

## **Administrative Memo**

**Date:** October 2, 2015  
**To:** Superintendents, District Test Coordinators and High School Principals  
**From:** Shaun Bates, Director of Assessment  
**Subject:** CCR-15-016 - ACT Administration and Non-Public Students

This memo is provided as a reminder to districts of the statewide administration of the ACT to 11<sup>th</sup> grade students as well as guidance to public school districts on accommodating any non-public students wishing to participate in the census administration of the assessment. The latter issue is particularly pertinent for the spring 2016 administration with the addition of ACT to the state assessment program.

### **REMINDERS FOR DISTRICTS**

- **Communicate to parent(s)/guardian(s) the fact that the ACT will be administered at no charge to all 11<sup>th</sup> grade students.**
- **Ensure that all testing staff has 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 who attend private schools and those who are homeschooled.

Private school and homeschool students may participate in the Grade-Level, End-of-Course, and ACT assessments. Those students' scores will not affect 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; and**
- **A guide to be used within the school to help the parent(s)/guardians(s) and the student through the process.**

For more information please visit our Frequently Asked Questions (FAQ) document online at <http://dese.mo.gov/college-career-readiness/assessment/act> or contact the Assessment Section at (573) 751-3545 or [assessment@dese.mo.gov](mailto:assessment@dese.mo.gov).