MEMORANDUM

TO: District Superintendents
   District Report Card Coordinators
   District Testing Coordinators
   District PowerSchool Coordinators

FROM: Daniel Ralyea
       Director, Research and Data Analysis

DATE: May 7, 2019

RE: Students Not Tested Guidelines

Action Needed: Students Not Tested – PowerSchool Reporting for Exclusionary and Non-Exclusionary Reasons and Appropriate Documentation Submission for Exclusionary Reasons

Note: Please be on the lookout for the PowerSchool State Reporting update delivered by April 30, 2019. This update will allow you to load the updates to the Students Not Tested page to the State/Province – SC in your instance of PowerSchool and will include updates to the “Test Missed” drop-down options for alternate assessments.

Deadline for Entering Students Not Tested Information in PowerSchool: Friday, June 14, 2019

Attached are the 2019 Students Not Tested Guidelines (SNT) for exclusionary purposes for Elementary/Middle School, High School and alternate assessments. Also, included are the instructions (Reasons for Students Not testing_StudentsNotTested_PowerSchool_Page_2019) for reporting in PowerSchool all your eligible students who do not test. Please review these documents carefully as the information you provide to SCDE, regarding students who do not test, may impact your accountability calculations, as well as other Federal reporting.

Please remember you must report (in PowerSchool) ALL eligible students who do not test on SC READY, SCPASS, Alternate SC READY, Alternate SCPASS, End of Course Examination Program (EOCEP) and Alternate EOCEP (English I, Algebra I, US History and the Constitution,
and Biology I), WIN/Ready to Work®, Access® and alternate English Language Learner assessment (including students who are not in “continuous enrollment”) and be prepared to submit any supporting exclusionary documentation to the Office of Research and Data Analysis.

<table>
<thead>
<tr>
<th>SNTEMR/SNTHR Program</th>
<th>PowerSchool Data Collections</th>
<th>PowerSchool SNT Data Entry Deadline</th>
<th>SNT Documentation to The SCDE Deadline or Notification of No SNT Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC READY, and/or SCPASS, or Alternate SC READY, and/or Alternate SCPASS, EOCEP or Alternate EOCEP (enrolled in elementary or middle schools)</td>
<td><strong>First Days of Testing:</strong> Wednesday, May 29, 2019 <strong>SNT Data Collection:</strong> May 1–June 14, 2019</td>
<td>Submit on or before Friday, June 14, 2019 (but before initiation of the PowerSchool year-end processing)</td>
<td>TBD. Districts will be notified with the due date for submitting documentation.</td>
</tr>
</tbody>
</table>

*On May 1, the QDC4 PowerSchool data collection will open for districts to begin submitting the appropriate data for use in identifying all students who did not test on SC READY, SCPASS, Alternate SC READY, Alternate SCPASS, EOCEP and Alternate EOCEP (English I, Algebra I, US History and the Constitution, and Biology I), WIN/Ready to Work®, ELLs® and alternate ELLs® for exclusionary reasons, as well as, for additional Federal reporting of all eligible students who did not test with or without a requested exclusion. Therefore, the appropriate PowerSchool fields must be populated and PowerSchool data submitted to SCDE no later than the June 14, 2019, Students Not Tested PowerSchool Data Collection.

Note: You do not need to report students not tested who do not meet eligibility requirements (e.g., students not actively enrolled in your school as of the first day of the testing window). We will be using the appropriate fields in PowerSchool to automatically disregard students who are not eligible for testing (i.e., NineGR, Alternate Assessment Indicator, TrueGrade, Gradelevel, course enrollment, enter/exit dates, etc.)

Since all fields relating to testing eligibility are collected from the data you enter in PowerSchool, we encourage you to review and correct any of these data by May 29, 2019, the First Day of Testing PowerSchool Data Collection.

**Important Note on Changes to SNT processing of supporting Documentation:** The SCDE will no longer collect all documentation for Students Not Tested Elementary/Middle or High School Reports. Instead, the SCDE will provide districts with a list of the students for which documentation can be submitted by districts for review. This list will be generated randomly from all SNT 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

phone: 803-734-8500 ● fax: 803-734-3389 ● ed.sc.gov
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.

For 2018–19, the SCDE will accept your documentation via fax as an option (Fax number: 803-734-8089).

If you choose to mail, hand deliver, or fax your documentation, please be sure to separate the elementary/middle school documentation from the high school documentation, and clearly label them using the cover page template found on the page 5 of the attached Guidelines for Students Not Tested instructional documents.

Changes from last year are specifically noted and can be found on page 2 of both the attached Guidelines for Students Not Tested instructional documents.

If you are not the person who handles this process, please pass this e-mail and attachments along to the person who does. If you would like to share this information with your Superintendent, please feel free to do so.

If you have questions, please feel free to contact Lisa Woodard at lwoodard@ed.sc.gov.

South Carolina Department of Education
Office of Research and Data Analysis
1429 Senate Street, Room 410A
Columbia, SC 29201
803-734-8573

Attachments:
2019EMNTGUIDELINES (for students enrolled in elementary and middle schools)
2019HNTGUIDELINES (for students enrolled in high schools)
Reasons for Students Not Testing_StudentsNotTested_PowerSchool_Page_2019