

Frequently Asked Questions

February 17, 2014

- I. Which student's IEPs need to be amended or revised with page 9a of the IEP?** A district will need to amend any IEP that still indicates that the student will be taking the CAPT/CMT if the district has chosen to administer the Smarter Balanced Field Test (SBFT) so that when he/she takes the SBFT, page 9a is in the current IEP. If, for these same students, the district will be holding an annual review prior to the time that the SBFT is administered to a particular student, the PPT can use page 9a instead of page 9 in the new IEP. The district does not need to do an amendment prior to the annual review as long as the student has not yet taken the SBFT.

If a district has chosen to administer the SBFT, students in grade 10 who will only be taking the CAPT Science test (instead of the entire CAPT test) also need to have an IEP amendment using page 9a.

- II. When do the amendments/revisions to page 9 of the IEP (changing to page 9a) need to be made in relation to a student taking the Smarter Balanced Field Test?** A district will need to amend any IEP that indicates that the student will be taking the CAPT/CMT prior to the administration of the Smarter Balanced Field Test for that student so that when he/she takes the SBFT, page 9a is in the current IEP. If, for these same students, the district will be holding an annual review prior to the time that the SBFT is administered to a particular student, the PPT can use page 9a instead of page 9 in the new IEP. The district does not need to do an amendment prior to the annual review as long as the student has not yet taken the SBFT. If a student will require special accommodations for which the district must petition the state (see above website reference), an amendment may have to be done since the special accommodations petition has to be submitted preferably no later than January 30, 2014.
- III. What happens when the IEP amendment and Form ED634 are not returned signed by the parent in a timely manner (i.e., prior to the student taking the Smarter Balanced Field Test)?** Since the IEP is a legal document and what is in the IEP must accurately reflect what is happening with a child in terms of statewide testing, the IEP must be accurate before the testing can commence. There are only two ways to legally change an IEP. If the parent agrees to the change in the IEP through an amendment without a formal meeting, the parent must return a signed copy of the *Agreement to Change an Individualized Education Program Without Convening a Planning and Placement Team Meeting* (Form ED634) along with the amended pages of the IEP (i.e., pages 1, 2, 3, and in this case page 9a) to the district. The second option is that the district must hold a PPT to revise the IEP, including the new page 9a (in this case).

If the parent does not return the signed amendment form (ED634) and if appropriate, additional attempts at trying to get together with the parent to sign the form have not been successful, the district must schedule a PPT to change the IEP. If the parent does not come to the PPT, the team may make the appropriate changes on page 9a and send the parent the revised copy of the IEP.

- IV. If a district has elected to administer both the CMT/CAPT and the Smarter Balanced Field Test, can the district select one of those tests to administer to a special education student?** If a district has chosen to administer both statewide assessments, all students, including those students who are receiving special education services, must be given the same opportunity to take both tests. However, if the PPT determines that it would not be in the student’s best interest to take both tests, the team could recommend the one statewide test that the student would take.
- V. When entering Smarter Balanced Field Test accommodation data into the CSDE CAPT/CMT Accommodations Data Collection Website, the first screen requires the date of the IEP. Which date should be used, the student’s original IEP date or the amended IEP date?** If the IEP that is being used to report statewide assessment accommodations is an amendment to a current IEP, the meeting date that should be used on the website and also on the top of pages 1, 2 and 3 of the IEP should be the date that the parent and school district discussed and agreed upon the amendments(s) to the IEP (i.e., the amended IEP date).
- VI. What page 9 should districts use when developing IEPs for the next school year and the Smarter Balanced Assessment that will occur in the spring of 2015?** The CSDE is currently developing a NEW page 9 that will reflect only the Smarter Balanced Assessment as well as the CMT/CAPT Science Test for all grades. The CSDE plans to release the revised page 9 no later than the end of March. In the meantime, districts may continue to use page 9a for annual review PPTs that occur prior to the release of the updated State and District Testing and Accommodations IEP page.

Please address additional questions to:

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