



2008-2009

Commonwealth Accountability Testing System
Documentation of ACT Nonparticipation

DO NOT RETURN TO ACT.



Complete all parts of this form for any enrolled Grade 11 student who does not participate in the Kentucky statewide administration of the ACT in March 2009. The Kentucky Department of Education (KDE) must have documentation of nonparticipation for accountability purposes. DO NOT return any student's blank answer document to ACT, but submit this form to KDE instead.

ACT Test Supervisor Signature REQUIRED

Today's Date

Student's Last Name

First Name

MI

Student Identification Number (SSID) REQUIRED

District and School Student Attends

Attending District/School Number

Accountable District and School for Student (if different from above)

Accountable District/School Number

Please check the appropriate box (X) that corresponds to the reason this student did not participate in the Kentucky statewide administration of the ACT:

- A. First year LEP student
B. Student participates in Alternate Assessment
C. Court-ordered placement; unable to participate at a state test site; please indicate where student is currently placed AND when placement occurred
D. Student withdrew or was expelled from public school on (date of withdrawal/expulsion)
E. Student receives homebound services due to medical needs and was unable to test at a test site
F. Applied for state medical exemption (please attach medical exemption form)
G. Foreign exchange student
H. Student deceased
I. Student absent on initial and makeup test dates
J. Other (attach documentation)

Return to KDE by FAX (502) 564-3249 or e-mail kdeassessment@education.ky.gov no later than April 1, 2009.

\*\*Because of the impact on accountability, send one copy of this form to your District Assessment Coordinator and keep one copy for your records.

## Guidelines for Completion of “Documentation for ACT Nonparticipation” Form

All Grade 11 students enrolled on March 10, 2009 in Kentucky public schools **must** take the ACT in a statewide administration on either March 10 or 24, **or** the test supervisor must document with KDE why the student did not participate in testing. Students receiving accommodations have from March 10 until March 24, 2009 to complete this assessment. The scores of all students contribute to the ACT High School Index.

**For all situations, do not complete the form until after both test administrations dates have past. A student who is unable to test on March 10 may be able to test on March 24.** In addition to the submission of ACT Nonparticipation forms by the test supervisor, District Assessment Coordinators will submit an electronic accountability roster to KDE. For students not participating in the ACT, appropriate explanation should be included in the annotations section of this roster.

Below are instructions for completing the form and some guidelines for choice and documentation of each reason.

1. Complete all information in the top section that will identify the student, testing school/district, and accountable school/district. The test supervisor must sign the form.
2. One reason for the student not participating must be checked. If a reason is not checked, the form will be considered void. Each of the choices is explained below.
  - A. First year LEP student—If a student has been enrolled in a U.S. school for less than 12 instructional months (or less than 240 days) at the time of the ACT administration, they do not have to participate.
  - B. Student participates in Alternate Assessment—Students with severe cognitive disabilities, who are placed in Alternate Assessment by their ARC, do not participate in the ACT administration. These students submit a Transition Attainment Record (TAR) during the Kentucky Core Content Test window in May.
  - C. Court-ordered placement; unable to participate at a state test site—If a student is in jail or a detention center that is not an approved ACT test site and transportation to an ACT test site is not permitted, this should be checked. Include the name of the placement location and the dates of incarceration.
  - D. Student withdrew or was expelled from Kentucky public school—Students who withdrew or were expelled on the day of administration or between the two administration dates will qualify here. Include the date of withdrawal/expulsion on the form and circle which it is.
  - E. Student receives homebound services due to medical needs and was unable to test at a test site—If a student is on homebound, they may come to the high school and participate in the ACT on either administration date or, if accommodations are needed, on a date and time set by the school between March 10 and 24, 2009. If the student’s health is fragile enough that a physician does not recommend coming to the school, this reason should be checked.
  - F. Applied for state medical exemption—A student with an acute medical situation or trauma due to accident or injury at the time of testing can be exempted from participation. A completed medical exemption form must be attached to the nonparticipation form when submitted. The medical exemption is subject to approval based on documentation and explanation from the physician.
  - G. Foreign exchange student—These students shall not participate in the ACT administration, as their scores cannot be used in accountability calculations.
  - H. Student deceased—If a student dies between March 10 and March 24 without having participated in the ACT, this reason should be checked and the form submitted.
  - I. Student absent on initial and makeup test dates—Check this for students who are not in attendance for either of the statewide test dates. This reason does not exclude students from accountability.
  - J. Other—If a serious situation occurs that prevents a student from testing that is not described by the above choices, check this box. It is imperative to include written documentation about the situation.