MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice  
State Superintendent of Education

RE: Alabama Student Assessment Program Policies and Procedures for Students of Special Populations Manual Update

The Alabama Student Assessment Program Policies and Procedures for Students of Special Populations manual sets forth the policies and procedures regarding the inclusion of students of special populations in the Alabama student assessment program. The manual provides the written guidelines as well as required forms to be used in decision making with regard to the assessment program for students with disabilities receiving special education services, students with disabilities receiving 504 services, and English Learner (EL) students.

The manual has been updated to reflect recent changes to the Alabama student assessment program including required forms. For convenience, helpful links have been posted throughout the manual that go directly to forms found within the document. The updated manual and appendices containing accommodations checklists to be used for state assessments can be accessed by using the following link: http://www.alsde.edu/html/sections/documents.asp?section=91&sort=43&footer=sections.

In addition to the posting of the entire manual, each appendix has been posted as a separate document. The forms in these postings are in an electronic format that can be downloaded, printed, and completed by hand or completed electronically during the Individualized Education Program (IEP) Team/504 Committee/EL Committee meeting. Special education teachers are aware they are required to attach the assessment forms to the IEP in STISETS and that requirement has not changed. The assessment forms posted under Student Assessment on the Alabama State Department of Education Web site must be used. This will ensure the most updated forms are used.

If you have any questions, please call Mrs. Nannette Pence or Mrs. Susan Beard in Student Assessment at 334-242-8038.

TRB/GT/NP

cc: City and County System Test Coordinators  
City and County Special Education Coordinators  
City and County 504 Coordinators  
City and County EL Coordinators

FY13-2041