Michigan Department of Education
Office of Accountability, Research, & Evaluation

Contact Accountability at 877-560-8378, option 6 for questions or more information

2011 District Application for an Exception to the 1% Cap on Students Proficient Using Alternate Achievement Standards (Grades 3-8 and 11)

Background: The federal rules permit up to 1% of enrolled students in each grade assessed, who participated in an alternate assessment, and surpassed or attained the performance standard, to be counted as "proficient" for Adequate Yearly Progress (AYP). All current MI-Access assessments (Participation, Supported Independence, and Functional Independence) are based on alternate achievement standards and; therefore, fall under the 1% cap regulation. The 1% cap is computed by taking no more than one percent of the district headcount enrollment (Fall 2010 for grades 3-8 and Spring 2011 for grade 11) at the grade levels in which students are assessed in the state assessment system. The number of proficient student scores (in each local school district) is not rounded upward. The federal rules require that school districts apply for state approval of an exception in cases where the district wishes to exceed the 1% cap at the district level. **All school districts and PSAs that feel they qualify for an exception to the 1% cap MUST submit an application for the 2011 AYP determinations in the School Report Card. This includes districts and PSAs that had a previously-approved application on file. Due to changes in policy as well as a need to revisit our application processes for compliance purposes, we are requiring that ALL districts and PSAs submit new applications this year.**

SEEs: Shared Educational Entities (SEEs) are schools or programs that deliver a particular educational service to students coming from two or more districts that have a business relationship for that purpose. In most cases, districts which house SEEs will not need to apply for an exception to the 1% cap. Districts that house a SEE along with other non-SEE programs may wish to apply for a 1% exception; however, it will only apply to students housed in the non-SEE programs/buildings. Additionally, districts that send students to SEE programs may want to apply for an exception to the 1% cap, as they will be held accountable for the scores of these students at a district level. Please note: SEE student scores will be returned to the *resident district*.

Directions: ONLY a local school district, intermediate school district, or PSA may use this form to apply for an exception to the 1% cap. **INDIVIDUAL SCHOOLS SHOULD NOT SUBMIT THIS APPLICATION. INDIVIDUAL SCHOOL SUBMISSIONS WILL NOT BE REVIEWED**. All applications MUST be mailed to:

Michigan Department of Education/OARE
Attn: Chris Janzer
P.O. Box 30008
Lansing, MI 48909

(To send overnight, send to: Chris Janzer at MDE/OARE, 608 W. Allegan, 2nd Floor, Lansing MI 48933.)

****NOTE: This exception is NOT automatically applied. Schools MUST submit an appeal during the appropriate preliminary report card window in order for scores to be counted above the 1% cap.****

Due Dates: The deadline for submitting this application is Thursday, **May 5, 2011**. Applications must be postmarked by this date. **NO LATE APPLICATIONS WILL BE ACCEPTED.**

Authority: Submission of this form is voluntary. The data collection is authorized by federal regulation contained in volume 34, section 200.13 (c) (3) (i) of the Code of Federal Regulations.

School District Name	
School District Code	
Contact Person	
Address	
E-Mail Address	

Certification

☐ By checking this box, I certify the information contained in this application is true and correct, to the best of my knowledge.

_____
Print Name and Title of Authorized Official

_____
Signature of Authorized Official

2011 District Application for an Exception to the 1% Cap

Directions:
Please check the main reason for the need to exceed the 1% cap. Then answer questions 1-3 to provide background information related to the participation of students in the MI-Access assessments. This background information will provide helpful data when the MDE reviews your district's application for sufficient evidence that your district qualifies for an exception to the NCLB 1% cap regulation.

NOTE: If information is not provided for each question, the application will not be reviewed.

My district needs an exception to the 1% cap because (check only one):

☐ Presence of Center Program

☐ Presence of Classroom Program

☐ SEE Member District

☐ Other

1. Explanation of circumstances leading to more than 1% of enrolled students being administered the MI-Access assessments. Please describe any center, regional, or special programs that lead to students coming from other districts to attend programs in the district. *Please be specific.*

The deadline for submitting this form is May 5, 2011.

2. Data showing incidence rate of students who were administered the MI-Access assessments.

Suggestions of evidence include: 1) the number of students at the grades assessed, where the exception is requested for each special education category, and 2) data that explains why the district has programs or facilities attracting more students who were administered MI-Access assessments and so forth.

Example Data for Question 2.

Number of Students Administered Each MI-Access Assessment
John Doe Middle School

MI-Access English Language Arts

	Disability Category																																
	CI			SLD			EI			OHI			HI			VI			AI			PI			SXI			TBI			SLI		
	FI	SI	P	FI	SI	P	FI	SI	P	FI	SI	P	FI	SI	P	FI	SI	P	FI	SI	P	FI	SI	P	FI	SI	P	FI	SI	P	FI	SI	P
Grade																																	
3																																	
4																																	
5																																	
6	7	3	1	2																							2						
7		2	1	1																										1			
8	5	2	1	2																						1	1						
11																																	

FI – Functional Independence
SI – Supported Independence
P – Participation

3. **If you are a district that operates a Shared Educational Entity (SEE), please provide a detailed explanation as to why you need an additional exemption beyond the flexibility provided by the SEE.**

The deadline for submitting this form is May 5, 2011.