

Administrative Memo

Date: March 28, 2016
To: District Test Coordinators
From: Lisa Sireno, Standards and Assessment Administrator
Subject: CCR-16-002 – ACT Statewide Assessment

As districts prepare for the ACT statewide assessment of 11th grade students on April 19, students are asked to complete select items on the non-test portion of the ACT answer document. The information collected on this portion of the answer document is used to report basic information (e.g., name, MOSIS ID) and to report scores to colleges of the student's choice.

The only fields that **must** be completed remain the same as last year and are listed below:

- **A, B, N, O, P, R** – Name and mailing address
- **D, E, F** – Date of birth, gender, race/ethnicity (to confirm MOSIS ID)
- **K** – High school code
- **M** – Postsecondary institutions to which scores will be sent (per student request)
- **T** – Special testing reference number

Additional items appear on the ACT registration form that the Department of Elementary and Secondary Education (DESE) **does not** collect or ask LEAs to report. Providing this information is voluntary. DESE does not request that students complete fields on the non-test portion of the ACT answer document other than those noted above, nor should LEAs direct students to complete those fields.

Students should only complete additional fields if they so choose in order to receive scholarship and informational materials from post-secondary institutions. Should a student complete any of the optional fields, that information **will not** be shared with DESE regardless of what the directions indicate.

Please remember that student answer documents are secure materials and should be treated as such.

If you have any questions, contact DESE Assessment at 573-751-3545 or assessment@dese.mo.gov.