**REMINDER**
AIMS A Science Closes February 28; and MSAA System Opens March 5

AIMS A Science
The AIMS A Science window is closing on February 28 without extensions. Please see the attached instructions if you need to make any of the following changes for AIMS A Science:

a) **To add** a student, contact our office at AssessingSWDs@azed.gov so we can track the addition of newly added students. To maintain student confidentiality, please provide the SAIS ID ONLY when e-mailing the Alternate Assessment Unit.

b) **To delete** a student that has withdrawn from your district, you must first submit an incident report before deleting any student(s).

c) **To change** a test administrator, re-assignment of the student to a different TA.

**Final Verification for AIMS A Science – March 1-9**
After all students have completed testing including those students that are tuitioned-out, go to the Administration Tab-Student list to verify that your students show “complete”. This window is available from March 1 through 9, 2018. Follow the instructions attached. You can always contact us at 602.542.8239 if you have any questions or system access problems.

**Returning Testing materials**
Please instruct your TAs to inventory packets and note any discrepancies in materials by attaching a note to the packet. To return the AIMS A Science Performance Task Materials, please utilize the postage paid return label that was emailed to you and include the inventory sheet. You have two weeks from February 28, 2018 to return the test materials.

**MSAA does not open until March 5**
The MSAA system will open March 5 for the required training for District Test Coordinators (DTCs) and Test Administrators (TAs). An MSAA system-generated email will be sent to DTCs and TAs with their login information to access the training modules. Following training, the actual test window opens on March 19, 2018. Please advise TAs to schedule testing early in the window to avoid complications.

Test Windows
- **AIMS A Science** test window: February 1 through February 28, 2018
- **MSAA** test window: March 19, 2018 through May 4, 2018