

Administrative Memo

Date: April 13, 2015
To: School Administrators
From: Stacey Preis, Deputy Commissioner, Division of Learning Services
Subject: LS-15-004 - ACT Statewide Assessment

As districts prepare for the upcoming ACT statewide assessment on April 28, students will fill out select items of the non-test portion of the ACT answer document. This section is used to report basic information (e.g., name, MOSIS ID), as well as reporting scores to colleges of the student's choice.

The only fields that must be completed are

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

There are additional items on ACT's registration form that the Department **does not** collect or ask LEAs to report. When filling out the non-test portion of the ACT answer document, the Department is **not** requesting that students complete fields other than those noted above, nor should LEAs direct students to complete those fields. Students should **ONLY** complete any additional fields if they so choose in order to receive scholarship and informational materials from postsecondary institutions. Should a student complete any of the optional fields, that information **will not** be shared with the Department.

We have communicated with officials at ACT, and they are not able to create an alternate form for this year's test administration that would remove the optional fields. They understand that some students may not complete the optional information and have confirmed that the scores and reports for those students will not be negatively impacted.

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