Students Not Tested on Elementary and Middle School Report (SNTEMR) Guidelines

School Year 2018–19

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I. The Legislative Mandate

State and federal law require that “all students” participate in the annual summative testing for English Language Arts (ELA), mathematics, and science in the designated grades. In South Carolina, for elementary and middle schools, grades 3-8 participate in SC READY for ELA and mathematics, and grades 4, 6 and 8 participate in SC PASS for science. State law currently also requires that grades 5 and 7 participate in SC PASS social studies, which is incorporated in the single accountability system as part of the “Prepared for Success” indicator on report cards.

The Every Student Succeeds Act (ESSA) requires that not less than 95 percent of all students participate in assessments, and that states incorporate that requirement into their ESSA plans. 20 U.S.C. § 6311(c)(4)(E). These guidelines set out the parameters for when a student can be excluded from the denominator in determining the percentage of students participating in assessments. This document also outlines required documentation and processes for ensuring compliance with the guidelines.
II. Important Changes and Reminders for 2018–19

A. Changes

There are a few of changes to the SN TEMR for 2018–19. Please review this document carefully as some of the processes in the SN TEMR have changed.

1) The South Carolina Department of Education (SCDE) will no longer collect all documentation for SN TEMR, although districts should continue to maintain documentation on all students. Instead, the SCDE will provide districts with a list of the students for which documentation must be submitted by districts for review. This list will be generated randomly from all SN TEMR coded in PowerSchool for reasons defined as exclusionary. Using random selection methodology ensures that each exclusionary reason is represented and only documentation for students coded appropriately in PowerSchool with approved exclusionary reasons will be included. Districts will be notified via e-mail when the lists are loaded to the Advanced Data Transfer System (ADT). A deadline for documentation delivery will be assigned once the lists are disseminated. Do not send documentation until notified by the SCDE to do so and submit only documentation for students listed.

2) Because of the changes regarding the submission of documentation, the term “submit documentation,” has been replaced with the term “document.” **For the purpose of these guidelines, “document” means to code a student as not tested for exclusionary reasons in PowerSchool and to collect, maintain, and/or submit documentation to the SCDE.**

3) PowerSchool State Reporting added two new features to the Students Not Tested reporting process. The first new feature is a field that auto-fills the year the SN TEMR/SN THR data are coded in PowerSchool. The second new feature provides additional dropdown options under the “Test Missed” category for the alternate assessments. These “Test Missed” value options include End of Course Examination Program (EOCEP) assessments for all EOCEP alternate assessments.

4) **Look for the release of a PowerSchool State Reporting update at the end of April 2019. PowerSchool State Reporting is adding new options under “Test Missed,” for Alternate Assessment to include** EOCEP English I, EOCEP Algebra I, EOCEP Biology I, and EOCEP US History and the Constitution.

5) Beginning with the fall 2018–19, the EOCEP English I Writing section will be administered within the district’s fifteen-day testing window. The designated Writing dates have been eliminated. SN TEMR/SN THR data should still be coded for English I Writing, but if the student missed only the Writing portion of the EOCEP English I assessment. If the student missed both parts of the English I EOCEP assessment, code the SN TEMR/SN THR as “Test Missed” English I.
B. Reminders

1) To ensure compliance with all state and federal reporting requirements, districts will need to code in PowerSchool all eligible students who do not test (or have no scores) on one or more applicable assessments with the reason they did not test, regardless of whether an exclusion is being requested.

2) IMPORTANT:
   a. The SNTEMR/SNTHR PowerSchool data collection will close on June 14, 2019.
   b. Be sure that all SNTEMR/SNTHR data are entered into PowerSchool on or before that date.
   c. Be sure all SNTEMR/SNTHR data are entered into PowerSchool and submitted to the SCDE before the PowerSchool end-of-year process is initiated. If your school/district begins the PowerSchool end-of-year processing before the SNTEMR/SNTHR data are submitted to the SCDE, the SCDE will not be able to process your data for accountability or related reporting.

3) The following is required for documentation under Ten Consecutive Unlawful Days Absent and any other affected reasons. Please include all dates of your district’s holidays/breaks in the months of November and December 2018, February, March, April, and May 2019. The documentation cover page on page 5 of these guidelines provides a space for reporting this information for your district. If schools within your district have different holidays/breaks, please be sure to provide this information on the back of the form, along with the school name and School Identification Number (SIDN). Each district needs only to submit one form with all documentation from combined elementary/middle, and one form with all documentation for high school.

4) The five business days before testing rule for students who are expelled, withdrawn, or die before the first day of testing, no longer applies. Since the SCDE does not collect first day of testing data from PowerSchool until after all first days of testing have passed, all students who are expelled, are withdrawn, or die before the first day of the testing window should already be withdrawn in PowerSchool.

5) English Language Learners (ELL) (formerly referred to as Limited English Proficiency LEP) students at the lowest levels of English proficiency who, during the 2018–19 school year, are in a US school for the first time within the last 12 months, are no longer automatically excluded from testing.

6) Students Not Tested (SNT) information will be collected for both fall and spring administrations for students enrolled in the following EOCEP courses: English I, Algebra I, Biology I, and/or US History and the Constitution. Documentation submitted for calculation exclusions for EOCEP require the testing dates be specified for the subject/course in which the student is enrolled.

7) Date references for first day of testing, testing window, and exclusionary cut-off dates are located in one place in this document and can be found in the table starting on page 6 of these guidelines.
8) Since the testing windows for SC READY and SCPASS overlap, there is no need to submit two sets of documentation for the same student. Submission of one set of documentation to cover both tests is acceptable, as long as the dates supplied on the documentation include all applicable dates for missed testing. This same information applies to documentation submitted for alternate assessments.

9) TrueGrade level will be used to determine the appropriate SC READY and SCPASS assessment level for students receiving special education instruction (Instructional Setting = SE, SR, SP). The TrueGrade Indicator is used only where a special education services student’s true grade of instruction is not within the operational grade level for the school of enrollment. The TrueGrade indicator will also be used to identify special education students who should be assigned a Ninth grade code/9GR (First Time in Ninth Grade Code in PowerSchool.)

10) Students with disabilities enrolled in self-contained classes who are over or under age with a handicapping condition are no longer used to exclude students from calculations. In place of this self-contained over/under age measure, the SCDE will use the student’s TrueGrade indicator or Grade level indicator for determining the appropriate assessment level for SC READY, SCPASS, and the alternate SC READY and SCPASS.

11) To protect and secure the privacy of your students, all SNT documentation must be mailed using certified and/or return receipt processing, through a carrier service you trust (U.S. Postal Service, FedEx, UPS, DSL, etc.) Documentation can also be faxed (803-734-8089) or hand-delivered directly to Office of Research and Data Analysis (ORDA) staff by a trusted carrier. The SCDE cannot accept e-mailed documentation. The proper cover page (see page 5) must accompany all documentation.

12) The medical excuse for intermittent homebound students must include the wording for both “medically unable to attend school” AND “physically and/or mentally unable to test.”

13) Documentation compiled from the randomly-selected list must be delivered to the SCDE on or before the due date (to be determined). If you choose to send your documentation in one mailing packet, please be sure to separate the elementary/middle school documentation from the high school documentation, using separate folders, dividers, or envelopes and clearly labeling each set using the cover page template found in both SNT guideline documents. Without your cover page, we may not be able to process your documentation.

14) Be sure to include on all documentation the SIDN for the school requesting the exclusion. Please be sure to use the following cover page.
III. Elementary/Middle School SNTEMR Documentation Cover Page

This form must be included as a cover sheet for your elementary/middle students not tested documentation. Be sure to include on all documentation the school identification number (SIDN) for the school requesting the exclusion.

<table>
<thead>
<tr>
<th>School Detail Categories</th>
<th>School Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Name:</td>
<td></td>
</tr>
<tr>
<td>Primary Contact Person</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
<tr>
<td>Secondary Contact Person</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
</tbody>
</table>

List all district holidays/breaks during the following months:

<table>
<thead>
<tr>
<th>Months</th>
<th>District Holidays/Breaks</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2018</td>
<td></td>
</tr>
<tr>
<td>December 2018</td>
<td></td>
</tr>
<tr>
<td>February 2019</td>
<td></td>
</tr>
<tr>
<td>March 2019</td>
<td></td>
</tr>
<tr>
<td>April 2019</td>
<td></td>
</tr>
<tr>
<td>May 2019</td>
<td></td>
</tr>
</tbody>
</table>

Note: If any schools within your district follow a different calendar, please use the back of this form to provide this same information by school. Please be sure to include the SIDN and school name for each separate submission.

Reminders from the South Carolina Department of Education (SCDE):

Elementary/middle and high school documentation is due to be delivered to the SCDE on or before the due date. If you choose to send all your documentation in one mailing packet, please be sure to separate the elementary/middle school documentation from the high school documentation, using separate folders, dividers, or envelopes and clearly label with the appropriate cover page.

Documentation must be mailed using certified and/or return receipt, through a carrier service you trust (U.S. Postal Service, FedEx, UPS, DSL, etc.) to be received on or before the due date. Documentation can also be faxed (803-734-8089) or hand-delivered directly to Office of Research and Data Analysis (ORDA) staff by a trusted source. Due to the large amount of documentation received and to ensure proper processing, please mail documentation for all elementary/middle schools in your district in one packet to the following address:

Lisa Woodard
South Carolina Department of Education
Office of Research and Data Analysis
1429 Senate Street, Room 410A, Columbia, SC 29201

Only send SNT documentation for students on the list of randomly-selected records from all students coded for allowed exclusionary reasons. This list will be compiled and uploaded to the Advanced Data Transfer (ADT), shortly after PowerSchool SNT data collection is closed on June 14, 2019.
IV. Assessment and Data Submission/Documentation Cut-off Dates

The SCDE will be collecting students not tested data from PowerSchool for all select tests listed in this table and for all reasons, not just those meeting the criteria under these Students Not Tested Guidelines for exclusionary purposes. Doing this ensures South Carolina remains in compliance with state and federal reporting requirements and with the Data Quality Campaign’s essential elements of a state longitudinal data system. Do not document* or code students as not tested in PowerSchool if not actively enrolled as of the first day of the testing window.

In 2018–19, the South Carolina Department of Education (SCDE) will collect, from PowerSchool, reasons for ALL eligible students who do not test on the following assessments (source - SCDE Assessment Information 2018-19 Schedule):

<table>
<thead>
<tr>
<th>Program Name and Test Category</th>
<th>Subjects</th>
<th>Eligibility by Grades/True Grades, Age, or 9GR</th>
<th>Testing Dates 2018–19 (First Day of Testing/Testing Window)</th>
<th>Medical Exclusions</th>
<th>For SNT Reasons: Withdrawn; Death; and Expelled</th>
<th>For SNT Reason: 10 Day Withdrawal</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCPASS Elementary/Middle School Assessment</td>
<td>Science</td>
<td>Grades 4, 6, and 8</td>
<td>“The last twenty days of school”&lt;br&gt;Note: The first day of the testing window will be identified as the 161st “in-session” day taken from the PowerSchool calendar by school. First available: April 16 Last available: June 7</td>
<td>Document* only if student is medically excused for the entire testing and make-up period.</td>
<td></td>
<td>Document* only if student withdraws, dies, or is expelled the first day of the testing window. If randomly selected, documentation will be reviewed for possible full or partial exclusion based on subjects and testing dates missed. See more details on page 17 of this document.</td>
</tr>
<tr>
<td></td>
<td>Social Studies</td>
<td>Grades 5 and 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SC READY Elementary/Middle School Assessment</td>
<td>English language arts (Writing and Reading) and Mathematics</td>
<td>Grades 3–8</td>
<td>“The last twenty days of school”&lt;br&gt;Note: The first day of the testing window will be identified as the 161st “in-session” day taken from the PowerSchool calendar by school. First available: April 16 Last available: June 7</td>
<td></td>
<td></td>
<td>Document* only if student accrues ten consecutive “unlawful” absences, where the first day of unlawful absences begins no earlier than ten business days prior to the first day of the testing window AND no later than one business day prior to the first day of testing.</td>
</tr>
<tr>
<td>Program Name and Test Category</td>
<td>Subjects</td>
<td>Eligibility by Grades/True Grades, Age, or 9GR</td>
<td>Testing Dates 2018–19 (First Day of Testing/Testing Window)</td>
<td>Medical Exclusions</td>
<td>For SNT Reasons: Withdrawn; Death; and Expelled</td>
<td>For SNT Reason: 10 Day Withdrawal</td>
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</tr>
<tr>
<td>Alternate SCPASS</td>
<td>Science</td>
<td>Grades 4, 6, and 8</td>
<td>February 11 through March 29</td>
<td>Document* only if student is medically excused for the entire testing and make-up period.</td>
<td>February 11 through February 15</td>
<td>First Day of Absence: January 28 through February 8</td>
</tr>
<tr>
<td></td>
<td>Social Studies</td>
<td>Grades 5 and 7</td>
<td></td>
<td></td>
<td>Document* only if student withdraws, dies, or is expelled on the first day of the testing window.</td>
<td>Document* only if student accrues ten consecutive “unlawful” absences, where the first day of unlawful absences begins no earlier than ten business days prior to the first day of the testing window AND no later than one business day prior to the first day of testing.</td>
</tr>
<tr>
<td>Alternate SC READY</td>
<td>English language arts and Mathematics</td>
<td>Grades 3–8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate Assessment for Elem/Middle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate EOCEP</td>
<td>English 1, Algebra 1, US History, and Biology</td>
<td>As deemed appropriate by the IEP team</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate Assessment for High</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Name and Test Category</td>
<td>Subjects</td>
<td>Eligibility by Grades/True Grades, Age, or 9GR</td>
<td>Testing Dates 2018–19 (First Day of Testing/Testing Window)</td>
<td>Medical Exclusions</td>
<td>For SNT Reasons: Withdrawn; Death; and Expelled</td>
<td>For SNT Reason: 10 Day Withdrawal</td>
</tr>
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</tr>
<tr>
<td>EOCEP</td>
<td>Algebra I, English I, English I – Writing, Biology I, and US History &amp; the Constitution</td>
<td>Enrolled in Course as of First Day of Testing Window</td>
<td>Fall Administration Last 15 days of school’s semester (76th day in-session) First available: Dec 3 Last available: Feb 11 Spring Administration Last 15 days of school’s semester (166th day in-session) First available: May 1 Last available: June 7 Summer Administration Not applicable</td>
<td>Fall and Spring Administrations Document* only if student is medically excused for the entire testing and make-up period. Writing only – Document* only if student is medically excused for all test dates.</td>
<td>Fall and Spring Administrations Document* only if student withdraws, dies, or is expelled on the first day of the testing window.</td>
<td>Fall &amp; Spring Administrations Document* only if student accrues 10 consecutive “unlawful” absences, where the first day of unlawful absences begins no earlier than ten business days prior to the first day of the testing window AND no later than one business day prior to the first day of testing.</td>
</tr>
<tr>
<td>The ACT®/The SAT® College Readiness</td>
<td>English, Writing, Reading, Mathematics, and Science</td>
<td>11 (defined as the student’s third year in high school, based on the student’s 9GR)</td>
<td>Date options as provided at <a href="#">SCDE Assessment Information 2018-19 Schedule</a></td>
<td></td>
<td></td>
<td>Students Not Tested will not be reviewed by the SCDE for 2018–19. District staff may code these students as not tested at the district’s discretion.</td>
</tr>
<tr>
<td>WIN® (Ready to Work®) Career Readiness</td>
<td>Reading for Information, Applied Mathematics, Locating Information, Essential Soft Skills</td>
<td>11 (defined as the student’s third year in high school, based on the student’s 9GR)</td>
<td>Online or with Accommodations: April 2–10 Paper One-Day: April 2 or 3 Makeup: April 9 or 10 Paper Two-Day: April 2 and 3 Makeup: April 9 and 10</td>
<td></td>
<td></td>
<td>Students Not Tested data will be collected from PowerSchool, but no exclusionary reasons apply and no documentation is required.</td>
</tr>
<tr>
<td>Program Name and Test Category</td>
<td>Subjects</td>
<td>Eligibility by Grades/True Grades, Age, or 9GR</td>
<td>Testing Dates 2018–19 (First Day of Testing/Testing Window)</td>
<td>Medical Exclusions</td>
<td>For SNT Reasons: Withdrawn; Death; and Expelled</td>
<td>For SNT Reason: 10 Day Withdrawal</td>
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</tr>
<tr>
<td>ACCESS for ELLs® and Alternate ACCESS for ELLs® Limited English Proficiency Assessments</td>
<td>English Language Proficiency Assessments</td>
<td>Grades Kindergarten–12</td>
<td>February 4–March 22</td>
<td>MEDICALLY UNABLE TO ATTEND SCHOOL or HOMEBOUND/HOME-BASED STUDENTS UNABLE TO TEST</td>
<td>Students Not Tested will be collected from PowerSchool, but no exclusionary reasons apply and no documentation is required.</td>
<td></td>
</tr>
<tr>
<td>EOCEP Middle/High School End of Course</td>
<td>Algebra I, English I, Biology I, and US History and the Constitution</td>
<td>9GR = 16</td>
<td>Not applicable. All students must take EOCEP for applicable subjects by end of their fourth year in high school.</td>
<td></td>
<td>For students transferring from a non-SC public school and having taken English I, Algebra I, Biology and/or US History and the Constitution (or Equivalent), the SCDE will collect students not tested data from PowerSchool and a districts will need to submit transcripts as documentation for students not tested reason “009 – Transfer Student (EOCEP only).”</td>
<td></td>
</tr>
</tbody>
</table>

*For the purpose of these guidelines, “document” means to code a student as not tested for exclusionary reasons in PowerSchool and to collect, maintain, and, when requested to do so, submit documentation to the SCDE.*
V. Introduction to the SNT Process

The list of common SNT reasons that students do not test has been incorporated into PowerSchool. The SCDE will collect this information from PowerSchool data submitted to the SCDE in order to generate files for accountability and other federally-mandated reporting purposes.

The school will select the appropriate reason from a drop-down list for each eligible student who does not test (or has no scores). The drop-down list options of common SNT reasons is located on a dedicated page in PowerSchool. Updates to this dedicated page will be made available through a PowerSchool state reporting released by April 30, 2019.

No documentation will be required – UNLESS the school wants the student excluded from the appropriate calculations for one or more of the valid reasons as provided under these Students Not Tested Guidelines.

If requesting an accountability waiver or report card calculation exclusion, the check box “Requested Exclusion” must be selected/activated and proper documentation collected. The SCDE will provide districts a randomly-selected list of their students for which documentation is to be submitted. All documentation must be accompanied with the appropriate cover page, and delivered to the SCDE by the due date.

The “Requested Exclusion” check box should only be selected/activated for not tested reasons found in these guidelines (Reasons 001–009 only). Any other reasons for a student not testing will be used for reporting purposes and will not be reviewed for exclusion from any calculations.

The following guidelines specifically address students not tested for exclusionary reasons under the elementary or middle school assessment program and for students eligible for an elementary or middle school grade level alternate assessment programs.

VI. About Your SNTEMR

The SNTEMR is a process designed for districts to account for students enrolled in elementary or middle schools, appearing in their PowerSchool data sent to the SCDE, who fail to take one or more state assessments under specific circumstances, as described herein. This document contains detailed instructions, including a description of what constitutes an acceptable exclusion from the accountability and reporting calculations, required documentation, deadlines, and contact information. Following these guidelines will ensure students not tested, due to allowable criteria, are properly excluded from the appropriate calculations.

We rely on your assistance in getting this information to us as requested and in a timely manner to expedite the processing of your requests for exclusions from the appropriate calculations. We appreciate your assistance.
VII. **Students Included in Federal and/or State Accountability**
(Elementary/Middle School Assessment and Alternate Assessment Programs)

For 2018–19, schools and districts will be held accountable for testing elementary/middle students who meet the following criteria for eligibility:

- Students with PowerSchool TrueGrade indicator or Grade levels 3–8 for SC READY and Alternate SC READY;
- Students with PowerSchool TrueGrade indicator or Grade levels 4–8 for SCPASS and Alternate SCPASS; and/or
- Students actively enrolled in PowerSchool with one or more EOCEP/Alternate EOCEP courses/activity codes (English I, Algebra I, Biology I, and US History and the Constitution) in the current year.

Note: All students who are eligible for Alternate SC READY and/or Alternate SCPASS must be coded in PowerSchool with a value of “Yes” in the alternate assessment indicator field, found on the Precode page. All students identified to assess on the Alternate EOCEP must have the appropriate alternate assessment indicator “Yes” value and the appropriate activity/course coding in PowerSchool.

VIII. **Deadlines for Submitting Documentation and PowerSchool Data Entry**

The SNTEMR will be collected from information keyed into the Students Not Tested fields found on the Students Not Tested page of PowerSchool. To ensure you have the most up-to-date information, please be sure to ask your district PowerSchool Coordinator to upload/install the PowerSchool State Reporting updates available by April 30, 2019.

The deadlines for entering your SNTEMR information into PowerSchool and providing your documentation are as follows:

<table>
<thead>
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| SC READY, and/or SCPASS, or Alternate SC READY, and/or Alternate SCPASS, EOCEP or Alternate EOCEP (enrolled in elementary or middle schools) | **First Days of Testing:** Wednesday, May 29, 2019  
**SNT Data Collection:** May 16–June 14, 2019 | Submit on or before Friday, June 14, 2019 (but before initiation of the PowerSchool year-end processing) | TBD. Districts will be notified with the due date for submitting documentation. |
IX. Data Collection Notes

All student first days of testing active enrollment/demographic (eligibility and subgroup) data will be derived/extracted from the May 29, 2019 PowerSchool Data Collection, with the exception of the EOCEP fall administration. The EOCEP fall enrollment and demographic data will be derived/extracted from the QDC2 (90th Day) data collection. The SNT PowerSchool data collection queries will open on May 16 and close on June 14.

X. Contact Information

For questions regarding the SNTEMR, check out the FAQ section starting on page 31 of this document or contact Lisa Woodard via e-mail at lwoodard@ed.sc.gov.

XI. Providing Documentation

Documentation must be mailed using certified and return receipt processing, through a carrier service you trust (U.S. Postal Service, FedEx, UPS, DSL, etc.) to be received on or before the due date (to be announced after the SNT collection of June 14, 2019). Documentation can also be faxed (803-734-8089) or hand-delivered directly to the Office of Research and Data Analysis (ORDA) staff by a trusted carrier. Due to the large amount of documentation received and to ensure proper processing, please mail documentation for all elementary/middle schools in your district in one packet to the following address:

Lisa Woodard
South Carolina Department of Education
Office of Research and Data Analysis
1429 Senate Street, Room 410A
Columbia, South Carolina 29201

If you need a receipt for your mailed packet, please send your packet “Return Receipt Requested,” since we will not be able to acknowledge receipt for mailed packets.

If you choose to send all your documentation in one mailing packet, please be sure to separate the elementary/middle school documentation from the high school documentation, using separate folders, dividers or envelopes and clearly label both using the cover page template found in both SNT guideline documents.

Please be sure to include the appropriate SIDN on all documentation submitted to the SCDE.
XII. Other General Guidelines and Reminders

Detailed instructions for entering data into the Students Not Tested fields in PowerSchool are included as a supplement to this document, “Reasons for Students Not Testing PowerSchool Page 2019.”

Send only the documentation for students found on the “random-selection list,” provided by the SCDE. This list will be made available soon after the close of the SNT data collection on June 14. The SNTEMR documentation must be submitted by the school district, not by individual schools. The district’s documentation must be from all schools in that district (including charter schools) that are requesting exclusions for students who did not test or have invalidated scores.

Since the SCDE will be using your PowerSchool data, as of June 14, 2019, to compile the list of students for which documentation can be submitted for review, please be sure all SNT data are coded in PowerSchool and Enrich data are submitted to the SCDE by June 14, 2019. Be sure all SNTEMR/SNTHR is entered into PowerSchool and submitted to the SCDE before any end-of-year processing is initiated. Once the end-of-year processing has begun, the SCDE will not be able to process data for the current school year.

Please remember:

☐ code all eligible students in PowerSchool with the reason why they did not test (or have no scores), even if you are not requesting a calculation exclusion. All SNT (for exclusion or not) must be coded as “not tested” in PowerSchool by June 14, 2019 (due date for the PowerSchool SNT data submission).

☐ coding ineligible students for exclusion could result in your documentation not being approved.

☐ include only appropriate PowerSchool coding/documentation for “eligible” students
   o for SC READY and/or SCPASS - Students actively enrolled as of the first day of testing and are in the appropriate true grade/grade levels.
   o for EOCEP (current year cohort) – Students actively enrolled in courses, English I, Algebra I, Biology I, and US History and the Constitution as of the first day(s) of testing for the fall/spring administrations.

☐ include only PowerSchool coding/documentation for eligible students who are expected to take all or part of the alternative assessments and are actively enrolled as of the first day of testing. These students should have an alternate assessment indicator value of “YES” in PowerSchool. The alternate assessment indicator is located on the Precode page in PowerSchool.

☐ include the student’s ID number (PERMNUM and/or STATEID) on all documentation.

☐ include the SIDN (for the school requesting the exclusion) on all documentation. If you do not include the SIDN on the documentation, we will not be able to process your documentation.

☐ be sure to complete the SNT fields in PowerSchool prior to inactivating/transferring/withdrawing any applicable students (but only if they are actively enrolled in PowerSchool as of the first day of testing.)
☐ include the appropriate cover page along with your documentation that includes the
district name, and contact information for the person(s) (primary and alternate) handling
this process for your district, in the event the SCDE staff have any questions. (See the
cover sheet on page 5 of this document.)
☐ be certain the documentation submitted matches the information entered into
PowerSchool as to the reason the student did not test or does not have scores.
☐ be sure the “Requested Exclusion” check box is activated in PowerSchool, if and only if
you are able to submit documentation to support your request.
☐ be sure to select the correct “test category” and “test missed” in PowerSchool.
☐ do not send PowerSchool screen prints as documentation.
☐ be sure the students reported for exclusionary purposes are the students defined as
eligible for grade or true grade level testing for SC READY/SCPASS OR course
enrollment for EOCEP OR are grade or true grade level eligible for alternate assessment,
enrolled in an elementary or middle school and do not test on the appropriate test. For
information on the appropriate test eligibility, refer to the table on page 6 of this
document.
☐ be sure that all students enrolled in all grade levels or true grade levels have up-to-date
demographic, course enrollment and identification information (e.g., name, date of birth,
and id numbers) in PowerSchool by May 29, 2019. The SCDE will be collecting
PowerSchool data for determining student eligibility and active enrollment for all first
day(s) of testing on May 29, 2019.
XIII. SNTEMR Eligibility Criteria

Please refer to the table beginning on page 6 for specific dates (where appropriate) relating to meeting criteria for submitting documentation for students missing assessments.

Exclusions may be requested for the following situations:

1. Students who are homebound or home-based and are declared by physician, physician assistant, or nurse practitioner to be “physically and/or mentally unable to test” throughout the testing and make-up period.

2. Students who normally attend school (not homebound or home-based) and are declared by a physician, physician assistant, or nurse practitioner to be “medically unable to attend school” throughout the testing and make-up period;

3. Students who die on the first day of the testing window and are still actively enrolled in PowerSchool as of the first day of testing;

4. Students who are expelled on the first day of the testing window and are still actively enrolled in PowerSchool as of the first day of testing;

5. Students who withdraw on the first day of the testing window and are still actively enrolled in PowerSchool as of the first day of testing;

6. Students who accrue ten consecutive “unlawful” absences, where the first day of unlawful absences begins no earlier than ten business days prior to the first day of the testing window AND no later than one business day prior to the first day of testing. Students must also be withdrawn from PowerSchool on the eleventh consecutive day of unlawful absences and are not reenrolled, and thereby miss testing and make-up;

7. Students who are incarcerated during regular and make-up testing, and thereby miss all testing, where the school is not allowed access to the student for testing purposes. This category includes students in county or city jails; it does NOT include Department of Juvenile Justice (DJJ) transfers, but does include students in detention at DJJ prior to being transferred to the DJJ school district.

8. Students who, because of a death in family within a reasonable time during the testing window, miss all of testing.

REMINDER: All eligible students who do not test (or are not expected to have scores) must be coded in PowerSchool with the reason they did not test, regardless of whether you are requesting a calculation exclusion and regardless of “continuous enrollment” determinations.
XIV. Important Notes

Be sure to update all student demographics, identifying, and testing eligibility related fields in PowerSchool by May 29, 2019. In addition, be sure all school calendars in PowerSchool are accurate by May 29. The SCDE will be collecting First Days of Testing PowerSchool data for determining student eligibility and active enrollment for all first day(s) of testing on May 29, 2019.

If you know that students have been made inactive/transferred/withdrawn in PowerSchool before the first day of testing, you do not need to include their documentation nor code them as not tested in PowerSchool. Students who are not actively enrolled on the first day of testing are not counted for federal and state accountability measures.

ABSENCE from school cannot be considered for exclusion from the calculations unless such absence meets the criteria described in this document.

Please be aware that if an eligible student has test scores, those scores will count, regardless of whether a Student Not Tested exclusion is granted for the student.

XV. Requirements for All Documentation

The pertinent areas are to be highlighted within the student’s documentation paperwork. Example: on the official district letter of expulsion, highlight the student’s name, student’s ID number (PERMNUM/STUDENT NUMBER and STATEID), SIDN, the actual date of the expulsion, and the phrase describing the student as “expelled for the remainder of the school year.”

Please note that some exclusion requests require multiple pieces of documentation. If an element related to the exclusion criteria, such as, but not limited to, the date of withdrawal; date of parent/guardian’s signature; student ID number; or student name is changed (i.e., whited out or crossed out and marked over) on a document, the change must be initialed and dated, and the name and contact number of the individual initialing the change must be provided.
XVI. Multiple Documents for Multiple SNT Reasons

If you have a student with multiple reasons for not testing, please be sure to include all documentation for that student. You will only be able to select one reason for not testing in PowerSchool. The reasons provided in the drop-down list are in order of priority, so the first reason you find, appropriate to the student in the dropdown list, will be the one to select for the student. If selected for review, we will be reviewing all documentation, make the determination as to what tests, if any, where exclusions can be applied, based on the dates and the accuracy of the documentation.

While the need for multiple documents rarely happens, it does happen. An example of the need for multiple documents would be a situation in which some days of a student’s absence relate to one documented reason and the remaining days of the absence relate to a different documented reason, i.e., a student is in the hospital for the date(s) of testing and is absent during make-up because of withdrawal. In this situation, you would code the student as not tested for medical reasons in PowerSchool and submit documentation to support the medical exclusion and the withdrawal.

XVII. Testing Dates for Your Schools

All documentation will have to account for any make-up periods. The SCDE/ORDA will be using the published assessment dates for processing the Students Not Tested documentation. The documented testing and make-up dates can be found in this document, starting on page 6, or on the SCDE Office of Assessment’s webpage at SCDE Assessment Information 2018-19 Schedule. For those testing with 15 or 20 day before the end of school windows, the SCDE will use your school’s calendar in PowerSchool to identify the first day of testing/testing window appropriate to remaining days in-session.

XVIII. Full vs. Partial Exclusions

For students not tested reasons under SNTEMR, expelled, death of student, and withdrawn, the SCDE staff will review documentation for full or partial exclusion where appropriate. Documentation for these reasons can be submitted for SC READY, SCPASS, Alternate SC READY, and Alternate SCPASS if the dates of expulsion, death, or withdrawal are within the first five days of the testing window.
II. Student ELIGIBLE to be Included in the SNTEMR

A. HOMEBOUND/HOME-BASED – MEDICAL

Documentation Required for Homebound or Home-based Students Who Are Physically and/or Mentally Unable to Test

See the table starting on page 6 of this document for specific testing window dates based on the applicable tests and reasons. Be sure to highlight pertinent areas within the documentation.

Two items of documentation are required

1) A medical excuse on the physician’s letterhead or official prescription pad, and must include the following:
   - Signature of a physician, physician assistant, or nurse practitioner (stamped signatures are not acceptable);
   - Date (month, day, year) physician, physician assistant, or nurse practitioner signs the document;
   - Student’s name;
   - Student and School’s ID numbers (PERMNUM and/or STATEID and SIDN) (These can be written in at the top of the document if not already included.);
   - Statement that the homebound or home-based student was “physically and/or mentally unable to test”;
   - All dates for when the student was physically and/or mentally unable to test during regular and make-up testing.

Please be aware that a physician’s excuse that merely explains that the student was unable to be at school will not suffice since, by definition, a homebound or home-based student is not attending school.

AND one of the following

2) a) FOR A HOMEBOUND STUDENT:

An official, completed medical homebound instruction form, including the following:
   - Physician’s signature (stamped signatures are not acceptable);
   - Student’s name;
   - Student and School’s ID numbers (PERMNUM and/or STATEID and SIDN) (These can be written in at the top of the document if not already included.);
   - Beginning date of non-attendance; and
   - Projected return date.

NOTE: Physicians must include either a specific end date for homebound status or indicate that homebound status extends through the end of the school year. If the physician leaves the end date blank or writes “NA” or “indeterminate” or “unable to attend school sometimes” or “unknown” or similar phrases, we will not be able to accept the form as documentation that the student was on homebound status throughout testing and make-up periods. In addition, if the physician’s projected return date for the student includes dates when tests are being given, we will not be able to exclude the student for the tests or make-up tests that would be administered on those days.
OR

b) FOR A HOME-BASED STUDENT:
The two pages from the student’s IEP, which includes the following:
- Parent/Guardian’s signature accepting home-based placement;
- Student’s name;
- Student and School’s ID numbers (PERMNUM and/or STATEID and SIDN) (These can be written in at the top of the document if not already included.); and
- Statement asserting specifically that the IEP team recommends student be home-based starting on a certain date.

If you have more than one homebound or home-based student for whom you wish to request an exclusion, you will need to submit a separate medical excuse meeting the requirements described above for each homebound or home-based student who is declared by a physician, physician assistant, or nurse practitioner to be/to have been physically and/or mentally unable to test during regular and make-up testing.

NOTE: “Fill-in” forms where the physician, physician assistant, or nurse practitioner’s signature has been photocopied cannot be accepted as documentation. (This does not mean that we cannot accept a photocopy of an original signed form; it means only that we cannot accept a form that was signed once by a physician, physician assistant, or nurse practitioner as a blank form and then copied and filled in for multiple students.)

Letters from homebound instructors explaining why they did not administer tests cannot be accepted as documentation.

In the case of a hospital-type facility, such as a mental health facility or a behavioral modification facility, where all of the students are 24-hour residents and are officially on homebound status, if multiple students are declared by the on-site physician to be “mentally and/or physically unable to test during the entire test and make-up period,” then all of the students’ names may be listed on one letter signed by the physician, physician assistant, or nurse practitioner. However, an official and fully completed copy of a medical homebound instruction form for each student must accompany the letter.

Intermittent Homebound Note
The medical excuse for intermittent homebound students must include the wording for both “medically unable to attend school” and “physically and/or mentally unable to test.”

If any adjustments are necessary, based on your district/schools’ holidays/breaks, you will need to provide all appropriate dates your district/schools observed holidays/breaks in the months of November and December 2018, February, March, April, and May 2019. This information can be provided on the cover page found on page 5 of these guidelines.
B. MEDICALLY UNABLE TO ATTEND SCHOOL

Documentation Required for Students “Medically Unable to Attend School” (does not include homebound or home-based)

See the table starting on page 6 of this document for specific testing window dates based on the applicable tests and reasons. Be sure to highlight pertinent areas within the documentation.

The following documentation must be maintained and submitted if randomly selected:

A medical excuse on the physician’s letterhead or official prescription pad and must include the following:

- Signature of a physician, physician assistant, or nurse practitioner (stamped signatures are not acceptable);
- Date (month, day, year) physician, physician assistant, or nurse practitioner signs the document;
- Statement that the student was “medically unable to attend school;”
- Student’s name;
- Student’s ID (PERMNUM and/or STATEID and SIDN) and School’s ID numbers (These can be written in at the top of the document if not already included.); and
- All dates on which the student was medically unable to attend school during regular and make-up testing.

NOTE: The excuse must state that the student was medically unable to attend school, not that the student could not take SC READY, SCPASS, EOCEP, or an alternate assessment.

If you have more than one student who is medically unable to attend school, you will need to submit a separate medical excuse. Each student who is declared by a physician, physician assistant, or nurse practitioner to have been medically unable to attend school during regular testing and make-up testing must meet the requirements described in this document. Only one student’s name can be listed on a given medical excuse.

“Fill-in” forms where the physician, physician assistant, or nurse practitioner’s signature has been photocopied cannot be accepted as documentation. (This does not mean that we cannot accept a photocopy of an original form; it means only that we cannot accept a form that was signed by the physician, physician assistant, or nurse practitioner as a blank form and then filled in for multiple students.)

If any adjustments are necessary, based on your district/schools’ holidays/breaks, you will need to provide all appropriate dates your district/schools observed holidays/breaks in the months of November and December 2018, February, March, April, and May 2019. This information can be provided on the cover page found on page 5 of these guidelines.
C. DEATH OF STUDENT

Documentation Required in the Case of Death of Student

See the table starting on page 6 of this document for specific first day of testing dates based on the applicable tests and reasons. Be sure to complete the applicable SNT fields in PowerSchool prior to inactivating a deceased student. Be sure to highlight pertinent areas within the documentation.

For students who die on the first day of the testing window for SC READY, SCPASS, EOCEP, or an alternate assessment, are unable to test, and are still actively enrolled in PowerSchool as of the first day of the testing window, the following documentation is required for possible exclusion:

A letter on school letterhead stating that the student died. The letter must include the following:

- Date (month, day, year);
- Student’s name;
- Student and School’s ID numbers (PERMNUM and/or STATEID and SIDN) (These can be written in at the top of the document if not already included.);
- Date when the student died; and
- Principal’s signature.

If a student dies before the first day of the testing window for SC READY, SCPASS, EOCEP, or an alternate assessment, the student will be expected to have already been withdrawn from the school’s PowerSchool system and the student is not eligible to be submitted in the SNTEMR.

If any adjustments are necessary, based on your district/schools’ holidays/breaks, you will need to provide all appropriate dates your district/schools observed holidays/breaks in the months of November and December 2018, February, March, April, and May 2019. This information can be provided on the cover page found on page 5 of these guidelines.
D. EXPELLED
Documentation Required for Expelled Students

See the table starting on page 6 of this document for specific first day of testing dates based on the applicable tests and reasons. Be sure to complete the applicable SNT fields in PowerSchool prior to inactivating an expelled student. Be sure to highlight pertinent areas within the documentation.

If a student is expelled from your school on the first day of the testing window for SC READY, SCPASS, EOCEP, or an alternate assessment, is unable to test, and is still actively enrolled in PowerSchool as of the first day of the testing window, he/she may be included in the SNTEMR for possible exclusion. (Students who are expelled before the first day of testing are not eligible to be included in the SNTEMR. They should already have been made inactive on PowerSchool.)

The following documentation must be maintained and sent (if randomly selected) for the expelled student:

A copy of the official district expulsion letter, stating that the student was expelled on the first day of the testing window for SC READY, SCPASS, EOCEP, or alternate assessments, and was expelled for the remainder of the school year. The letter must include the following:

☐ School name;
☐ Student’s name;
☐ Student and School’s ID numbers (PERMNUM and/or STATEID and SIDN) (These can be written in at the top of the document if not already included.); and
☐ Date of expulsion.

NOTE: Students who are suspended and students who are “recommended for expulsion” cannot be included in the SNTEMR and are not eligible for exclusion.

If any adjustments are necessary, based on your district/schools’ holidays/breaks, you will need to provide all appropriate dates your district/schools observed holidays/breaks in the months of November and December 2018, February, March, April, and May 2019. This information can be provided on the cover page found on page 5 of these guidelines.
E. WITHDREW
Documentation Required for Students Who Withdraw

See the table starting on page 6 of this document for specific first day of testing dates based on the applicable tests and reasons. Be sure to complete the applicable SNT fields in PowerSchool prior to inactivating a withdrawn student. Be sure to highlight pertinent areas within the documentation.

If a student is withdrawn from your school on the first day of the testing window for SC READY, SCPASS, EOCEP, or an alternate assessment, is unable to test, and is still actively enrolled in PowerSchool as of the first day of the testing window, he/she may be included in the SNTEMR for possible exclusion. (Students who are withdrawn before the first day of testing are not eligible to be included in the SNTEMR. They should already have been made inactive on PowerSchool.)

The following documentation must be maintained and sent if selected by SCDE for the withdrawn student:

1) An official withdrawal form (not a copy of a PowerSchool screen or an absence or attendance report), completed at the school, including the following:
   - School name;
   - Student’s name;
   - Student and School’s ID numbers (PERMNUM and/or STATEID and SIDN) (These can be written in at the top of the document if not already included.);
   - Student’s date of withdrawal;
   - Reason for student withdrawal; and
   - Parent/Guardian’s signature or, in the case of a student old enough to withdraw himself, the student’s signature, or, if withdrawn by official at the Department of Social Services, the signature, printed/typed name, title, and telephone number of this official.

   OR the following two items

2) If the student fails to withdraw officially but you receive a request for records from a new school for the student, then send,

   a) A letter on sending school’s letterhead, including the following:
      - Date (month, day year);
      - Student’s name;
      - Student and sending school’s ID numbers (PERMNUM and/or STATEID and SIDN) (These can be written in at the top of the document if not already included.);
      - The date when the student was made inactive in PowerSchool; and
      - Principal’s signature.

   AND
b) A copy of the request for records from the student’s new school (this includes DJJ), including the following:
   □ Student’s name; and
   □ Documented date of enrollment in the new school (enrollment date must be appropriate to warrant student having been unable to test in the original school during the testing period).
   □ Student and sending school’s ID numbers (PERMNUM and/or STATEID and SIDN) from your school are to be written at the top of the copy of the records request.

NOTE: Students are TRANSFERS if they go to DJJ and DJJ requests records for them; such students are to be included under “005 Withdrew” in PowerSchool. If students are not officially transferred, but are being held at a DJJ detention facility during testing and make-up testing, see “Incarcerated” for documentation requirements.

If a student withdraws OR IS TRANSFERRED from your school before the first day of the testing window, the student is not eligible for an SNT exclusion. A student who withdraws or is transferred before the first day of testing must be made inactive in PowerSchool and not be included as part of the SNTEMR.

If any adjustments are necessary, based on your district/schools’ holidays/breaks, you will need to provide all appropriate dates your district/schools observed holidays/breaks in the months of November and December 2018, February, March, April, and May 2019. This information can be provided on the cover page found on page 5 of these guidelines.
F. WITHDRAWN AFTER TEN CONSECUTIVE DAYS ABSENT

Documentation required (TWO ITEMS) for students who have ten consecutive, unlawful absences and are withdrawn on the day of the eleventh such absence.

See the table starting on page 6 of this document for specific first day of testing dates based on the applicable tests and reasons.

Be sure to complete the applicable SNT fields in PowerSchool prior to inactivating a withdrawn student.

Be sure to highlight pertinent areas within the documentation.

For SC READY, SCPASS, EOCEP, or an alternate assessment, students who accrue ten consecutive “unlawful” absences (not counting holidays or breaks), where the first day of unlawful absences begins no earlier than ten business days prior the first day of the testing window and no later than one business day prior to the first day of the testing window for the affected school. Students must also be withdrawn on the 11th such consecutive unlawful absence (see current Pupil Accounting Manual rules), and thereby miss testing and make-up, may be included in the SNTEMR.

Two items of documentation are required:

1) A letter on school letterhead, including the following:

☐ Date (month, day, year);
☐ Student’s name;
☐ Student and School’s ID numbers (PERMNUM and/or STATEID and SIDN) (These can be written in at the top of the document if not already included.);
☐ The statement that the absences were, specifically, “unlawful” (not merely “excessive,” for example);
☐ The ten exact dates of consecutive, “unlawful” absences;
☐ All dates of your district’s holidays/breaks in the months of November and December 2018, February, March, April, and May 2019. This information should be provided on the submitted cover page document found on page 5 of this document;
☐ The statement that absences resulted in the student’s being unable to test; and
☐ Principal’s signature.

AND the following:

2) An official withdrawal form (not a copy of a PowerSchool screen or an absence or attendance report), completed at the school, including the following:

☐ School name;
☐ Student’s name;
☐ Student and School’s ID numbers (PERMNUM and/or STATEID and SIDN) (These can be written in at the top of the document if not already included.);
☐ Date of withdrawal;
☐ Reason for withdrawal; and
☐ Principal’s signature.
The ten consecutive, unlawful absences must begin before the first day of the testing window and consecutive absences cannot end prior to the first day of the testing window for SC READY, SCPASS, EOCEP, or an alternate assessment. Students who have ten consecutive, unlawful absences which occurred too early to meet the conditions described above are not eligible to be included in the SNTEMR and will be expected to have already been made inactive in PowerSchool. Students who begin the ten days of absence on or after the first day of the testing window are not eligible to be included in the SNTEMR.

If any adjustments are necessary, based on your district/schools’ holidays/breaks, you will need to provide all appropriate dates your district/schools observed holidays/breaks in the months of November and December 2018, February, March, April, and May 2019. This information can be provided on the cover page found on page 5 of these guidelines.
G. DEATH IN FAMILY
   Documentation Required When There is A Family Member Death

See the table starting on page 6 of this document for specific testing window dates based on the applicable tests and reasons.

Be sure to highlight pertinent areas within the documentation.

Documentation required (TWO ITEMS) for students who miss testing on SC READY, SCPASS, or an alternate assessment because of absence caused by a death in family within a reasonable time during testing and make-up testing. Note: Students missing school due to family illness is not an allowable exclusion under these guidelines.

Two items of documentation are required:

1) a) A newspaper obituary for student’s family member
   □ Showing the date of death (month, day, year),
   □ The date of publication, and
   □ The name of newspaper;

   OR, if an obituary is not available,

   b) A memorial folder from the funeral service
   □ Showing name of deceased, and
   □ Date of death;

   OR, if a or b is not available,

   c) A letter from the funeral home
   □ Showing name of deceased, and
   □ Date of death.

AND

1) A letter on school letterhead, including the following:
   □ Date (month, day, year);
   □ Student’s name;
   □ Student and School’s ID numbers (PERMNUM and/or STATEID and SIDN)
   (These can be written in at the top of the document if not already included.);
   □ Statement that the student was absent because of a death in the student’s family;
   □ All dates on which the student was unable to test during regular and make-up testing. These dates must cover a sufficient number of testing days and make-up testing days to have resulted in the student’s being unable to test; and
   □ Principal’s Signature.

If any adjustments are necessary, based on your district/schools’ holidays/breaks, you will need to provide all appropriate dates your district/schools observed holidays/breaks in the months of November and December 2018, February, March, April, and May 2019. This information can be provided on the cover page found on page 5 of these guidelines.

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H. INCARCERATED

Documentation required for incarcerated students
(NOTE - does not include DJJ transfers - for DJJ transfers, see “Withdrew”)

See the table starting on page 6 of this document for specific testing window dates based on the applicable tests and reasons.

Be sure to highlight pertinent areas within the documentation.

For a student who is incarcerated during regular and make-up testing, and thereby misses all testing for SC READY, SCPASS, or an alternate assessment, where the school is not allowed access to the student for testing purposes. This category includes students in county or city jails; it does NOT include DJJ transfers, but does include students in detention at DJJ prior to being transferred to the DJJ school district, send the following documentation:

1) A letter on official letterhead, including the following:
   □ Date (month, day, year);
   □ Student’s name;
   □ Student and School’s ID numbers (PERMNUM and/or STATEID and SIDN) (These can be written in at the top of the document if not already included.);
   □ Statement that the school was not allowed inside the facility to test the student;
   □ Dates of student’s incarceration. These dates must begin on or before the first day of testing and show that the student was incarcerated during so many days of both regular and make-up test periods that he/she was unable to test at the home school. NOTE: A student who is absent from school while awaiting trial is not eligible for exclusion; and
   □ Signature of the appropriate prison, law enforcement, or DJJ official (not a School Resource Officer);

OR the following two items

If the prison or law enforcement official cannot provide a letter naming the specific student and providing dates of that student’s incarceration, we can accept the following two pieces of documentation:

2) a) A letter from the prison or law enforcement official stating that the school staff cannot be allowed into the facility to test any “inmate,” (or in the case of DJJ, “juvenile”);

   AND

   b) A letter from an individual with firsthand knowledge of the date on which the student was arrested or committed (not a letter from a school official who was informed later of the arrest or commitment.)

If any adjustments are necessary, based on your district/schools’ holidays/breaks, you will need to provide all appropriate dates your district/schools observed holidays/breaks in the months of November and December 2018, February, March, April, and May 2019. This information can be provided on the cover page found on page 5 of these guidelines.

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XIX. Students NOT ELIGIBLE to be included in the SNTEMR Process

1) Do not code SNT in PowerSchool or collect/submit documentation for students who are expelled, withdrawn/transferred, or who die before the first day of the testing window. These students are NOT eligible for exclusion from ratings through the SNTEMR. It is expected that they will have been made inactive with the appropriate withdrawal dates in PowerSchool by the time the SCDE collects the First Days of Testing PowerSchool Data Collection in May.

2) Do not code SNT in PowerSchool or collect/submit documentation for students who have ten consecutive, unlawful absences (and miss all of the testing) beginning before ten school in-session days prior to the first day of the testing window. These students are NOT eligible for exclusion from ratings. It is expected that these students will have been made inactive in PowerSchool already. Students who begin the ten days of absence on or after the first day of the testing window are not eligible to be included in the SNTEMR. Students enrolled as of the first day of testing are expected to have test scores.

3) Do not code SNT in PowerSchool or collect/submit documentation for students who are not actively enrolled in PowerSchool as of the first day of testing. The SCDE pulls only students who are actively enrolled as of the first day of testing. For EOCEP, the student must be actively enrolled in the appropriate course in PowerSchool as of the first day of testing for each school.

4) Do not code SNT in PowerSchool or collect/submit documentation for home-schooled or private-schooled students. These students are expected to have been coded for non-payment so that they would not have appeared as eligible in the first day of testing PowerSchool data file for accountability.

5) Do not collect/submit documentation for suspended students or students recommended for expulsion. Only students who are officially expelled within a specific timeframe are eligible for inclusion in the SNTEMR.

6) Do not submit PowerSchool screen prints, or absence or attendance reports. This type of information cannot be considered as documentation.

7) Do not submit IEP’s (except for the appropriate pages described for home-based for students who are physically/mentally unable to test, as defined under herein).

8) Do not submit court orders. If a student is being detained either at Department of Juvenile Justice prior to transfer or at a county or state jail, there are specific documentation requirements (See “Withdrew” and “Incarcerated” sections of this document.)
9) **Do not code SNT or collect/submit documentation for alternate assessment students who do not take a standard assessment.** The SCDE will obtain the required information to identify alternate assessment students using the student’s rue grade, grade level, or 9GR from PowerSchool and the Alternate Assessment Eligibility Indicator field on the Precode page in PowerSchool (Alternative Assessment = “Y”). NOTE: It is extremely important that **ALL** alternate assessment students (whether they are eligible to test or not) are coded correctly in PowerSchool, prior to **May 29, 2019** (scheduled First Days of Testing PowerSchool Data Collection).

10) **Do not collect/submit documentation for reasons other than those SNT reasons provided in these Students Not Tested Guidelines.**
XX. Students Not Tested on an Alternate Assessment
(Enrolled in Elementary/Middle School)

If a student who is eligible to take an alternate assessment (elementary/middle school) does not have a score, the student can be excluded from calculations by way of submitting appropriate documentation. Alternate assessment students must meet the same criteria as required for regular assessments to be included in the SNTEMR. Please refer to sections of this document for specific documentation requirements.

The SCDE/ORDA uses the Alternate Assessment Indicator and grade level found in PowerSchool to identify students who are eligible for an SC READY/SCPASS and activity code in PowerSchool for EOCEP. Please refer to the PRECODE Manual (https://ed.sc.gov/tests/tests-files/precode/2018-19-precode-manual-pdf/) for eligibility criteria.

Do not report in PowerSchool or submit documentation for a student who is eligible for an alternate assessment unless the student missed an alternate assessment test and meets one or more of the criteria for students not tested. Do not report alternate assessment students because they missed the SC READY and/or SCPASS testing.

Since the testing windows for alternate assessments are the same, there is no need to submit multiple sets of documentation for the same student. Submission of one set of documentation to cover all tests is acceptable, as long as the dates supplied on the documentation include all applicable dates for missed testing.
XXI. Frequently Asked Questions

1) **Question:** Do I need to report LEP students who are in their first 12 months in a US school and do not test on the ELA assessment, as not tested?

   **Answer:** Students who are ELL (LEP) and are in their first 12 months in a US school are no longer automatically excluded from testing. Code the student as not tested in PowerSchool if the student meets any other reason and submit documentation only if the student meets the criteria for one of the other exclusionary reasons, as defined in these guidelines. These guidelines only apply to the regular/alternate assessments (i.e., SC READY, SCPASS, EOCEP, or any alternate assessments.) Exclusions are not allowed for the ACCESS for ELL’s in 2018–19.

2) **Question:** Do I need to report Alternate Assessment students who do not test on the regular SC READY, SCPASS assessment?

   **Answer:** The answer would depend on whether the student is coded correctly in PowerSchool. The following PowerSchool data elements will be used to identify Alternate Assessment students for testing eligibility:
   - Alternate Assessment Indicator (found on the Precode page in PowerSchool), and
   - TrueGrade or Gradelevel indicator for SC READY/SCPASS, or 9GR or activity codes for EOCEP.

   If a student is coded with an Alternate Assessment Indicator value of “Yes” and is true grade or grade level appropriate for testing, the SCDE staff will be looking for test scores among the alternate assessment results. Or, if a student is coded with an Alternate Assessment Indicator value of “no” or is “blank” (check box is not activated) and his/her TrueGrade indicator or grade level or 9GR is appropriate for testing, the SCDE staff will be looking for test scores among the standard assessment results.

   If any of these fields contain incorrect values or have missing values, resulting in the SCDE staff not being able to accurately identify these students, you will need to code the student as not tested for the following reason:
   - 017 - Data entry error at school or district, alternate assessment related

   The SCDE will use this SNT information for reporting purposes only, as #017 cannot be used for exclusionary reasons. The SCDE cannot accept documentation in lieu of “fixing” your data in PowerSchool and data entry errors in PowerSchool cannot be changed once your SNT/PowerSchool data are collected.

   Note: Reason # 018 - Student not eligible for alternate assessment due to age (incorrectly coded in PowerSchool only) is no longer an applicable reason for student not tested on an alternate assessment.
Please refer to the document “Reasons for Students Not Testing PowerSchool Page 2019” for more information on these SNT reasons. If the student is coded correctly in PowerSchool as of the first day of testing, there is nothing more you need to do.

3) **Question:** When should I code a transferring/withdrawing student as not tested?

**Answer:** To determine whether a transferring/withdrawing student needs to be included in the SNT process, you must first determine if the student was actively enrolled in PowerSchool on the first day of testing. The SCDE will be collecting your first day of testing data in May, after all first days of testing have passed. By the time the SCDE collects your PowerSchool data all students who withdrew, died or were expelled on or prior to the first day of testing should already be made inactive in PowerSchool. If the student is not actively enrolled in PowerSchool on the first day of the testing window, you do not need to report the student as not tested or request an SNT exclusion or send documentation.

If the student is actively enrolled on the first day of testing, and doesn’t test, you will need to report the reason the student did not test and do so before you inactivate/withdraw/transfer the student in PowerSchool. This is especially important when transferring a student within your district, as you will not be able to return to the student’s original record to enter these data, once you have transferred the student. If you do find you have missed coding an in-district transfer student, be sure to code the student as not tested in his/her current record and select the “requesting” school (not the new school) from the dropdown list on the students not tested page in PowerSchool.

4) **Question:** Will the TrueGrade indicator be used to identify the student’s true grade of instruction and testing eligibility? When do I need to populate the TrueGrade indicator in PowerSchool.

**Answer:** Yes, the TrueGrade indicator, if populated, will be used to identify the students testing eligibility for SC READY and SCPASS, or alternate assessments. If the TrueGrade indicator is populated, the SCDE staff will be looking for scores within the true grade level for the student. If the student does not test within the true grade testing level, the scores will be invalidated.

A TrueGrade indicator can only be assigned to students receiving special education instruction (instructional setting indicator = SE, SR, or SP) and the student is enrolled in a school not approved for his true grade of instruction. “True grade” has no direct relationship to the age of the student, and everything to do with the student’s level of education, based on his/her Individualized Education Plan (IEP).
5) **Question:** Do I need to code all students as not tested, if they do not test, even if I do not have documentation to support an SNT exclusion?

**Answer:** Yes, if the students is actively enrolled as of the first day of testing and is eligible to test based on grade/true grade, course enrollment, or 9GR, then you must code them as not tested and provide the reason for not testing, even if you are not requesting an exclusion or an exclusion does not apply. The Reason Not Tested dropdown option field in PowerSchool is loaded with reasons for not testing, some exclusionary and some non-exclusionary.

If you do not find a reason applicable to your situation or have questions about any of the options, please contact Lisa Woodard for assistance. “Other” should only be used as a last resort and only after contacting Lisa Woodard for assistance (lwoodard@ed.sc.gov).

6) **Question:** End of Course for US History and the Constitution is an option for reporting students not tested. Will I need to code these students when not tested?

**Answer:** Yes, for 2018–19, the SCDE will collect students not tested information for the EOCEP and Alternate EOCEP, US History and the Constitution. If the reason for not testing meets one or more of the criteria found in these guidelines, documentation supporting the reason may be requested by the SCDE for SNT exclusionary review.

7) **Question:** How do I code a student who is absent from school, with no medical excuse?

**Answer:** Students who are absent from school during the testing and make-up window for reasons not medically related must be coded as not tested for the reason “010 – Non-medical absence.” If the student is absent for a medical reason during the testing and make-up window, with or without a medical excuse, must be coded as not tested for the reason “002 – Medical Absence.”

8) **Question:** Why are the “Incarcerated” student and “Family Death” exclusions not applicable to Middle School students who miss the EOCEP test for this reason?

**Answer:** EOCEP will be treated as a high school assessment in the SNT process. “Incarcerated” student and “Family Death” currently only apply to state accountability for elementary and middle school assessments and are not valid exclusionary reasons for federal accountability.

9) **Question:** What do we need to do to notify the SCDE/ORDA when we are not using the 161st day of school as our first day to start testing for SC READY and SCPASS?

**Answer:** For purposes of determining the first day of testing for SC READY and SCPASS, the SCDE/ORDA will be using the 161st in-session day of school according to each school’s PowerSchool calendar. We understand this may not be the actual day a school chooses to begin testing, but staff in ORDA are not able to process the infinite possibilities, which could result from each school’s individual testing schedule.
10) **Question:** Will the SCDE adjust the first day of testing for the End of Course based on the district’s schedule?

**Answer:** For purposes of determining the first day of testing for EOCEP, ORDA staff will be using the 76th/166th in-session day of school according to each school’s PowerSchool calendar for Fall/Spring, respectively. We understand this may not be the actual day a school chooses to begin testing, but staff in ORDA is not able to process the infinite possibilities, which could result from each school’s individual testing schedule.

11) **Question:** If a student misses all or part of ELA for one reason and another reason for Math, should I create two records?

**Answer:** No. Create only one record for each test, not each subject. For example, “ELA/Math” is considered one test for the SNT process and appears as a single value in the “Test Missed” dropdown list in PowerSchool. Be sure to select the lowest code value appropriate to the affected student’s reason for not testing. However, your documentation should reflect all reasons for not testing.

12) **Question:** If a student misses “ELA/Math” and “SCI/SocStud”, would we enter a reason for “ELA/Math” and then enter a separate entry for “SCI/SocStud”?

**Answer:** Yes. Create a separate record for each test missed. However, if the reason for the student missing both tests is the same, you can combine the documentation. For example, if a homebound student misses all or part of either test, the physician can write one medical excuse to cover both. You will need to create separate SNT records for the two tests (SC READY and SCPASS).

13) **Question:** Is there a way to record an SNT for a student who misses only the writing portion of the EOCEP for English I?

**Answer:** Yes. In 2017–18, the SCDE added a separate option under “Test Missed” in Power School, on the SNT page, for recording students who missed only the writing portion of the EOCEP for English I. If the student misses both ELA and Writing or just the ELA portion, code the student as missing English I only.

14) **Question:** What are the appropriate activity codes for students taking the alternate assessment for EOCEP?

**Answer:**
- 4853000W English (for SC Alt)
- 4854000W Algebra (for SC Alt)
- 4855000W Biology (for SC Alt)
- 4856000W US History and Constitution (for SC Alt)
15) **Question:** Since the SCDE no longer collect all documentation for SNT, do we still need to compile all documentation?

**Answer:** The decision to request an exclusion is still at the discretion of the district. If a district does code an appropriate SNT for exclusionary reasons in PowerSchool, documentation will need to be collected and maintained at the district. The SCDE will provide a list of students for which copies of the documentation are to be submitted for review. Copies of all documentation relating to SNT must be maintained within the district for a minimum of six years.

16) **Question:** How will all SNT requests for exclusionary reasons be approved or denied if only a percentage of our documentation is reviewed?

**Answer:** For 2018–19, using the Students Not Tested PowerSchool data collection, closing on June 14, 2019, the SCDE/ORDA will randomly select a maximum of 10 percent of the students coded for appropriate exclusionary reasons, by reason and by report (SNTEMR or SNTHR). The SCDE will compile, for each district requesting exclusions for appropriate reasons, one list for Elementary/Middle and one list for High School. Districts will be asked to submit documentation for only the students appearing on these list(s).

As with prior years, the SCDE will review the documentation submitted to ensure it meets all the criteria as defined in these guidelines. If any of the documentation does not meet the criteria for approval, the SCDE may request the remainder of students’ documentation for that specific SNT reason.