

Justification Forms Summary Report Directions

This document provides an index of Justification Forms separated by ISD and the ISD's Member Districts. The index acts as a Table of Contents so you can easily navigate this PDF. To enable this feature, go to the "View" tab in your PDF viewer application menu bar and look for the option to show or enable the Bookmarks Panel. Once enabled, the Bookmarks panel should appear on the left side of the screen in the navigation pane. Some applications may require you to press the "Bookmarks" icon in the navigation panel to open the Bookmarks panel. Once the Bookmarks panel is open, click a district name to advance you to that district's justification form within the document. For additional assistance, contact the Catamaran Help Desk at help@catamaran.partners or 877-474-9023 (Toll Free).



Exceeding 1% Cap on Participation in State Alternate Assessment Intermediate School District (ISD) Summary Justification Form FY 2019-2020

ISD Name: Dickinson-Iron ISD

All intermediate school districts must complete this summary form regarding the percentage of students assessed using Michigan’s alternate assessment (MI-Access). This includes justification forms from member districts/public school academies (PSA) that assessed more than 1% of students in the spring of 2019 using MI-Access.

Please do not submit any student identifiable information with this form.

Data

Data	Total
Number of member districts/PSAs including the ISD (only if the ISD runs internal programs)	7
Number of member districts/PSAs including the ISD (only if the ISD runs internal programs) that assessed more than 1% of all students tested in the spring of 2019 using MI-Access (in grades 3-8 and 11)	4

Technical Assistance and Professional Development

Tier I: Please provide a summary of technical assistance and/or professional development provided as a result of feedback from MDE regarding the 2019 test year data and justification form review. Include any professional development and targeted assistance the ISD offered to all member districts, provided by MDE and/or the ISD and MDE together.

Date Occurred	Summary of Technical Assistance and/or Professional Development
12/07/2018	SE Director provided PD regarding the MDE-OSE Decision Making Tool at our DIISD SE Staff meeting. The ancillary staff that attended this meeting work in our Local School Districts as well as in our DIISD SE Programs. They all attend IEP Meetings and were instructed on the importance of following the guidance put out from MDE regarding students with an IEP and which state assessment is appropriate.
01/21/2019	SE Director presented to the local principals the MDE-OSE Alternate Assessment Decision Making Tool on 1-21-19. She provided technical assistance on how IEP teams need to utilize the tool when they are determining the appropriate state assessment for their students with an IEP. During this meeting, the local data was also shared and discussed.
10/23/2018	DIISD SE Department emailed out to all of our local district and ISD special education staff and administrators the online training and interactive tool provided by MDE regarding alternate assessments.
01/11/2019	DIISD SE Director provided both PD and Technical Assistance at a DIISD Superintendents' Roundtable on the 1% Cap, the importance of students with disabilities taking the state assessment, the use of the decision-making tool for alternate assessments by IEP teams, and completing the justification forms.
02/19/2019	I forwarded out the email from John Jaquith dated 2-15-2019 containing his feedback regarding the ISD and Local District (WIC, BTS, IMPS, & ND) justification forms that were submitted. I provided the district with all of the feedback for their specific district and requested that they look closely at John's comments.

Tier II/III: Please provide a summary of technical assistance and/or professional development provided as a result of feedback from MDE regarding the 2019 test year data and justification form review. Include professional development and technical assistance the ISD provided for each specific member district that was flagged for disproportionality regarding assessment participation. Include technical assistance or professional development provided by MDE and/or the ISD and MDE together.

Member District	Date Occurred	Summary of Technical Assistance and/or Professional Development
Breitung Township School District	01/11/2019	DIISD SE Director provided both PD and Technical Assistance at a DIISD Superintendents' Roundtable on the 1% Cap, the importance of students with disabilities taking the state assessment, the use of the decision-making tool for alternate assessments by IEP teams, and completing the justification forms. SE Director worked individually with the district superintendent on the above information on this date as well.

Breitung Township School District	01/21/2019	SE Director presented to the local principals the MDE-OSE Alternate Assessment Decision Making Tool on 1-21-19. She provided technical assistance on how IEP teams need to utilize the tool when they are determining the appropriate state assessment for their students with an IEP. During this meeting, the local data was also shared and discussed. Also, the T/A continued via individual email and phone call correspondence with the BTS district when they had questions completing the justification form.
Iron Mountain Public Schools	01/11/2019	DIISD SE Director provided both PD and Technical Assistance at a DIISD Superintendents' Roundtable on the 1% Cap, the importance of students with disabilities taking the state assessment, the use of the decision-making tool for alternate assessments by IEP teams, and completing the justification forms. SE Director worked individually with the district superintendent on the above information on this date as well.
Iron Mountain Public Schools	01/21/2019	SE Director presented to the local principals the MDE-OSE Alternate Assessment Decision Making Tool on 1-21-19. She provided technical assistance on how IEP teams need to utilize the tool when they are determining the appropriate state assessment for their students with an IEP. During this meeting, the local data was also shared and discussed. Also, the T/A continued via individual email and phone call correspondence with the IMPS district when they had questions completing the justification form.
North Dickinson County Schools	01/11/2019	DIISD SE Director provided both PD and Technical Assistance at a DIISD Superintendents' Roundtable on the 1% Cap, the importance of students with disabilities taking the state assessment, the use of the decision-making tool for alternate assessments by IEP teams, and completing the justification forms. SE Director worked individually with the district superintendent on the above information on this date as well.
North Dickinson County Schools	01/21/2019	SE Director presented to the local principals the MDE-OSE Alternate Assessment Decision Making Tool on 1-21-19. She provided technical assistance on how IEP teams need to utilize the tool when they are determining the appropriate state assessment for their students with an IEP. During this meeting, the local data was also shared and discussed. Also, the T/A continued via individual email and phone call correspondence with the North Dickinson County School District when they had questions completing the justification form.
West Iron County Public Schools	01/11/2019	DIISD SE Director provided both PD and Technical Assistance at a DIISD Superintendents' Roundtable on the 1% Cap, the importance of students with disabilities taking the state assessment, the use of the decision-making tool for alternate assessments by IEP teams, and completing the justification forms. SE Director worked individually with the district superintendent on the above information on this date as well.

West Iron County Public Schools	01/21/2019	SE Director presented to the local principals the MDE-OSE Alternate Assessment Decision Making Tool on 1-21-19. She provided technical assistance on how IEP teams need to utilize the tool when they are determining the appropriate state assessment for their students with an IEP. During this meeting, the local data was also shared and discussed. Also, the T/A continued via individual email and phone call correspondence with the West Iron County School District when they had questions completing the justification form.
---------------------------------	------------	---

What resources or support is needed from MDE for the ISD to carry out the plan?

The resources provided by MDE such as the decision-making tool and the online training have been great. Our alternate assessment data shows a continuous decline in the percentage of students with an IEP taking an alternate assessment which proves that IEP teams are utilizing the decision-making tool and making more appropriate decisions regarding alternate assessments.

Assurances

Please provide the following assurances.

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

Yes No

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

Yes No

Assessment selection is an IEP team decision and will not be overridden by administrative or procedural decisions.

Yes No



Member District Exceeding 1% Cap Justification Form FY 2019-2020

Member District: Dickinson-Iron ISD

The *Every Student Succeeds Act* (ESSA) places a 1% cap on alternate assessment (MI-Access) participation at the state level. Member districts that contribute to the state exceeding its participation cap must submit information to the Intermediate School District (ISD) justifying the need to exceed the 1% threshold. In addition, ISDs that run programs (functioning as a member district) must complete the form as a member district.

Each ISD collects information from member districts to submit to the MDE.

Please do not submit any student identifiable information with this form.

Data

Please indicate the 1% participation rate data:

Content Area	Spring 2017 Participation Rate	Spring 2018 Participation Rate	Spring 2019 Participation Rate	Change
English Language Arts	100	100	100	No change
Mathematics	100	100	100	No change
Science	N/A	N/A	N/A	N/A
Social Studies	100	100	100	No change

Professional Development Provided

Did the individualized education program (IEP) teams utilize the state guidelines for participation in the alternate assessment to make assessment participation decisions?

- Yes No

Please list professional development, informational sessions, and technical assistance provided regarding the 1% Cap and/or assessment selection and participation from January 1, 2019 to present.

Audience	Date Occurred	Topics and Method of Training	Delivered by
DIISD SE Teachers and Ancillary Staff	02/01/2019	The DIISD SE Director provided the DIISD SE Staff with information regarding the process of determining when an alternate assessment may be appropriate for a student with an IEP. She shared with the staff the Online Decision-Making Tool and the flow chart & Factors to Consider Document developed by MDE. The SE Director went through the guidance and tools with the teachers and ancillary staff to ensure they had a clear understanding of the importance of making the appropriate determinations in deciding what assessment was appropriate for each individual student as part of the IEP process.	ISD Staff
All DIISD local district and ISD special education staff and administrators	02/19/2019	Shared the feedback from John Jaquith with our DIISD SE Supervisor, Lisa Anderson, and stressed the importance of our DIISD IEP Teams understanding the process IEP teams need to follow in determining the appropriate assessment for each individual student. Lisa is the district representative at all of our DIISD MoCI Classroom IEP Meetings. Lisa also attended all of the PD/Technical Assistance provided to the local district administrators regarding alternative assessments on 01/21/19.	ISD Staff
All Local SE Staff, Administrators, and all ISD SE Staff	11/14/2019	We made sure that the updated guidance and tools were put on our DIISD Website as well as shared with all of the audience listed. Parents also are encouraged to visit our DIISD Website for information so they have access to this information as well.	ISD Staff

Contributing Factors

Did the district test fewer than 500 students total using statewide assessments?

- Yes
- No

Select the option that applies:

- Fewer than 8 students took MI-Access.
- 8 or more students took MI-Access.

Did the district operate a center-based program or regional collaborative for students with significant cognitive impairments (serving students from in and outside of the district within a region or ISD)?

- Yes
- No

Utilizing the Alternate Assessment data reports, complete the following table.

Assessment Data Table	Number
Total Number of students tested overall	25

Total Number of students tested with MI-Access	25
Students in center-based program from outside district	25
Adjusted Total	0
Adjusted Participation Number	25
Adjusted Rate	0%

Is there other justification to provide?

Yes No

2020 Projected Participation Rate

Using the Michigan School Data System (MSDS) and current data, complete the following table to calculate the 2020 projected participation rate.

Projected Participation Rate	Number
Total Number of students enrolled in grades 3, 4, 5, 6, 7, 8, 11	17
Total Number of students whose IEPs currently designate MI-Access for state summative assessments in any content area	17
Projected Participation Rate	100%

Local Plan

After reviewing all of the member district data for participation rates on the alternate assessment (MI-Access), detail below a summarized plan for providing professional development. This may include but is not limited to training on assessment selection, alternate assessment, alternate content standards, or planning for specialized instruction. At least one local development plan must be submitted to proceed.

Audience	Topics and Method of Training	Date
SE Teachers, service providers	At our DIISD SE Staff Meeting on February 14, 2019 will provide the data for our ISD and local districts on their percent of students with an IEP taking alternate assessments. We will also share and go over the guidance and tools provided by MDE-OSE that must be used when determining the appropriate assessment for students as part of the IEP process.	02/14/2020

Resources and Technical Assistance

Does the member district require additional resources and technical assistance from the ISD or MDE to ensure students are being assessed using the most appropriate state summative assessment tool based on the state guidelines?

Yes No

Assurances

Please provide the following assurances.

The member district IEP team members follow the state guidelines for participation in the alternate assessment.

Yes No

The member district allows IEP team members to decide which students take an alternate assessment.

Yes No

The member district addresses any issues of disproportionality in statewide assessment.

Yes No



Member District Exceeding 1% Cap Justification Form FY 2019-2020

Member District: **Iron Mountain Public Schools**

The *Every Student Succeeds Act* (ESSA) places a 1% cap on alternate assessment (MI-Access) participation at the state level. Member districts that contribute to the state exceeding its participation cap must submit information to the Intermediate School District (ISD) justifying the need to exceed the 1% threshold. In addition, ISDs that run programs (functioning as a member district) must complete the form as a member district.

Each ISD collects information from member districts to submit to the MDE.

Please do not submit any student identifiable information with this form.

Data

Please indicate the 1% participation rate data:

Content Area	Spring 2017 Participation Rate	Spring 2018 Participation Rate	Spring 2019 Participation Rate	Change
English Language Arts	1	2.5	0.8	-
Mathematics	1	2.3	0.8	-
Science	N/A	N/A	N/A	N/A
Social Studies	1.1	2.9	1.2	-

Professional Development Provided

Did the individualized education program (IEP) teams utilize the state guidelines for participation in the alternate assessment to make assessment participation decisions?

- Yes No

Please list professional development, informational sessions, and technical assistance provided regarding the 1% Cap and/or assessment selection and participation from January 1, 2019 to present.

Audience	Date Occurred	Topics and Method of Training	Delivered by
Special Ed Staff/Admin	03/06/2019	Department meeting-Special Ed Staff/ISD Staff	ISD Staff
Special Ed Staff/Admin	05/09/2019	Procedures for IEP Development(assessment selection and participation)	ISD Staff

Contributing Factors

Did the district test fewer than 500 students total using statewide assessments?

Yes No

Select the option that applies:

Fewer than 8 students took MI-Access. 8 or more students took MI-Access.

Did the district operate a center-based program or regional collaborative for students with significant cognitive impairments (serving students from in and outside of the district within a region or ISD)?

Yes No

Is there other justification to provide?

Yes No

2020 Projected Participation Rate

Using the Michigan School Data System (MSDS) and current data, complete the following table to calculate the 2020 projected participation rate.

Projected Participation Rate	Number
Total Number of students enrolled in grades 3, 4, 5, 6, 7, 8, 11	369
Total Number of students whose IEPs currently designate MI-Access for state summative assessments in any content area	4
Projected Participation Rate	1.1%

Local Plan

After reviewing all of the member district data for participation rates on the alternate assessment (MI-Access), detail below a summarized plan for providing professional development. This may include but is not limited to training on assessment selection, alternate assessment, alternate content standards, or planning for specialized instruction. At least one local development plan must be submitted to proceed.

Audience	Topics and Method of Training	Date
Special Ed Staff/Admin	Specialized instruction and continued use of the alternate assessment decision making tool which in on the DIISD Website/Department meeting	05/08/2020

Resources and Technical Assistance

Does the member district require additional resources and technical assistance from the ISD or MDE to ensure students are being assessed using the most appropriate state summative assessment tool based on the state guidelines?

Yes No

Assurances

Please provide the following assurances.

The member district IEP team members follow the state guidelines for participation in the alternate assessment.

Yes No

The member district allows IEP team members to decide which students take an alternate assessment.

Yes No

The member district addresses any issues of disproportionality in statewide assessment.

Yes No

District Comments

We will continue to use the decision-making tool that MDE has developed during our IEP meetings when deciding if an alternate assessment is appropriate. Our alternate assessment data has improved since we started to use the tool.



Member District Exceeding 1% Cap Justification Form FY 2019-2020

Member District: **Norway-Vulcan Area Schools**

The *Every Student Succeeds Act* (ESSA) places a 1% cap on alternate assessment (MI-Access) participation at the state level. Member districts that contribute to the state exceeding its participation cap must submit information to the Intermediate School District (ISD) justifying the need to exceed the 1% threshold. In addition, ISDs that run programs (functioning as a member district) must complete the form as a member district.

Each ISD collects information from member districts to submit to the MDE.

Please do not submit any student identifiable information with this form.

Data

Please indicate the 1% participation rate data:

Content Area	Spring 2017 Participation Rate	Spring 2018 Participation Rate	Spring 2019 Participation Rate	Change
English Language Arts	1.7	0.8	1.1	+
Mathematics	1.7	0.8	0.8	No change
Science	N/A	N/A	N/A	N/A
Social Studies	2.1	0	1.2	+

Professional Development Provided

Did the individualized education program (IEP) teams utilize the state guidelines for participation in the alternate assessment to make assessment participation decisions?

- Yes No

Please list professional development, informational sessions, and technical assistance provided regarding the 1% Cap and/or assessment selection and participation from January 1, 2019 to present.

Audience	Date Occurred	Topics and Method of Training	Delivered by
Administrators	01/21/2019	Alternate Assessment Data-Special Education Director shared MDE's online training and alternate assessment decision making tool at principals meeting.	ISD Staff
Administrators	02/19/2019	Feedback-Special Education Director shared feedback from John Jacquirth from MDE on justification forms.	ISD Staff
Superintendent	01/11/2019	Alternate Assessment Data/MDE Online Training/Alternate Assessment Decision Making Tool-Director or Special Education shared topics with superintendent at superintendents roundtable meeting.	ISD Staff

Contributing Factors

Did the district test fewer than 500 students total using statewide assessments?

Yes No

Select the option that applies:

Fewer than 8 students took MI-Access. 8 or more students took MI-Access.

Did the district operate a center-based program or regional collaborative for students with significant cognitive impairments (serving students from in and outside of the district within a region or ISD)?

Yes No

Is there other justification to provide?

Yes No

2020 Projected Participation Rate

Using the Michigan School Data System (MSDS) and current data, complete the following table to calculate the 2020 projected participation rate.

Projected Participation Rate	Number
Total Number of students enrolled in grades 3, 4, 5, 6, 7, 8, 11	345
Total Number of students whose IEPs currently designate MI-Access for state summative assessments in any content area	2
Projected Participation Rate	0.6%

Local Plan

After reviewing all of the member district data for participation rates on the alternate assessment (MI-Access), detail below a summarized plan for providing professional development. This may include but is not limited to training on assessment selection, alternate assessment, alternate content standards, or planning for specialized instruction. At least one local development plan must be submitted to proceed.

Audience	Topics and Method of Training	Date
Special Education Teachers	Review of Alternate Assessment Tool	06/11/2020

Resources and Technical Assistance

Does the member district require additional resources and technical assistance from the ISD or MDE to ensure students are being assessed using the most appropriate state summative assessment tool based on the state guidelines?

Yes No

Assurances

Please provide the following assurances.

The member district IEP team members follow the state guidelines for participation in the alternate assessment.

Yes No

The member district allows IEP team members to decide which students take an alternate assessment.

Yes No

The member district addresses any issues of disproportionality in statewide assessment.

Yes No

District Comments

The plan looks good. The Norway School District utilizes the MDE Decision Making Tool during IEP Meetings when making decisions on the appropriate assessment for students.



Member District Exceeding 1% Cap Justification Form FY 2019-2020

Member District: Breitung Township School District

The *Every Student Succeeds Act* (ESSA) places a 1% cap on alternate assessment (MI-Access) participation at the state level. Member districts that contribute to the state exceeding its participation cap must submit information to the Intermediate School District (ISD) justifying the need to exceed the 1% threshold. In addition, ISDs that run programs (functioning as a member district) must complete the form as a member district.

Each ISD collects information from member districts to submit to the MDE.

Please do not submit any student identifiable information with this form.

Data

Please indicate the 1% participation rate data:

Content Area	Spring 2017 Participation Rate	Spring 2018 Participation Rate	Spring 2019 Participation Rate	Change
English Language Arts	1.5	1.8	0.9	-
Mathematics	1.5	1.8	0.8	-
Science	N/A	N/A	N/A	N/A
Social Studies	1	1.9	0.5	-



Member District Exceeding 1% Cap Justification Form FY 2019-2020

Member District: North Dickinson County Schools

The *Every Student Succeeds Act* (ESSA) places a 1% cap on alternate assessment (MI-Access) participation at the state level. Member districts that contribute to the state exceeding its participation cap must submit information to the Intermediate School District (ISD) justifying the need to exceed the 1% threshold. In addition, ISDs that run programs (functioning as a member district) must complete the form as a member district.

Each ISD collects information from member districts to submit to the MDE.

Please do not submit any student identifiable information with this form.

Data

Please indicate the 1% participation rate data:

Content Area	Spring 2017 Participation Rate	Spring 2018 Participation Rate	Spring 2019 Participation Rate	Change
English Language Arts	2.1	1.4	0.7	-
Mathematics	2.1	1.4	0.7	-
Science	N/A	N/A	N/A	N/A
Social Studies	3.6	0	0	No change



Member District Exceeding 1% Cap Justification Form FY 2019-2020

Member District: Forest Park School District

The *Every Student Succeeds Act* (ESSA) places a 1% cap on alternate assessment (MI-Access) participation at the state level. Member districts that contribute to the state exceeding its participation cap must submit information to the Intermediate School District (ISD) justifying the need to exceed the 1% threshold. In addition, ISDs that run programs (functioning as a member district) must complete the form as a member district.

Each ISD collects information from member districts to submit to the MDE.

Please do not submit any student identifiable information with this form.

Data

Please indicate the 1% participation rate data:

Content Area	Spring 2017 Participation Rate	Spring 2018 Participation Rate	Spring 2019 Participation Rate	Change
English Language Arts	0.9	0	0	No change
Mathematics	0.9	0	0	No change
Science	N/A	N/A	N/A	N/A
Social Studies	1.1	0	0	No change



Member District Exceeding 1% Cap Justification Form FY 2019-2020

Member District: West Iron County Public Schools

The *Every Student Succeeds Act* (ESSA) places a 1% cap on alternate assessment (MI-Access) participation at the state level. Member districts that contribute to the state exceeding its participation cap must submit information to the Intermediate School District (ISD) justifying the need to exceed the 1% threshold. In addition, ISDs that run programs (functioning as a member district) must complete the form as a member district.

Each ISD collects information from member districts to submit to the MDE.

Please do not submit any student identifiable information with this form.

Data

Please indicate the 1% participation rate data:

Content Area	Spring 2017 Participation Rate	Spring 2018 Participation Rate	Spring 2019 Participation Rate	Change
English Language Arts	3.1	1.8	1.3	-
Mathematics	3.1	1.6	1.3	-
Science	N/A	N/A	N/A	N/A
Social Studies	3	2.3	0.5	-

Professional Development Provided

Did the individualized education program (IEP) teams utilize the state guidelines for participation in the alternate assessment to make assessment participation decisions?

- Yes No

Please list professional development, informational sessions, and technical assistance provided regarding the 1% Cap and/or assessment selection and participation from January 1, 2019 to present.

Audience	Date Occurred	Topics and Method of Training	Delivered by
Special Education Teachers	01/31/2020	MDE white papers presented and discussed at Special Ed Meeting	District Staff
Administrators	01/31/2020	MDE white papers presented and discussed at Special Ed Meeting	District Staff

Contributing Factors

Did the district test fewer than 500 students total using statewide assessments?

Yes No

Select the option that applies:

Fewer than 8 students took MI-Access. 8 or more students took MI-Access.

Did the district operate a center-based program or regional collaborative for students with significant cognitive impairments (serving students from in and outside of the district within a region or ISD)?

Yes No

Is there other justification to provide?

Yes No

2020 Projected Participation Rate

Using the Michigan School Data System (MSDS) and current data, complete the following table to calculate the 2020 projected participation rate.

Projected Participation Rate	Number
Total Number of students enrolled in grades 3, 4, 5, 6, 7, 8, 11	446
Total Number of students whose IEPs currently designate MI-Access for state summative assessments in any content area	6
Projected Participation Rate	1.3%

Local Plan

After reviewing all of the member district data for participation rates on the alternate assessment (MI-Access), detail below a summarized plan for providing professional development. This may include but is not limited to training on assessment selection, alternate assessment, alternate content standards, or planning for specialized instruction. At least one local development plan must be submitted to proceed.

Audience	Topics and Method of Training	Date
special education teachers	Staff will review procedures defined by MDE for assessment selection and alternate assessment at each monthly Special Education Team meeting beginning in September.	09/25/2020

Resources and Technical Assistance

Does the member district require additional resources and technical assistance from the ISD or MDE to ensure students are being assessed using the most appropriate state summative assessment tool based on the state guidelines?

Yes No

Assurances

Please provide the following assurances.

The member district IEP team members follow the state guidelines for participation in the alternate assessment.

Yes No

The member district allows IEP team members to decide which students take an alternate assessment.

Yes No

The member district addresses any issues of disproportionality in statewide assessment.

Yes No