

**From:** Roush, Margaret A. DPI [<mailto:Margaret.Roush@dpi.wi.gov>]  
**Sent:** Friday, March 06, 2015 7:58 AM  
**To:** Wisconsin ACT General Updates  
**Subject:** [actwisconsin] ACT/WorkKeys non-tested student information

Public and Private (Choice) schools and districts must account for ALL students who are expected to participate in ACT Plus Writing and ACT WorkKeys or DLM at grade 11. DPI will be asking all participating schools to identify their eleventh grade students who did not complete the ACT Plus Writing and the ACT WorkKeys assessments and the reason for non-completion. On March 16, ACT Test Coordinators at each school will receive an email from "DPI Forms Management" asking them to provide the name, WSN, and reason for non-completion for all students who did not complete the ACT Plus Writing and ACT WorkKeys. Schools will have until March 20 to complete this electronic form and submit it to the Department.

DPI has identified the primary reasons for non-completion and will be listing these options on the electronic form. The options are:

- Participated in alternate assessment (DLM)
- No Longer Enrolled in Wisconsin Public School
- Parent Opt Out
- Recently Arrived ELL
- Student Absent During Test Administration
- Significant Medical Emergency
- Student counted as 11<sup>th</sup> grader for 3<sup>rd</sup> Friday Sept. count; not currently enrolled in grade 11
- Other

There will be a *limited* opportunity for additional corrections, if the need for student-level adjustments persist beyond the above described procedure. The additional process could only result in adjustments on the school and district report cards. The adjustments require evidence from the school in order to be approved and, even if made on the report cards, are not reflected in WISEdash or any other public or secure reporting.

If you have any questions with this information, feel free to contact Duane Dorn at [duane.dorn@dpi.wi.gov](mailto:duane.dorn@dpi.wi.gov) or 608-267-1069 or Phil Cranley at [philip.cranley@dpi.wi.gov](mailto:philip.cranley@dpi.wi.gov) or 608-266-9798. Accountability questions should be sent to Laura Pinsonneault at [laura.pinsonneault@dpi.wi.gov](mailto:laura.pinsonneault@dpi.wi.gov). As always, questions related to the ACT high school assessments can be sent to Peggy Roush at [margaret.roush@dpi.wi.gov](mailto:margaret.roush@dpi.wi.gov).

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