



Alternate Assessment E-Mail

January 11, 2019

Important Dates

January 28:	Window 1 Makeup Test Administration Opens (District Level Materials Used)
February 1:	Deadline to Destroy or Confirm Plan to Destroy Alternate K-PREP Window 1 School Level Materials
February 15:	New Alternate Assessment Student Request for VI Materials Window 2 Deadline
March 25-29:	Window 2 Alternate K-PREP Materials Ship For Option 1
April 1-5:	Window 2 Alternate K-PREP Materials Ship For Option 2
April 15:	Window 2 Officially Opens for Test Administration
April 15:	Student Registration Database (SRD) Opens for Score Entry Test Window 2
May 24:	Window 2 Officially Closes (Last Day to Administer Attainment Tasks Without Permission from KDE)
May 24:	Transition Attainment Record (TAR) Administration Ends (Last Day to Administer Attainment Tasks Without Permission from KDE)
June 5:	Final Day to Enter Scores in the SRD

ALTERNATE K-PREP MAKEUP TEST WINDOW TO OPEN JANUARY 28

The first Alternate K-PREP test window has officially ended; now districts should identify any students who will need a makeup test administered. **The makeup testing window will officially open on Monday, January 28. It is recommended that the makeup test be completed before Window 2 begins on April 15. The official end date for the makeup window is May 24.**

Any student who does not complete a test during the first window and does not have an approved non-participation request at the end of the year will receive a 0 for the window missed. If a student completes Window 2, they must have scores for Window 1.

Schools/districts should consider a makeup test for the following reasons:

1. **Newly placed** - Student placed in Alternate Assessment after the first window has occurred (no work samples required for Window 1 unless additional instruction is provided);
2. **Transfer** - A new student enters the district (Contact Kevin O'Hair or the former district to determine if a test was administered before a makeup test is given since the student will be accountable to someone and should have a test score);
3. **Absence** - Student was absent due to illness and has medically improved since the first testing window; and
4. **Other** - Reason not mentioned above

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[Window 2 VI Materials](#)

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@KDE

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Helpful Links

[Alternate K-PREP Systems](#)
Career Readiness Database (CRD)
Online Training System (OTS)
Student Registration Database (SRD)

To initiate a makeup test, the District Assessment Coordinator (DAC), Director of Special Education (DoSE), District Alternate Assessment Consultant or Building Assessment Coordinator (BAC) must make the request by completing and submitting the following information to Kevin O’Hair:

- Planned Date of Administration (Start to Finish);
- Reason for Makeup Test; and
- Previous District Enrollment (if this applies)

ALTERNATE K-PREP WINDOW 2 STUDENTS MARKED DEAF-BLIND OR BLIND/VISUALLY IMPAIRED (VI) ON IEP

This message only pertains to students who were not on the list submitted in September of 2018. A message was sent to districts requesting information for any student(s) in the district identified as Deaf-Blind or Visually Impaired (VI) on an Individualized Education Program (IEP) and participating in the Kentucky Alternate Assessment. Once again KDE will provide tactically enhanced supplemental materials (e.g., maps, graphs) for the Alternate K-PREP Attainment Tasks for students who have visual impairments. KDE must verify that the student has deaf-blind or VI marked on his or her IEP. **If a recently placed student in your district would qualify for these materials and was not submitted on your fall list, please complete the following tasks:**

Verify that deaf-blind or VI has been clearly marked on a current IEP and the student is identified as participating in Kentucky’s Alternate Assessment; Submit the student’s first and last name, SSID, grade, school and district to [Kevin O’Hair](#).

NAME (first and last)	SSID	Grade	School	District

All submissions must be made to Kevin O’Hair no later than Friday, February 15 in order for students to receive these materials for the second Alternate K-PREP Attainment Tasks window. Any late entries will be unavailable for Window 2.

Previous Topics

ALTERNATE K-PREP DISTRICT LEVEL MATERIALS RETAINED

District level Attainment Tasks for Window 1 should be kept at the district office. **These materials will be required if a makeup test is to be administered. No district level materials should be destroyed until the end of the school year.**

ALTERNATE K-PREP WINDOW 1 SCHOOL LEVEL MATERIALS TO BE DESTROYED

The first Alternate K-PREP testing window ended December 14. All school level Attainment Tasks (including VI and science materials) should be returned to the District Assessment Coordinator (DAC), Building Assessment Coordinator (BAC), Director of Special Education (DOSE) or district level personnel who provided the tasks for assessment. Once the school level tasks are in the hands of the district level personnel in charge of the Attainment Tasks, **they should be destroyed or arrangements made to destroy**

at a later date while secured at the district level. This should also include any copies of the tasks made and shared with teachers. Binders should be kept for use in the spring. However, all school level materials **inside** those binders will need to be destroyed.

The Office of Standards, Assessment and Accountability (OSAA) is requesting each district to confirm via e-mail to [Kevin O'Hair](#) that you have received and destroyed all **school level materials** for the first Alternate K-PREP testing window by February 1.