

Welcome

- **Please MUTE yourself upon signing in to the meeting.**
 - We will wait a few minutes for people joining us late to MUTE themselves.
- Make sure you sign in using the QR code or link in the chat every time you attend a learning event.
 - Use your district's full name as it appears on the notification letter.
 - List ALL districts you are representing on the sign-in sheet

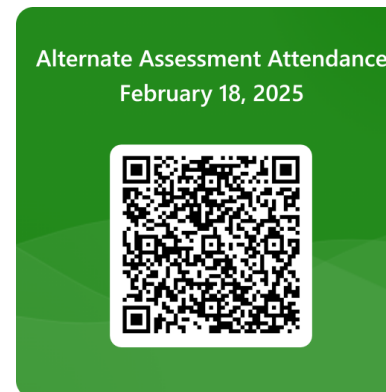
Alternate Assessment Attendance
February 18, 2025



Alternate Assessment February 18 Professional Learning Convening

Laura Avery Glover, Principal Consultant
Dana Jamerson, Principal Consultant
Rhonda Marks, Principal Consultant

Please sign in using this QR
code or the link in the chat.



Agenda

- Housekeeping
- LEA Action Plans
 - Video
 - Criteria
 - Data
 - Activities
 - Evidence/Deliverables
 - LEA Action Plans DUE FEBRUARY 28
- IEP and System Corrections
- Questions

Housekeeping

- [Justification and Assurances](#) forms are past due. Please submit as soon as possible.
- If you are communicating with us using the AltException@isbe.net email, PLEASE include your principal consultant's name in the subject line.
- Take time to review the LEA Action Plan Webinette if you have not already done so.
 - We are not reviewing the content from this recording in this meeting.
- Please use [listserv request form](#) if you want to be added to the listserv.
 - If you have already asked to be added to the listserv, you do not need to request again.

Components Due in February

- All sections and submissions should serve as documentation that the district has a clear understanding of alternate assessment participation criteria and is appropriately applying these criteria.
- Data Summary
- Section 1:
 - Evidence of risk ratio completion and analysis.
 - Evidence examples:
 - Data or summary of data that describes how community factors (including population size) impact the alternate assessment participation rate.
 - Copy of the completed risk ratio tool.
 - Evidence that a thorough root cause analysis was completed.
 - Evidence examples:
 - Data or summary of data that describes how disproportionality does or does not impact the alternate assessment participation rate.
 - Copy of a completed root cause analysis tool.
- Section 2:
 - Includes meaningful goals that will help improve procedures and policies to ensure the district is working toward being under the 1%.
 - Goals, activities, due date, responsible party, and type of evidence should be completed.

Components Due at the End of the Monitoring Cycle

- Changes to either section have been documented.
- Section 2:
 - Goals:
 - Date completed has been added.
 - Status, Comments, and Documentation have been updated.
 - Materials Used:
 - Evidence that an activity has been implemented has been submitted with plan.
 - Confidential material must be submitted via “Send ISBE a File.”

Goal Example

GOAL 1: Confirm that all students taking the alternate assessment in 2024-25 meet the participation criteria before the testing window opens.

<i>Due Date:</i>	<i>Date Completed:</i>	<i>Name/Title/Role of the Person Responsible for Implementation:</i>
March 1, 2025	February 15, 2025	John Smith, Special Education Director

Materials Used as Evidence of Activity Implementation:

A rubric with information on criteria for every student taking the alternate assessment. (Submitted securely through "Send ISBE a File.")
Summary of review. (see Status, Comments, and Documentation box.)

Status, Comments, and Documentation:

Activity: Review all student files of students taking the alternate assessment to ensure they meet the participation criteria for alternate assessment. Use the Decision-Making Tool and Participation Guidelines as part of the review.
Activity: Correct any IEPs of students who do not qualify to take the alternate assessment. (This may include reevaluations, as needed.)
Summary of review: John Smith reviewed the IEPs and Evaluation Reports for the 14 students identified to take the alternate assessment. He used the Decision-Making Tool and Participation Guidelines form for each student. Twelve of the students qualified to take the alternate assessment. John consulted teachers and related service providers to gather additional information for two students. After this review, it was determined that one met criteria for the alternate assessment and one did not. John contacted the parents of this student and they agreed to an IEP amendment.

LEA Action Plan Discussion



What conclusions did you
make after reviewing your
data?

Did anything surprise you?



Addressing Disproportionality

- Review evaluation procedures.
- Review whether district utilized Alternate Assessment Participation Guidelines with fidelity.
- Provide targeted professional development on current evidence-based evaluation practices.
- Evaluate practices and procedures for potential unconscious bias.

Addressing Disproportionality

- Training
 - Provide training on new policies and procedures.
 - Provide targeted professional development on current evidence-based evaluation practices.
 - Provide professional development on using the Alternate Assessment Participation Guidelines and Decision-Making Tool.
 - Provide professional development on unconscious bias.
- Policy/Procedure
 - Review evaluation procedures.
 - Review whether district utilized Alternate Assessment Participation Guidelines with fidelity.
 - Evaluate practices and procedures for potential unconscious bias.

What types of activities are included in your plans?

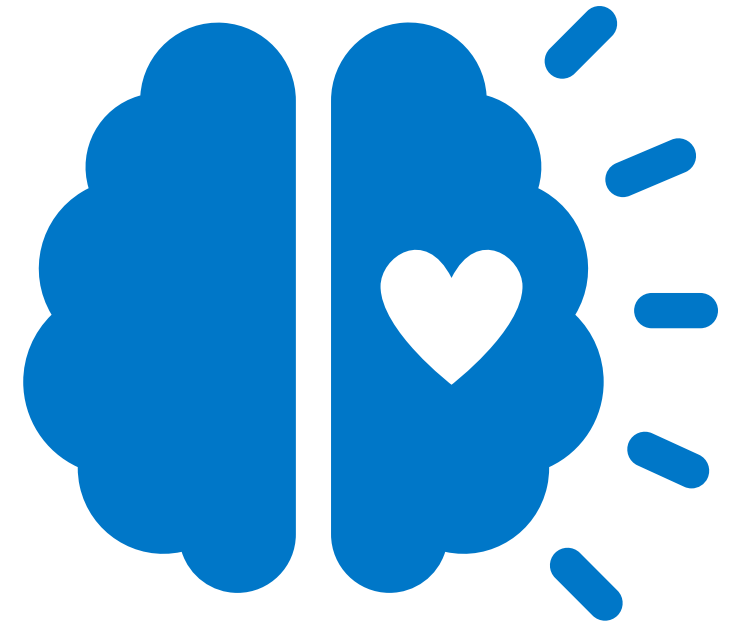
How will these activities impact your alternate assessment participation rate?



Examples of Activities

- Complete Participation Guidelines Form with fidelity and use Decision-Making Tool for all students taking the alternate assessment.
- Review of IEPs of students taking the alternate assessment to ensure all students meet participation criteria and make IEP corrections, as needed.
- Provide training to administration and IEP teams on using the Participation Guidelines Form and Decision-Making Tool.
- Review/revise district policies and procedures related to alternate assessment.

What evidence or deliverables will you use to demonstrate the district has completed the activities and the impact of the activities?



Examples of Evidence

- Documentation of the IEP review
 - Rubric, summary, or checklist that describes the results of the review.
- Participation Guidelines Forms
 - Rubric, summary, or checklist that documents that the Participation Guidelines Form was used for every student taking the alternate assessment.
 - Copies of Participation Guidelines Forms.
- Professional Development
 - Sign-in sheets, copies of presentation, and materials used during training.
- Policy/Procedure Review
 - Written description of the review results.
 - Written description of current policies and procedures.

LEA Action Plans

- Review your district's LEA Action Plan and make any needed corrections.
- Plans are due Feb. 28
- Please submit to AltException@isbe.net and **include your consultant's name in the subject line.**
- When saving your action plan file, please include your district's name in the file name.
 - For example: Whoville SD 1 LEA Action Plan

LEA Action Plans

- ISBE will:
 - Confirm we have received your plan.
 - Review your plan.
 - Communicate that the plan is either accepted or provide feedback for revision.
- Remember, a final LEA Action Plan with evidence will be due at the end of the cycle.

IEP and System Corrections

- ISBE began pulling SIS and I-Star reports in November.
- Districts were notified via email if IEP and/or system corrections were needed.
- You will need to submit evidence of correction before the testing window opens in March.
 - Evidence should be submitted through “Send ISBE a File.”
 - [Student Data Privacy Overview](#)

Types of Corrections:

- Conflicting disability category and assessment type:
 - Review the disability category and type of assessment the student should participate in.
 - Amend the IEP,
 - Reevaluate the student, OR
 - Hold an IEP meeting
 - Update SIS and I-Star.
 - Provide evidence of the correction that documents the decision-making process.

- Errors or missing information in SIS/I-Star records:
 - Review records to ensure the testing rosters in SIS are up to date and a primary disability category is selected.
 - Ensure that students taking the alternate assessment with your district have an I-Star record.
 - Provide evidence that records have been corrected.

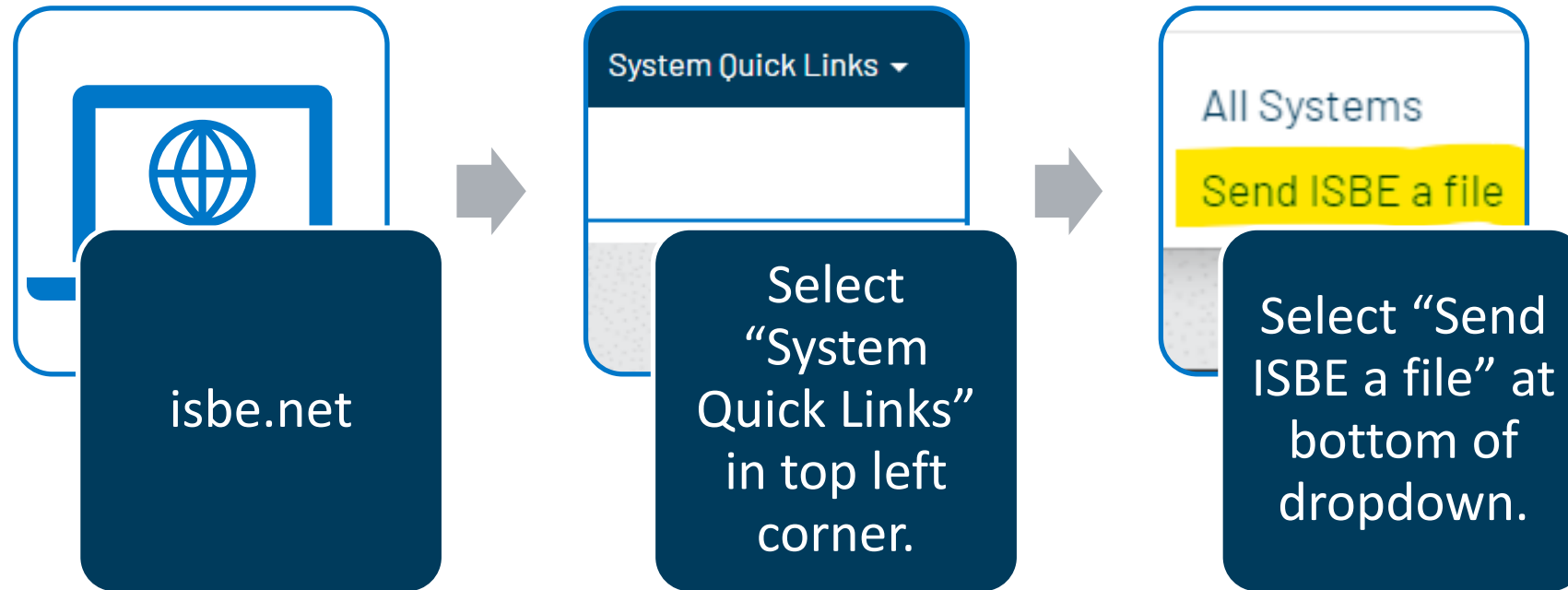
Evidence of Correction

- Corrections to disability category or assessment type in an IEP:
 - Submit a copy of the amended or updated IEP.
 - Submit a copy of the Participation Guidelines Form if it is not in the IEP.
 - Submit a screenshot with the updates made in SIS and/or I-Star.
- Corrections to SIS or I-Star Records:
 - Submit a screenshot with the updates made.

Submitting CONFIDENTIAL Corrections


- Go to the [ISBE website](#).
- Click on “System Quick Links” at the top left of the page.
- Select “Send ISBE a File.”
- Fill out:
 - Name: Sender’s Full Name
 - Entity Name: District Name (as it appears in the notification letter)
 - Email Address: Sender’s Email Address
 - Receiver Information: Principal Consultant’s Name
 - Upload Attachments (**Student names should NOT be included in the file name.**)
 - Message Subject: Alternate Assessment 1% Documents
 - Message: Provide a summary of the comments with **NO NAMES or IDENTIFIABLE INFORMATION.**

Correction Upload Instructions



Welcome to ISBE's file transfer page. Enter the information below to transmit a data file to an ISBE employee.

For technical assistance, please contact our Call Center at 217-558-3600.

 = required

Sender Information

Name :

Entity Name :

eMail Address :

Receiver Information

ISBE eMail Name :

Attachment(s)

Choose File	No file chosen
Choose File	No file chosen
Choose File	No file chosen
Choose File	No file chosen

If uploading from a removable drive please do not remove the media from the drive.

Message

Subject :

Message :

Select your assigned
principal consultant:
Dana Jamerson
Laura Avery Glover
Rhonda Marks

Attach files here.
PLEASE include the
district's name in
the file title! (NO
student names)

Subject Line: Consultant Last
Name_District Name_File Name

Brief Description of File Contents –
DO NOT include student names or
identifying information.

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Questions?