

Your District Name Here Test Accessibility Plan - 2024.2025

Sample District is a small, two-room school. The STC is also the Supervising Teacher, the TA, and the Technology Coordinator. The only additional staff is a part-time teacher assistant who is not a certified teacher, so does not administer tests or assist with state assessments. Due to these circumstances, there is no other staff to meet with or send emails to.

This is the Assessment Log for the Test Accessibility Plan. It is reviewed annually and printed off. As the STC, I initial and date each item as I complete it. If there is any tangible evidence, it is listed in the Evidence column and can be provided at the request of the OPI.

Item #	Plan	Evidence	Initial and Date when Completed
2.1	The STC will double-check EDUCATE (IC) to ensure students are properly identified.		
2.2	The STC will review the EDUCATE Collection Schedule and be sure students with IEPs are indicated as such in EDUCATE (IC).		
2.3	The STC reviews all students' needs and determines if any supports or accommodation is needed.		
2.4	The STC reviews the supports available in the assessment portal to be sure the students needing them are getting that same support during regular classroom instruction.		
2.5	STC schedules IEP meetings with parents of students who require one.	Meeting minutes or notes.	
2.6	This is the same in our district for item 2.3 because there are not other staff to confer with.		
2.7	STC will plan a time for students to do practice tests so they will be familiar with the supports.	Instructions for Teacher Aide if needed to help with practice tests.	
2.8	STC meets with parents regularly and will advise them if there are any features their kids might use on the	Notes of visits with parents will be attached to this	

	tests.	document if they occur.	
2.9	STC will visit with parents of EL students about their state testing.	I have never had an EL student in my district before, but if needed can contact the OPI for assistance with this.	
2.10	The STC will be sure a new EL not in the US for 12 months doesn't have to take the Smarter Balanced ELA test unless he/she wants to.		
2.11	This is the same in our district for items 2.5 and 2.8.		

2.12	The STC will send needed documentation to the OPI if we exceed the 1%.	Our district has never had an alternate student enrolled. If we do, due to our size, it will put us over 1%.	
2.13	STC will plan practice tests so students can be familiar with the testing features and the way the test works		
2.14	The STC will double check all test settings prior to the summative test.		
2.15	If there are any non-routine accommodations needed for any students, the STC will contact the OPI for approval.		