



ARIZONA DEPARTMENT OF EDUCATION

To: Alternate Assessment District/Charter Test Coordinators

From: Adela Santa Cruz, Deputy Associate Superintendent of OELAS
Audra Ahumada, Deputy Associate Superintendent of Assessment

Subject: Parental Notification and Consent Form for Alt ELPA and ELP Reports

Date: November 15, 2023

This ADE guidance pertains to Local Education Agencies (LEAs) with students who took the Alt ELPA in the Spring of 2023. As of October 23, 2023, LEAs have received the Alt ELPA results for these students via the Cambium Assessment Portal. Hard copies of the Individual Student Report will be printed and shipped to the LEAs by the end of November.

It is now the expectation that LEAs will notify parents using the *Parental Notification and Consent Form for Student Placement in an English Learner Program for Students with Significant Cognitive Disabilities* within **30 calendar days from the date of this ADE guidance**. LEAs will retain a copy of the signed notification form and ensure that it is placed in the student's Special Education file as evidence of compliance. When necessary, three attempts to obtain the parent/guardian's signature must be documented on the copy in the student's Special Education file.

Even if LEAs notified parents of EL program placement in the beginning of the school year, LEAs are required to notify parents based on **current** language assessment results using this specialized Parental Notification and Consent form.

The *Parental Notification and Consent Form for Student Placement in an English Learner Program for Students with Significant Cognitive Disabilities* is located on the EL Forms page of the OELAS website: <https://www.azed.gov/oelas/forms> under the State-Approved EL Forms tab.

Additionally, LEAs will see any student (currently enrolled at the LEA) who took an AZELLA or Alt ELPA assessment in the ELP Reports (EL70, EL72, and EL73) in ADEConnect.

ADE will also ensure that students who took the Alt ELPA assessment in the Spring of 2023 are removed from the LEA Reason application.

Finally, any student who demonstrated an Overall Proficiency Level of Proficient, no longer qualifies for an English learner program, and needs to be reclassified. If you have additional questions do not hesitate to contact us through the following inboxes:

- OELAS Program and Compliance questions: OELAS@azed.gov
- Alt ELPA Eligibility or Alt ELPA Assessment questions: AlternateAssessment@azed.gov