



**State of Arizona
Department of Education**

Kathy Hoffman
Superintendent of
Public Instruction

To: *Alternate Assessment Test Coordinators*

FROM: **Bethany Spangenberg**, Director of Alternate Assessment

DATE: August 13, 2019

ALERT: MSAA Score Reports

The MSAA Score Reports from the Spring 2019 administration will be available for Alternate Assessment Test Coordinators (TCs) August 19-September 13, 2019. Reports will be accessed through the MSAA Reporting Portal Tab in the MSAA System.

1. Go to www.msaaassessment.org
2. Returning TCs will log in with the same credentials used during administration. Use the reset password option if needed.
3. New TCs had an account generated the week prior to the reporting portal. Use the link in the auto-generated e-mail to log in.
4. Go to the "Reports" tab on the top menu bar.
5. Download your reports and save per district policy.

The following reports will be available to download through the MSAA Reporting Portal:

Reports for the District - *District Summary Reports and Student Results File CSV;*

Reports for the School - *School Summary Reports, School Roster Reports, Individual Student Reports, and Student Results File CSV.*

The MSAA User Guide for Test Coordinators is available from the website. This guide has detailed instructions for downloading your reports. Look for the link on the bottom left corner of the MSAA system home page.

The [MSAA Guide for Score Report Interpretation](#) is available as well. This guide has more information on reading and using your reports.

The ADE Alternate Assessment Unit will ship two hard copies of each student report to the District of Attendance the week after the reporting portal opens. One copy is sent home to parents/guardians and the other is placed in the student's secure file. MSAA Parent Overview Booklets accompany the student reports and should be sent home with the student. Teachers may download additional Parent Overview Booklets from the ADE Assessment website.

If you have any questions, contact this office at 602.542.8239 or AssessingSWDs@azed.gov