

Administrative Memo

Date: January 22, 2015
To: Superintendents, District Test Coordinators and High School Principals
From: Sharon Helwig, Assistant Commissioner
Subject: CCR-15-004 – ACT Administration and Non-Public Students

This memo is provided as a reminder to districts of the first statewide administration of the ACT to 11th grade students as well as guidance to public school districts on accommodating any non-public student wishing to participate in the census administration of the assessment. The latter issue is particularly pertinent for the spring 2015 administration with the addition of ACT to the state assessment program.

REMINDERS FOR DISTRICTS

- Communicate to parents(s)/guardians(s) the fact that the ACT will be administered at no charge to all 11th grade students
- Ensure that all testing staff have completed ACT administration training. Only students who take the test under trained staff will receive a college reportable score.

ASSESSMENT FOR NON-PUBLIC STUDENTS

The Missouri Assessment Program gives districts the flexibility to administer statewide assessments to students who reside within district boundaries, but are not enrolled in the district. These students include those that attend private schools and those students who are homeschooled.

Districts may allow private school and homeschooled students to participate in the Grade-Level, End-of-Course, and ACT assessments. Those student scores will not affect the district accountability. Each local school board should have the following:

- A policy in place that outlines the district's procedure to allow non-public students to be assessed in the district
- A plan on how that policy is communicated to the community
- A guide to be used within the school to help the parent(s)/guardian(s) and the student through the process

The first statewide census administration of the ACT has generated many questions. A Frequently Asked Questions document has been created and is available online at <http://dese.mo.gov/college-career-readiness/assessment/act>. Please refer to that site for more information.

Please contact the Assessment Section at (573) 751-3545 if you have questions or need further information.