



## Missouri Spring 2015 Census ACT® Administration

### Suggested Guidance for Local Education Agency Non-Public Student Participation

An Administrative Memo was distributed to all Missouri Local Education Agencies (LEAs) on Thursday, January 22, regarding the spring ACT® administration. Also included in that memo was information on assessment of non-public students. Members of the Commissioner's Advisory Council have suggested that the Department provide all districts with guidance for possible additional student requests to participate in the April 28 state census administration. The following information has been compiled from questions received from districts and from information provided by ACT®. As the census administration is a new experience for Missouri, additional suggestions or ideas are welcome. Detailed information may also be found at <http://www.act.org/aap/missouri/act.html>.

#### LEAs should:

1. Communicate to parents(s)/guardian(s) that one administration of the ACT® will be funded by the state for all 11<sup>th</sup> grade students on April 28, 2015, with a makeup date on May 12, 2015.
2. Ensure that all staff involved in the administration have completed the necessary training. (<http://www.act.org/aap/missouri/trained.html>)

#### Information specific to non-public student participation:

3. Notify non-public entities with students who are residents of the district of this ACT® opportunity. (The method and timing of this notification is a district decision.)
4. Establish date(s) and time(s) when participating non-public students may come to the administering school to fill out the non-test portions of the answer sheet before test day. (This MUST be done before the testing date.)
5. A participating non-public student must:
  - Be a resident of the district in which the assessment is administered
  - Provide proper identification document (Possibilities are provided on the ACT link.)
  - Complete the non-test portions of the answer sheet at the administering school PRIOR to the date of administration
6. Determine the total number of students to be assessed on April 28. This information is requested by ACT® by February 3, 2015, if possible. (Current public school students have been pre-coded for the ACT®.)
7. ACT only requires a total number of students to be tested. Since current public school students have been pre-coded, LEAs will need to provide the number of additional non-public students who have registered to participate. These students do not need to be pre-coded to DESE.
8. Determine a space to accommodate additional students if necessary. (Deadline for off-site administration has passed, but ACT® will try to work with the LEA on this if needed.)

9. Determine number of additional proctors needed. (Teachers from non-public school may be trained and used, but must be supervised by public school staff.)
10. Non-public student registration should be coded so that those scores are reported to their own high school. Detailed directions for that coding appear in the FAQ document located at [https://dese.mo.gov/sites/default/files/ACT\\_FAQ\\_1-26-15.pdf](https://dese.mo.gov/sites/default/files/ACT_FAQ_1-26-15.pdf)
11. The make-up date is designated as May 12, 2015. ACT® is prepared to handle a small number of participants on this date.

Detailed information regarding the completion of non-test portions, off-site testing, space requirements, and proctors may be found at <http://www.act.org/aap/missouri/act.html>.

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