



Monday DAC E-Mail

February 25, 2019

QUESTION OF THE WEEK

Q: What guidance is available for schools and districts to promote awareness of the school and district report cards?

A: The following guidance on providing school and district report cards to parents was included in the Commissioner's Monday Message on February 25, 2019.

Guidance on Providing School and District Report Cards to Parents

[Kentucky's 2017-2018 School Report Card](#) is final with the exception of Finance data that is scheduled for release in May. School Report Cards are intended to provide parents information on the performance of their child's school; promoting awareness of the school and district cards is required by KRS 158.6453 and 703 KAR 5:140. More specifically, KRS 158.6453 requires that: (1) The school report card shall be sent to the parents of the students of the district, and (2) information on electronic access to a summary of the results for the district shall be published in the newspaper with the largest circulation in the county.

School Requirement

To meet the requirement that the school report card must be sent to parents, the unique URL to the school's report card may be shared with parents through electronic communication. Unless requested, the school report card does not have to be provided to parents in paper form. For parents who already communicate with the school in an electronic format, a URL of the school report card may be sent via e-mail, by using the Infinite Campus Parent Portal Notification Tool or other electronic communication methods. For those parents who do not communicate with the district via an electronic format, the school may provide a link to the URL of the school report card via paper. [Attached is a template](#) that may be used to inform parents of the availability of the school report card. Once printed, the page can be cut in half and mailed or sent home with students.

District Requirement

The requirement that districts share information on electronic access also can be met by publishing the URL in the newspaper with the largest circulation in the county. If the local paper already has promoted the

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electronic access of your district's school report card, this requirement is complete. If the district has not communicated the district card, [a second template is attached](#) to assist with this communication.

To use either of these templates, update the school/district name and the URL links to the applicable school or district. Also, you should update any links to the school report card from your school and district websites using the same URL links.

Important Dates

Feb 25:	TestNav Webinar Presented by Pearson (10 a.m. and 2 p.m. option)
Feb. 26:	KYOTE, SAT, ACT Scores Published in IC
Feb. 27:	DAC Meeting at KDE , 300 Sower Blvd., Frankfort
Mar. 1:	Deadline for Additional ACT Standard Time Materials
Mar. 1:	Deadline for Alternate K-PREP Window 2 Shipping Options
Mar. 5:	DAC Meeting at GRREC in Bowling Green
Mar. 6:	DAC Meeting at Christian Co. Board of Education in Hopkinsville
Mar. 7:	DAC Meeting at Owensboro Board of Education in Owensboro
Mar. 25-29:	Window 2 Alternate K-PREP Materials Ship (Option 1)
Apr. 1-5:	Window 2 Alternate K-PREP Materials Ship (Option 2)

SCORES IN INFINITE CAMPUS (IC)

The Kentucky Department of Education (KDE) strives to publish student results data in IC as it becomes available. In this spirit, 2018-2019 KYOTE scores, 2018-2019 SAT scores and ACT National scores from the December 2018 administration of the National ACT have been imported into the State Edition of IC. KDE will publish these scores to all districts beginning on Tuesday, February 26, 2019. 2017-2018 End of Course (EOC) scores for students with the Intent for Early Graduation designation will also be published.

Please e-mail [Raymond Carter](#) with any questions on this matter.

TESTNAV WEBINAR POWERPOINT

Two live trainings occurred on February 25 to explain the PearsonAccess^{next} system. This explained how to set up online testing for high school, grades 10 and 11. The [PowerPoint](#) used in the sessions is available on the [K-PREP](#) page. The training was recorded and will be made available soon.

Applications

[SDRR](#)
[Secure Web App](#)
[SRD](#)

PearsonAccess^{next}

- [ACT](#)
- [K-PREP](#)

@**KDE**
[ACCESS for ELLs](#)
[ACT](#)
[Alternate K-PREP](#)
[K-PREP](#)
[DAC E-Mails](#)
[School Report Card](#)
[Open House](#)

Helpful Links

[ACT](#)
[Admin Code Training](#)
[Registration](#)
[KAAC](#)
[NAEP](#)
[Pearson](#)

DAC Spotlight

Clay County is located in a beautiful, rural setting in Eastern Kentucky. Much of the land is part of the Daniel Boone National Forest. Clay County School District has a population of approximately 3,000 students, spread throughout seven elementary schools, one middle school and one high school. The school district's mission statement is "Preparing the hearts and minds of every student for a successful and attainable future."

Twenty-one percent of children in Clay County live in deep poverty (below 50%). In spite of this significant socio-economic barrier, the schools continue to exceed expectations and the district is recognized as a proficient district. Clay County students have excelled in Governor's Cup academic competitions at all levels. Clay County Tiger Troupe continues to bring home awards and has great support from the community.

Clay County Schools is also fortunate to have several active working partners within the schools. These include: Save The Children, GEAR-UP Grant, Elgin Foundation, Partners for Education at Berea College, University of Louisville, MDC, as well as the SESC Co-Op.

Disclaimer: Any views or opinions presented in the article are solely those of the author and do not necessarily represent those of the Kentucky Department of Education (KDE).



[Missy Roberts](#)

Clay County Public
Schools

Previous Topics

REGULATIONS FILED WITH LEGISLATIVE RESEARCH COMMITTEE (LRC)

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The [Kentucky Department of Education \(KDE\) webpage](#) has been updated to include amended regulations filed with the Legislative Research Committee (LRC) on February 15. The webpage includes amendments to Kentucky's accountability regulation 703 KAR 5:270 and the Kentucky Academic Standards for Social Studies 704 KAR 8:060.

The accountability regulation will next go through the legislative committees. The social studies standards will go through public comment during the month of March.

COHORT GRADUATION RATE ACCOUNTABILITY CHANGE

The Every Student Succeeds Act (ESSA) now requires that foreign exchange students must be included in the cohort 4-year and 5-year graduation rate like all other students. Students who were previously exempted in the 2018 4-year cohort will be included in the 2018 5-year cohort unless they have an ending withdrawal status in Infinite Campus (IC) of:

- W07 (Withdrawn for health reasons)
- W08 (Withdrawn due to death)
- W20 (Withdrawn to home school)
- W21 (Withdrawn to private school)
- W29 (Moved, out of state or out of Country)

Please make sure to update these students in IC from a C01 (Close of Year) or W22 (Moved, re-enrolled in another Kentucky public school) to the appropriate withdrawal status as needed; otherwise these students will count against your cohort graduation rate. Foreign exchange students who graduate from your district will be included in your accountability in the same way other graduates count. Foreign exchange students who dropout or fail to re-enroll in school will be included in cohort and will count against the school where they were last enrolled.

Coming soon, Cohort students will be available in the Student Data Review and Rosters ([SDRR](#)) application for viewing purposes only. No changes or ticket will be allowed until data review time with other parts of accountability. A helpful [Cohort Accountability Resource Tool](#) is available

Please e-mail [KDE Assessment](#) with questions about cohort.

FEBRUARY DAC TRAINING MATERIALS AVAILABLE

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The PowerPoint presentations and handouts created for the February DAC Trainings are available. The accountability regulation proposal discussed at the Kentucky Board of Education meeting on February 6, 2019 and details of the Grade 10 field tests are among the important information included in the materials.

For the participants at the DAC trainings held this week, or if others accessed the materials, there has been one correction. In the *Welcome and Introduction* presentation, slide 6 contained an error (Summative Assessment Schedule for Elementary/Middle). There will not be Editing and Mechanics field tests in elementary or middle schools in 2020-2021 or 2021-2022. That error has been corrected to reflect the Editing and Mechanics assessment in those years.

The error was corrected on February 13. Any paper copies printed prior to February 13 are not accurate.

All presentations and handouts can be found in the SharePoint [2019 Feb DAC Meetings](#) folder.

★★★ The Division of Assessment and Accountability Support is going **Green**. Training attendees may bring their own paper copies, electronic copies or an electronic device to the meeting. Documents will be available to download from SharePoint prior to each meeting, during the meeting and from a jump drive at each location. Wi-Fi will be available. Materials will only be distributed electronically.

AVAILABLE CALCULATORS FOR THE 2019 ONLINE HIGH SCHOOL ASSESSMENTS

Desmos [Graphing](#) and [Scientific](#) calculators will be available for high school students to use in TestNav for the Grade 10 mathematics field test, and the Grade 11 science (graphing calculator only) operational test. Either a scientific or graphing calculator will appear on the online screen on certain questions that allow a calculator when the **Calculator** button is selected. To move the calculator, students will select the calculator and drag it. Students can select the buttons or use their keyboard to use the calculator. Selecting the **Calculator** button again closes the calculator.

The Desmos online calculators are available for free to all students now and throughout the school year. They may be used by students during instruction to plot functions, create tables, make graphs, etc. at [Desmos.com](https://www.desmos.com).

Providing the online calculators within the TestNav system further standardizes the assessment. All students using the same calculator adds to the validity of Kentucky's state test. Valid inferences about students' knowledge and/or skills can be made.

Accommodated students taking assessments offered on paper (e.g. large print) may use an approved handheld calculator from the high school calculator policy. Accommodated students needing a handheld calculator not on the high school calculator policy, may apply to use an unapproved calculator.

Tutorial videos are available for practice and guidance on the [Desmos](https://www.desmos.com) site.



ACT TRAINING FOR ROOM SUPERVISORS, PROCTORS AND ACCOMMODATIONS PROVIDERS

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All ACT testing staff, both new and experienced, must attend a training session conducted by the Test Coordinator before test day.

Near the end of the ACT Test Administration Manuals is a section titled, “Training Session Outline and Topics for Discussion.” Subjects include *Security of Test Materials, Room Preparation, Pretest Activities, Test Day* and *After the Test*.

During a training session, the Test Coordinator is expected to discuss the topics described in each section with testing staff. The Test Accommodations Coordinator must also attend and share any relevant topics with accommodations staff in a separate training session.

The following resources are available for training:

Test Administration

- [Test Administration Procedures](#)
- [November Training Workshop - Questions and Answers \(PDF\)](#)
- [November Training Workshop Recording \(Webinar\)](#)
- [Test Administration Training Q&A \(Webinar\)](#)
- [Test Administration Training Q&A \(PDF\)](#)
- [Test Administration Training 2 \(Webinar\)](#)

Arrange For Accommodations

- [Accommodations vs. Arrangements \(PDF\)](#)
- [Policy for Accommodations Documentation \(PDF\)](#)
- [Accommodations Training Videos](#)
- [Accommodations Training and Q&A Slides \(PDF\)](#)

Manuals

- [ACT Administration Manual - Standard Time Paper \(PDF\)](#)
- [ACT Administration Manual - Accomms Paper \(PDF\)](#)
- [ACT Administration Manual - NCR \(PDF\)](#)
- [ACT Administration Manual - Online Testing \(PDF\)](#)
- [ACT Test Coordinator Information Manual \(PDF\)](#)

Supplements

- [Calculator Policy \(PDF\)](#)
- [ACT-Approved Bilingual Word-to-Word Dictionaries \(PDF\)](#)
- [No Phone Poster \(PDF\)](#)
- [Training Video: How to Enter Online Irregularities](#)
- [Training Video: Test Day Overview for Room Supervisors \(No Writing\)](#)
- [ACT Late Start or Did Not Test \(PDF\)](#)

ACT TEST MATERIALS ARRIVE THIS WEEK OR NEXT WEEK

Materials for ACT Initial Test Day Standard Time and Accommodations Testing will arrive this week for schools that selected the first shipping date. Schools that selected the second shipping date will receive materials next week.

It is important that Test Coordinators check in materials within 24 hours of receiving them from ACT. Contact ACT immediately if contents do not match packing lists or if there is evidence of tampering.

Materials must be kept in secure storage at all times before and after testing. The Test Coordinator is responsible for the security of all test materials from the time the materials are delivered to the time they are returned to ACT. The Test Coordinator must protect the materials from damage, theft, or conditions that could allow prior access to the tests.

ACT ACCOMMODATIONS AND ENGLISH LEARNER (EL) SUPPORTS LATE CONSIDERATION REQUESTS

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In a limited number of circumstances, Test Coordinators can submit requests for ACT-approved accommodations and EL supports after the published request deadline for the initial test date.

The deadline for late consideration requests is March 8. To request late consideration, Test Coordinators must complete the [Late Consideration form](#) and upload with any supporting documentation in the [Test Accessibility and Accommodations \(TAA\)](#) system.

Late Consideration is applicable **only** to:

- Students new to the school or in a newly classified grade level
- Students who have a newly defined disability
- Students with medical emergencies or sudden medical onset
- Transfer students with previously approved accommodations from another school in Kentucky

2019 K-PREP TESTING FORMAT ITEMS AND TIMES CHART NOW AVAILABLE

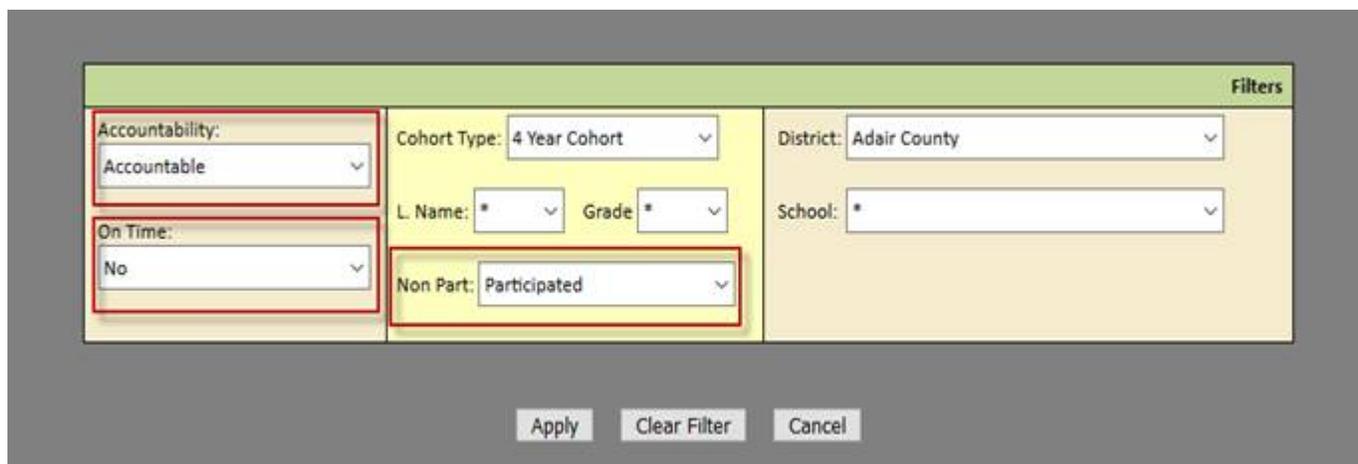
The new [2019 K-PREP Testing Format Items and Times](#) chart for Grades 3-8 and 11 is available on the K-PREP page on KDE's website. Information around the 2019 Grade 10 reading and mathematics online field test will be available soon.

COHORT PRELIMINARY REPORT FOR 4-YEAR AND 5-YEAR

The Preliminary 4-year and 5-year Adjusted Cohort Student Listings are now available in the [Student Data Review and Rosters](#) (SDRR) application. These reports allow District Assessment Coordinators (DACs) the opportunity to review the students accountable to the district/school. When checking for changes made

in Infinite Campus (IC), please note the **Data Last Updated** date in red in the Cohort section of SDRR. These reports are for information only. Submission of change requests will be available after the end of the current school year (July 31). It is a good time to review and filter for students accountable to the district/school with On Time status of No, and Non Participation set to Participated.

For assistance, click on the **[“I NEED HELP”](#)** button  in SDRR and choose Cohort. If you do not find the answer there, contact [David Curd](#) via e-mail or phone (502) 564-9853 ext. 4744.



The screenshot shows a 'Filters' panel with the following settings:

Accountability: Accountable	Cohort Type: 4 Year Cohort	District: Adair County
On Time: No	L. Name: * Grade: *	School: *
	Non Part: Participated	

Buttons: Apply, Clear Filter, Cancel

Contact Information

Office of Standards, Assessment and Accountability
Division of Assessment and Accountability Support
(502) 564-4394

[KDE DAC Information](#)