



**State of Arizona
Department of Education**

Kathy Hoffman
Superintendent of
Public Instruction

To: *Alternate Assessment Test Coordinators*

From: **Bethany Zimmerman**, Director of Alternate Assessment

Date: January 11, 2019

Action Plan Notification Delay

It was anticipated that the next 1% Cap notification would be sent today. I sincerely apologize that this information is not ready yet. There is a delay in the disproportionality data. Since this is a new calculation with additional considerations for small n-sizes, ADE is still evaluating the results and making adjustments so that any determined disproportionality can be justified.

Many of you have already been asking about submitting Action Plans. I would like to continue moving forward with this process as much as possible. Therefore, I have attached both the PDF and Word versions of the Action Plan template for this year (the template says 2018 because it was the 2018 testing data). As you are filling out the template keep in mind that:

- Your tier has not been finalized. However, you may use the percentages from the initial notification to estimate your tier. No LEAs have tiers higher than what their percentage indicates. For example, if you exceeded with a percentage of 1.56% you are by default in tier 2. Based on the review of student information and taking the LEA size into consideration, you could remain at tier 2 or adjusted to tier 1.
- Use the tier breakdown to identify actions you will take this year (section 4 of the template).
 - Tier 1: training on participation requirements for Alternate Assessments.
 - Tier 2: training regarding participation requirements and examining LEA policies regarding participation requirements for Alternate Assessments.
 - Tier 3: training regarding participation requirements, LEA participation policies, utilize resources to expand understanding the purpose and characteristics of students who have participated in the State's Alternate Assessment and other Alternate Assessment-related topics.
- Do not submit the Action Plan until you have received notification of your finalized tier and disproportionality. Action Plans submitted before the notification will be rejected.
- Action Plans are still due January 31, 2019.

*More information is provided in the Action Plan webinar on November 6, 2018; however, the due dates have been adjusted to those indicated in this notification. Please visit the [Test Coordinators webpage](#) under "Webinars" tab. The direct website links are: 1) [Action Plan Webinar 2018 PowerPoint](#); 2) [Recorded 11/06/2018 Webinar](#)

Please contact Alternate Assessment Unit at 602-542-8239 or AssessingSWDs@azed.gov with any questions.

Thank you,

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