



# 1% Cap on Participation in State Alternate Assessment Intermediate School District (ISD) Summary Form

All intermediate school districts (ISDs) must complete this summary form regarding the percentage of students assessed using Michigan’s alternate assessment (MI-Access). This includes justification forms from local educational agencies (LEAs)/ public school academies (PSA) that assessed more than 1% of students in the spring of 2018 using MI-Access.

**Author:** Michigan Department of Education

**Last updated:** 1/9/19

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## District Information

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Date: \_\_\_\_\_

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Intermediate School District (ISD) Name

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Phone

## District Contact’s Information

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ISD Contact Name

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Phone

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Email

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**Data**

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Total number of LEAs/PSAs including the ISD (only if the ISD runs programs in their own facility): \_\_\_\_\_

Note: If an ISD runs programs in their own facility, they must also complete an LEA Justification Form for that program and its participating students.

Number of LEAs/PSAs including the ISD (only if the ISD runs programs in their own facility) that assessed more than 1% of all students tested in the spring of 2018 using MI-Access (in grades 3-8 and 11): \_\_\_\_\_

Justification forms are attached for each agency represented in the above number.

Yes      No

ISD personnel have reviewed the LEA/PSA justification forms and have identified priorities for targeted assistance and profesional development.

Yes      No

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## **Technical Assistance and Professional Development**

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Please provide an outline of technical assistance provided as a result of feedback from MDE regarding targeted assistance and professional development from the 2017 justification form review. Include any professional development and targeted assistance the ISD provided, either individually to LEAs and/or offered to all LEAs (add additional pages if necessary).

## **Technical Assistance and Professional Development Continued**

Please outline additional priorities based on a review of the LEA/PSA/ISD justification forms received for 2018 (add additional pages if necessary). Include plans for assisting LEAs/PSAs/ISDs that have been flagged for disproportionality for participation in the alternate assessment, if relevant. If no LEAs were flagged for disproportionality, leave this section blank.

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## Assurances

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**Please provide the following assurances. *Select all that apply.***

The ISD will provide targeted assistance to LEAs/PSAs that have been flagged for disproportionality for participation in the alternate assessment as outlined on the previous page.

Targeted assistance and professional development will include an emphasis on LEAs/PSAs using the state assessment selection guidance documents and online trainings.

Assessment selection will remain an individualized education program (IEP) team decision and will not be overridden by administrative or procedural decisions.

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## Submission Process

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The ISD special education director (or designee) will collect all LEA/PSA/ISD forms and review them to prioritize targeted assistance and professional development. Then all justification forms for LEAs/PSAs/ISDs who assessed more than 1% of students using MI-Access will be compiled, along with this ISD summary and submitted to MDE no later than **February 8, 2019**.

Questions regarding this form can be directed to John Jaquith at the MDE at [JaquithJ@michigan.gov](mailto:JaquithJ@michigan.gov).

## Instructions

1. Complete the ISD summary form (fillable PDF) and save.
2. Send the ISD summary form and LEA forms either electronically (preferred) or by mail. Larger ISDs may need to send in parts. If this is the case, please number each batch sent (for example, "Submission 1 of 3" in the subject line of the email).

### Electronic Submission:

1. Scan all justification forms for LEAs/PSAs/ISDs who assessed more than 1% of all tested students using MI-Access and save as a PDF. Larger ISDs may need to make several smaller files.
2. Send the ISD summary form and all justification forms from the previous section vial email to [JaquithJ@michigan.gov](mailto:JaquithJ@michigan.gov).

**Mail Submission:**

1. Print the ISD summary form and make copies of all justification forms for LEAs/PSAs/ISDs who assessed more than 1% of all tested students using MI-Access.
2. Create a hard copy packet with the ISD summary form as the cover page, followed by the copies for each LEA/PSA/ISD justification form.
3. Mail to: John Jaquith  
Assessment Consultant for Students with Disabilities  
Office of Educational Assessment and Accountability  
Michigan Department of Education  
Second Floor  
608 West Allegan Street  
P.O. Box 30008Lansing, MI 48909