 2019](#). For more information, refer to the [Timeline](#) (Page 8).

Districts and schools should take the following actions during the appeals window:

1. [Understand Calculation](#) (Page 9)
2. [Submit Appeal](#) (Page 13)

Participation rate is calculated as follows:

Elementary and Middle School ELA/literacy, Math, and Science (in applicable grades)

$$\frac{\text{Number of students who received a valid scale score on ISAT/IDAA}}{\left[\begin{array}{c} \text{Number of students who received a valid scale score on ISAT/IDAA} \\ \text{AND} \\ \text{Number of students enrolled on or before May 3, 2019} \\ \text{and enrolled through May 17, 2019 or the last day of school,} \\ \text{not participating in ISAT/IDAA} \end{array} \right]}$$

High School ELA/literacy and Math

$$\frac{\text{Number of students who received a valid scale score on grade 10 ISAT or grade 11 IDAA}}{\left[\begin{array}{c} \text{Number of students who received a valid scale score on grade 10 ISAT or grade 11 IDAA} \\ \text{AND} \\ \text{Number of students enrolled in grade 10 on or before May 3, 2019,} \\ \text{and enrolled through May 17, 2019 or the last day of school,} \\ \text{not participating in ISAT/IDAA} \\ \text{SUBTRACTING} \\ \text{Number of students in grade 10 who} \\ \text{participated in IDAA in the 2019 testing window} \\ \text{are eligible for grade 11 IDAA in the 2019 testing window} \end{array} \right]}$$

High School Science

$$\frac{\text{Number of first time seniors who ever received a valid score on at least one EOC in grades 9, 10, 11, or 12 or IDAA grade 10 science}}{\text{Number of first time seniors enrolled as of May 3, 2019}}$$

TIMELINE

Task Name	Start	Finish
ISEE File Correction	(ongoing)	<u>07/05/2019</u>
Data Snapshot	<u>07/08/2019</u>	<u>07/08/2019</u>
Appeals Window	<u>07/08/2019</u>	<u>07/19/2019</u>
State Report Card Release	<u>08/15/2019</u>	<u>08/15/2019</u>

Note. Dates are subject to change.

UNDERSTAND CALCULATION

Denominator (All Students Required to Test)

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

School Assignment

The SDE 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 in testing or were enrolled in the following grades on or before May 3, 2019 through May 17, 2019, for the corresponding subjects:

Grade	ELA	Math	Science	Note
3	✓	✓		
4	✓	✓		
5	✓	✓	✓	
6	✓	✓		
7	✓	✓	✓	
8	✓	✓		
HS (Grade 10)	✓	✓		<u>All students in grade 10 are required to participate. However, the SDE removes those students who participated in grade 10 IDAA from the participation rate calculation, as well as the proficiency rate calculation.</u>
HS (Grade 11)	✓	✓		Only students who participated in the Alternate Assessment
HS (Grade 12)			✓	

Note. Grade 10, 11, and 12 are considered Grade HS for reporting purposes

If a student took a test at a school where the student was not enrolled, the SDE 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 SDE excludes the student from the

participation and proficiency rate calculations. If you have any questions regarding the [Public School Building Form](#), contact Carol Piranfar at 208-332-6844 or cpiranfar@sde.idaho.gov for any questions or more information on the building directory.

School Assignment for Dual-enrolled Students (Public)

If a student is dual enrolled within or across districts on the testing date and participated in all required tests, the SDE assigns the results to a school at which the student took the corresponding test(s). If a student is dual enrolled within or across districts as of [May 3, 2019 through May 17, 2019](#), and did not participate in one or more of the required tests, the SDE 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 SDE determines the home/base school based on the student's earliest entry date for the enrollment records that were active as of [May 3, 2019](#). For example, if a 10th-grade student was enrolled in both School A and School B as of [May 3, 2019](#), and only took the ISAT Math at School B, the math result is assigned to School B. At this point, the SDE determines the home/base school for ELA/literacy based on the earliest entry date. If the student enrolled in School A on September 2018 and School B on January 2019, School A becomes responsible for the student's non-participation status in ELA/literacy.

Exclusions

Once assigning test results to the most appropriate school, the SDE applies the following exclusion rules:

Students Repeating Grade 12

The SDE excludes students who have been part of the science EOC participation rate calculation in the past. The SDE also excludes students whose enrollment records submitted via ISEE on which the district or charter school identified the student as returning after 4 years of high school to fulfill Idaho high school graduation requirements outlined in 08.02.03.105 (ISEE Entry Code 6B) or to participate in special education community based transition services (ISEE Entry Code 6C) in the ISEE District Entry Reason field.

Dual-enrolled Students (Private/Homeschooled)

The SDE 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 SDE 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 dual-enrolled between Idaho public schools, including Idaho Digital Learning Academy (IDLA), do NOT fit in this category.

First Year Limited English Students

All L1 students are exempt from participating in the ELA/literacy assessment during their first 12 months of enrollment in a U.S. school. The SDE excludes ELA/literacy results matched to the enrollment records submitted via ISEE from the participation rate calculation for those students whose identification status in English Learner Management System (ELMS) is First Year EL (L1) at the time of testing. The SDE also excludes the results for L1 students from the ELA/literacy proficiency rate calculations.

Foreign Exchange Students

The SDE 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 District Entry Reason field. These students may have a J-1 exchange visitor program visa issued by the U.S. Department of State. The SDE 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 SDE creates the numerator based on the enrollment records submitted by each LEAs, as well as the final test results provided by the testing vendor. A list may or may not contain certain students, based on the data available to the SDE.

Participant

The SDE considers only those students who received a valid score and achievement level as participants. If a student took the same test multiple times, the SDE considers the first recorded score be valid.

For ISAT, 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.

HS Science Participant

The SDE considers first-time seniors as participants in the HS science test if they have received a valid score in at least one Science EOC or IDAA science portfolio in grades 9, 10, 11 or 12.

If a student has taken both the Biology and Chemistry EOC, the achievement level (Level 1 through Level 4) for the Biology EOC is included in the proficiency rate calculations. The majority of students in Idaho take the Biology over Chemistry EOC.

Non-Participant

If a student did not participate in testing, the SDE considers the student as non-participant.

The SDE may consider a student who participated in testing as non-participant for the participation rate calculation purposes, if:

- the SDE processed the invalidation request submitted by the district or school;
- the test was not scored; or
- 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.

SUBMIT APPEAL

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

Access Instruction

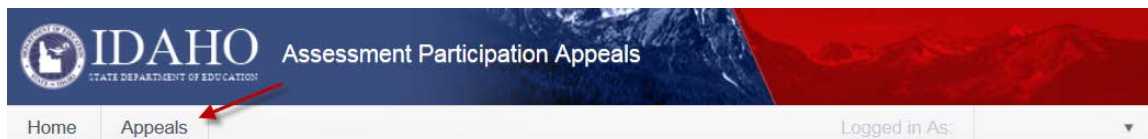
1. Go to the [Assessment Participation Appeals](#) application. Sign into the application by clicking on the Log On button at the top of the page. Contact your district's technology coordinator to gain the Accountability Appeals Coordinator role in the Admin Tool.



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.



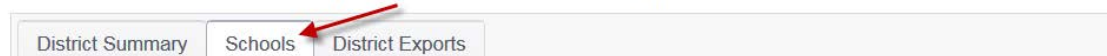
3. Click on the Appeal button at the top of the page, to find your district.



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.



2016-2017 Preliminary Results for Amazing Joint District



IMPORTANT. Meeting targets at district-level does not guarantee that all school-level targets are also met.

- 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.



2016-2017 Preliminary Results for Amazing Joint District

District SummarySchools

School Id	School Name	Missed Targets
E001	Incredible Elementary School	0

School SummaryAppealsSchool Exports

Edu Id	Given Na...	Family Na...	Subjects	Status
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IMPORTANT. The student-level data under the Appeals tab only includes students who were enrolled as of May 3, 2019 through May 17, 2019, but do not have a valid score in one or more subject(s), displayed in the Subjects column. You may extract a list of all students under the School Export tab.

- Click on the Create button.

School Summary			Appeals			School Exports		
Edu Id	Given Na...	Family Na...	Subjects	Status				
			Math, ELA	Not Appealed		Create		
			Math	Not Appealed		Create		
1						1 - 2 of 2 items		

Create Appeal

Subject	Non Participation Status	Appeal Reason
ELA	Not Tested	<input type="radio"/> N/A <input type="radio"/> Medical Emergency <input type="radio"/> Other

Justification: 8

Evidence: Upload Evidence 9

Save Submit Appeal 10

7. In the Create Appeal pop-up screen, select the most appropriate appeal reason (required).
8. Provide a justification to explain the appeal (required).
9. Click the Upload Evidence button to upload supporting documentation (required recommended).
10. Click the Submit Appeal button to process the appeal.

Status Description

Appeal Status

Appealed students appear first, showing the current 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 yet to be reviewed by the SDE.
Returned	The school or district has submitted an appeal for the student, and the SDE has returned the appeal to the submitter due to insufficient documentation/information. Until sufficient documentation/information is submitted, the student will remain in the denominator.
Resubmitted	The appeal was returned and then submitted again by the school or district, but the appeal has yet to be reviewed by the SDE.
Completed	The school or district has submitted an appeal for the student, and the appeal has been either approved or denied by the SDE.

Non-Participation Status

Students who did not receive a valid score are 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 or school submitted an invalidation request, and the test was invalidated. For more information, refer to the Test Incident Log .
Incomplete Test	Student did not complete the test to receive a valid score.

Non-Participation Status	Description
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 (FAQ)

1. Application

1.1. 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.

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. Please 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?

Visit the [Report Card](#). Contact the Assessment and Accountability Department at 208-332-6877 for further assistance.

2. Goal and Annual Targets

2.1. 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).

3. Acceptable and Unacceptable Appeal Reason

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

Contact the Assessment and Accountability Department at 208-332-6877. The results may not have been matched to the enrollment records based on the EDUIDs available to the SDE.

3.2. ~~Can I appeal a 10th grade student who is eligible for the Alternate Assessment?~~

~~Yes with a copy of their IEP. Students who completed a science alternate portfolio will automatically be excluded and an appeal is not necessary for ELA/literacy or Math.~~

3.3. 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 ~~or other as~~ official written documentation ([IDAPA 08.02.03.112.05.e](#)).

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

Yes, with written documentation.

3.5. Can I appeal a student who dropped out, withdrew, or was expelled prior to May 19, 2019?

Yes, per [IDAPA 08.02.03.112.05.e](#), as long as 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 2018](#).

3.6. 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 SDE 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.

3.7. Can I appeal a student who is considered a first-year EL student?

Yes, from the ELA/literacy participation rate calculation. No from the math and science participation rate calculation. The SDE automatically excludes results matched to the enrollment records reported via ISEE for those students whose identification status in English Learner Management System (ELMS) is First Year EL (L1) at the time of testing. All L1 students are exempt one time from participating in the ELA/literacy assessment during their first 12 months of enrollment in a U.S. school.

3.8. Can I appeal a foreign exchange student?

Yes, as long as the entry reason is verified by enrollment records submitted via ISEE. The SDE 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 District Entry Reason field.

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

Yes, as long as course enrollments are verified by enrollment records submitted via ISEE

3.10. Can I appeal a student who took the end-of year or end-of course assessments in another state?

Yes, for science EOC only with a score report or a transcript indicating the participation. ~~as long as the test was taken in spring 2019 and meets the certain criteria (see the explanation). The SDE accepts all Common Core state tests administered for ELA/literacy and Mathematics, as well as a state assessment in Science or an end-of-course assessment in Science. For more information, visit the Acceptable State Exit Exams in Idaho.~~

3.11. Can I appeal a student who refused to participate?

No.

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

No. Parental refusal is not acceptable for appeal.

ADDITIONAL RESOURCES

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

The Online Reporting System (ORS) provides more detailed analysis on each student's ISAT score for assisting teachers to identify content areas of improvement. [Contact Kevin Chandler at \[kchandler@sde.idaho.gov\]\(mailto:kchandler@sde.idaho.gov\) or 208-332-6988](#) for more information on accessing the system.

LIST OF ALTERNATIVE PROGRAMS

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

District	Feeder School	Sponsoring School
Payette Joint District (371)	Payette Alternative High (1064)	Payette High School (0162)
West Bonner County District (083)	Prep (Alt) High School (1172)	Priest River Lamanna High (0048)
Midvale District (433)	Midvale Alternative School (1113)	Midvale School (0286)
American Falls Joint District (381)	American Falls (Alt.) Academy (0261)	American Falls High School (0618)
St. Maries Joint District (041)	St Maries Community Ed (Alt) (1138)	St Maries High School (0029)
Jerome Joint District (261)	Northside Jr./Sr. High School (1272)	Jerome High School (0118)
Salmon District (291)	Salmon Alternative School (9014)	Salmon Jr./Sr. High School (0136)
Weiser District (431)	Indianhead Academy Alternative Hs (1067)	Weiser High School (0192)