



Students in PSIS who attend Out-of-State Facilities or In-State Non-Approved Facilities—2018-19

Connecticut public school districts are responsible to test students enrolled in the Public School Information System (PSIS) who have been placed in out-of-state facilities or in-state, non-approved schools. Below is information on how to administer the Connecticut Next Generation Science Standards (NGSS) Test, Connecticut Alternate Science Test (CTAS), the Smarter Balanced Assessments, and the Connecticut Alternate Assessment (CTAA) for these student testers. It is also required that districts test those students in Grade 11 who are enrolled in out-of-state or in-state, non-approved programs with the Connecticut SAT School Day.

Student School Location	Testing Procedures
<p>Students registered in PSIS who are enrolled in non-approved private schools in Connecticut.</p>	<p>The reporting district is responsible to test students registered in PSIS who attend non-approved private schools in Connecticut. This includes both general and special education students educated in non-approved private schools using public school funds. It is important to remember that districts should only be reporting those students with disabilities attending non-approved private schools in PSIS if the district has programmatic responsibility for the student’s education through the development and implementation of an Individualized Education Program (IEP).</p> <p>Students tested with Smarter Balanced and the NGSS Assessments: The student should be administered the assessments in the reporting district. The District Administrator (DA) is responsible for entering designated supports and accommodations in the Test Information Distribution Engine (TIDE) and ensuring supports and accommodations are provided at the time of testing.</p> <p>Students tested with the Connecticut SAT School Day: All DAs were contacted by the Program Manager for Connecticut SAT School Day. If you have any questions about these students, please call Michelle Rosado at 860-713-6748.</p> <p>Students tested with the CTAA and CTAS:</p> <p>The DA is responsible for:</p> <ul style="list-style-type: none"> – Confirming the student registration in PSIS and TIDE for the district. – Ensuring that the Learner Characteristics Inventory (LCI) is submitted in the Data Entry Interface (DEI) by a trained teacher in the reporting district. The student’s LCI must be entered in the DEI by January 18, 2019, for students in Grade 11, and by February 1, 2019, for students in Grades 3-8. – Contacting the CSDE (860-713-6860) to request test materials if needed. – Verifying that the assigned trained teacher in the reporting district administers the Alternate Assessments. Student responses must be entered in the appropriate platform for each assessment. All CTAA responses must be recorded in the Student Interface of the Test Delivery System. The CTAS responses must be recorded in the DEI. – Ensuring that all student materials are shredded and securely disposed of following test administration.



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<p>Students registered in PSIS who are enrolled in out-of-state schools.</p>	<p>The reporting district is responsible to test students registered in PSIS and placed by the district in out-of-state schools where the district has accepted programmatic responsibility for the student’s education through the development and implementation of an Individualized Education Program (IEP).</p> <p>Students tested with the Connecticut SAT School Day: All DAs were contacted by the Program Manager for the Connecticut SAT School Day. If you have any questions about these students please call Michelle Rosado at 860-713-6748.</p> <p>Students tested with the Smarter Balanced and NGSS Assessments:</p> <p>The DA is responsible for:</p> <ul style="list-style-type: none"> – Confirming the student registration in PSIS and TIDE for that district. – Contacting the Performance Office (860-713-6860) to provide specific information, including the following: <ul style="list-style-type: none"> <u>Student Information</u> <ul style="list-style-type: none"> • Assessment Name • SASID and District Name • Student Name (unless e-mailing) • Grade • District Administrator E-mail Address in TIDE <u>Out-of-State School Information</u> <ul style="list-style-type: none"> • Contact Name • Contact E-mail Address • Contact Phone • Shipping Address • Street, Town, State, and Zip Code – The CSDE will provide the student’s information to the American Institutes for Research (AIR) to ensure that paper-test materials are sent to the reporting district. – Once the reporting district receives the test materials from AIR, the reporting district should mail them to the out-of-state school via tracked mail. – The reporting district must ensure that the out-of-state school administers the assessments in a secure manner with the designated supports and accommodations as required. – The out-of-state school must return completed test booklets to the reporting district via tracked mail. – The reporting district must assign a qualified educator to enter all student responses into the DEI. Student responses will only be scored if they are entered into the DEI by June 7, 2019. – The reporting district must return the secure test materials to AIR via tracked mail by June 7, 2019.



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Student School Location	Testing Procedures
<p>Students registered in PSIS who are enrolled in out-of-state schools.</p>	<p>Students tested with the CTAA and CTAS:</p> <p>The DA is responsible for:</p> <ul style="list-style-type: none"> - Confirming the student registration in PSIS and TIDE for that district. - Ensuring that the LCI is submitted in the DEI by a designated trained teacher from the reporting district. The student’s LCI must be entered in the DEI by January 18, 2019, for students in Grade 11, and by February 1, 2019, for students in Grades 3-8. - Contacting the Performance Office (860-713-6860) to provide specific information, including the following: <ul style="list-style-type: none"> <u>Student Information</u> <ul style="list-style-type: none"> • Alternate Assessment (CTAA, CTAS) • SASID and District Name • Student Name (unless e-mailing) • Grade • District Administrator E-mail Address in TIDE <u>Out-of-State School Information</u> <ul style="list-style-type: none"> • Contact Name • Contact E-mail Address • Contact Phone • Shipping Address • Street, Town, State, and Zip Code - The reporting district should send materials to the out-of-state facility via tracked mail (copies of each of the CTAA secure Directions for Test Administration, PDFs of the appropriate grade-level CTAA English language arts test, and CTAA Mathematics test). If the student is in Grade 5, 8 or 11, the CTAS Printed Resources, Performance Tasks and Score Worksheet are also mailed with the CTAA materials. - The reporting district must ensure that the out-of-state school administers the assessments in a secure manner with accommodations as required. - The out-of-state school must return the completed tests and associated materials to the reporting district via tracked mail. - The same designated trained teacher from the reporting district records student responses in the appropriate platform for each assessment. All CTAA responses must be recorded in the Student Interface of the Test Delivery System by June 7, 2019, for scoring. The CTAS responses must be recorded in the DEI by June 7, 2019, for scoring. - The reporting district must shred and securely dispose of all CTAA and CTAS student materials.