

**DPI Guidance from the Office of Student Assessment:
ACT Aspire Testing and Students who Attend Schools Outside Their School of Residence**

Please see the Wisconsin DPI guidance below regarding the ACT Aspire assessment. DPI has discovered some constraints to the ACT Aspire portal and is providing this guidance as a way to systematically address this in a consistent manner statewide until future requests for enhancements to the portal can be implemented by ACT Aspire. This guidance does not apply to open enrolled students. At this time, ACT Aspire's portal has no way to easily manage students who attend school in one district (school/district of attendance), but for accountability purposes need data reported back to the district of residence/accountability. There are two distinct situations that may affect your student data upload and reporting in these situations:

The first situation (A) pertains to students who attend one of the Wisconsin residential schools or CDEBs which are listed below.

The second situation (B) pertains to students who attend a school in a different district than their district of residence per IEP or other educational plan.

A. This guidance only applies to your district/school if the following pertains:

- a. Your school is any of the following and you are testing 9th and 10th grade students with ACT Aspire:
 - i. Wisconsin Center for the Blind and Visually Impaired
 - ii. Wisconsin School for the Deaf
 - iii. Lakeland School of Walworth County
 - iv. Syble Hopp Elementary and Secondary School of Brown County
- b. Your district enrolls 9th and 10th grade students at any of the following (i.e. per IEP):
 - i. Wisconsin Center for the Blind and Visually Impaired
 - ii. Wisconsin School for the Deaf
 - iii. Lakeland School of Walworth County
 - iv. Syble Hopp Elementary and Secondary School of Brown County
- c. **If either of the above situations (a. or b.) applies:**
 - i. DPI uploaded students to the Aspire portal into school of attendance's tenant. (CDEB or State Residential School)
 - ii. The school of attendance listed above will:
 1. Enter accommodations into each student's Personal Needs Profile in the Aspire portal.
 2. Place student into test sessions.
 3. Test the student.
 4. Receive data pertaining to the student.
 5. Update local your student information system (SIS) to reflect accurate student demographics and enrollment status by May 22, 2017.
 - iii. DPI will report results to the district/school of attendance in WISEDash for Districts. The student's results will be reported with the results for the district of accountability for public reporting and accountability,

B. This guidance only applies to your district/school if the following pertains:

- a. Your high school has a 9th or 10th grade student who attends your school from a different district, and the student will be tested with Aspire. For example, your school has a 9th or 10th grade student from a different district who attends your school per IEP or other

similar instructional plan, and the other (resident) district maintain the student's IEP, and is accountable for the student's academic progress.

- b. Your district sends a 9th or 10th grade student to a school outside of your district for their educational program. For example, your district places a 9th or 10th grade student, pursuant to an IEP or other similar educational plan, in a school outside of your district to better meet the student's educational needs, but your district remains accountable for the student's academic progress.
- c. If either of the above situations (a. or b.) applies:
 - i. District of residence (accountable district) will:
 1. Request a transfer from the district of attendance to the correct school of accountability of any students attending outside of the accountable district.
 2. Enter accommodations into student's Personal Needs Profile in the Aspire portal.
 3. Place student into individual test sessions under the school the student would attend in the student's district of residence.
 4. Invite room supervisor from school of attendance as an Educator to the school of residence tenant (not district tenant).
 5. After the invitation has been accepted, assign room supervisor (proctor) from school of attendance to the test sessions for the individual student.
 6. Share test results with school of attendance when reports arrive.
 - ii. School of attendance will:
 1. Approve the transfer request of the accountable district.
 2. Provide to the district of residence/accountability the name and email address of the room supervisor (proctor) from the school of attendance for the test administration.
 3. Room supervisor accepts invitation to student's school of residence (school level not district level) for testing individual student.
 4. Test student. The room supervisor will only have access to information for the students in the room supervisor's test session.
 5. Inform school of residence when all testing has been completed.