

STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

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**Combined Students Not Tested on Elementary,
Middle and High School Report
(SNTEMR/SNTHR) Guidelines**

School Year 2019–20

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I. The Legislative Mandate

On March 27, 2020, the U.S. Department of Education approved South Carolina's request to waive statewide assessments, accountability and certain reporting requirements in the Elementary and Secondary Education Act (ESEA) for the 2019-2020 school year due to widespread school closures related to the novel Coronavirus disease (COVID-19).

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 and 6 participate in SC PASS for science¹. 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. For high schools, end-of-course examinations in English 1 or English 2 and Algebra 1 are part of the “Academic Achievement” indicate on report cards. End-of-course examinations in Biology 1 and U.S. History and Constitution are also administered and 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.

¹For the 2019-20 school year, Proviso 1.94 of the General Appropriations Bill suspends testing of grade 8 science and grades 5 and 7 social studies.

II. Important Changes and Reminders for 2019–20

A. Changes

Please review this document carefully as there are changes to the processes in the SNTEMR/SNTHR for 2019-20.

- 1) For 2019-20, the SCDE will collect Students Not Tested data for only the following assessments:
 - a. EOCEP Fall administration; and
 - b. EOCEP Spring and SC-Alt for EOCEP administrations.

The EOCEP Fall SNTEMR/SNTHR will be collected through the normal SNTEMR/SNTHR process (through PowerSchool data collection). The EOCEP Spring and SC-Alt for EOCEP will be collected through Enrich Assess. Additional details for how these Enrich Assess collections will be handled can be found at the end of this document.

- 2) **Look for the release of a PowerSchool State Reporting update from the end of March or April 2020. PowerSchool State Reporting is adding a new option under “Test Missed” for Middle/High School End of Course. “English 2” and “English 2 – writing only” are being added to the choice of End of Course test options.**
- 3) Beginning with the fall 2019–20, the EOCEP English 1 and 2 Writing sections can be administered within the district/school’s twenty-day testing window. SNTEMR/SNTHR data should still be coded for English Writing, but if the student missed only the Writing portion of the EOCEP English assessment. If the student missed both parts of the English EOCEP assessment, code the SNTEMR/SNTHR as “Test Missed” for the appropriate English level.
- 4) “Death of Student” criteria for “exclusionary reasons” has changed to include students who die at some point during the school year, and are still actively enrolled as of the first day of the testing window.
- 5) For 2019-20, references to SNT reasons “Death in Family” and “Incarceration” have been removed from these guidelines. Considered a high school level assessment, these not tested reasons are not applicable to the EOCEP Fall SNTEMR/SNTHR.

B. Reminders

- 1) The South Carolina Department of Education (SCDE) will no longer collect **all** documentation for SNTEMR/SNTHR, 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 by the SCDE staff. This list will be generated randomly from all SNTEMR/SNTHR 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 on the ADT report.
- 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) 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. (For 2019-2020, the term “applicable assessments” applies only to the Fall administration of the EOCEP.)
- 4) **IMPORTANT:**
 - a) The SNTEMR/SNTHR PowerSchool data collection for EOCEP Fall will close on Monday, June 15, 2020. The SNTEMR/SNTHR Enrich Assess data collections for spring EOCEP/SC-Alt for EOCEP will close on Tuesday, June 30, 2020.
 - b) Be sure that all SNTEMR/SNTHR data for EOCEP Fall are entered into PowerSchool and EOCEP Spring/SC-Alt for EOCEP data are uploaded to Enrich Assess on or before the deadline dates.
 - c) Be sure all SNTEMR/SNTHR for EOCEP Fall 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 EOCEP Fall data are submitted to the SCDE, the SCDE will not be able to process your data for accountability or related reporting.
- 5) 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 from November to the end of the fall testing window. The documentation cover page on page 5/6 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.

- 6) The “five business days before testing rule” for students who are expelled or withdrawn 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 or are withdrawn before the first day of the testing window should already be withdrawn in PowerSchool.
- 7) English Language Proficiency (ELP) (formerly referred to as Limited English Proficiency/English Language Learner LEP/ELL) students at the lowest levels of English proficiency who, during the 2019–20 school year, are in a US school for the first time within the last 12 months, are no longer automatically excluded from testing.
- 8) Students Not Tested (SNT) information will be collected for both fall (PowerSchool) and spring (Enrich Assess) administrations for students enrolled in the following EOCEP/SC-Alt for EOCEP courses: English 1, English 2, Algebra 1, Biology 1, 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.
- 9) 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 7 of these guidelines.
- 10) To protect and secure the privacy of your students, all SNTEMR/SNTHR documentation (along with the appropriate cover pages) can be faxed to 803-734-8089 or scanned to pdf’s and uploaded to the Advanced Data Transfer (ADT) system into the Accountability Coordinator Folder found under the Member Center. If you choose to upload pdf’s to the ADT, please contact Lisa Woodard at lwoodard@ed.sc.gov to alert us when the documentation has been uploaded. For 2019-20, please do not mail or hand-deliver documentation. Due to security concerns, the SCDE cannot accept e-mailed documentation. The proper cover page (see page 5/6) must accompany all documentation.
- 11) 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.”
- 12) 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.
- 13) 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. A. Middle School SNT EMR 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.

School Detail Categories	School Details
District Name:	
Primary Contact Person	
Name:	
E-mail:	
Telephone:	
Secondary Contact Person	
Name:	
E-mail:	
Telephone:	

List all district holidays/breaks during the following months:

Months	District Holidays/Breaks
November 2019:	
December 2019:	
January 2020:	

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):

All SNT EMR/SNT HR documentation (along with the appropriate cover pages) can be faxed (803-734-8089) or scanned to pdf's and uploaded to the Advanced Data Transfer (ADT) system into the Accountability Coordinator Folder found under the Member Center **by the due date**. If you choose to upload pdf's to the ADT, please contact Lisa Woodard at lwoodard@ed.sc.gov to alert us when the documentation has been uploaded. For 2019-20, please do not mail or hand-deliver documentation. Due to security concerns, the SCDE cannot accept e-mailed documentation. The proper cover page must accompany all documentation.

Only send SNT documentation for students on the list, provided by the SCDE, of randomly-selected records from all students coded for allowed exclusionary reasons for EOCEP Fall. This list will be compiled and uploaded to the Advanced Data Transfer (ADT), shortly after PowerSchool SNT data collection is closed on June 15, 2020.

High School SNTHR 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.

School Detail Categories	School Details
District Name:	
Primary Contact Person	
Name:	
E-mail:	
Telephone:	
Secondary Contact Person	
Name:	
E-mail:	
Telephone:	

List all district holidays/breaks during the following months:

Months	District Holidays/Breaks
November 2019:	
December 2019:	
January 2020:	

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):

All SNTEMR/SNTHR documentation (along with the appropriate cover pages) can be faxed (803-734-8089) or scanned to pdf's and uploaded to the Advanced Data Transfer (ADT) system into the Accountability Coordinator Folder found under the Member Center **by the due date**. If you choose to upload pdf's to the ADT, please contact Lisa Woodard at lwoodard@ed.sc.gov to alert us when the documentation has been uploaded. For 2019-20, please do not mail or hand-deliver documentation. Due to security concerns, the SCDE cannot accept e-mailed documentation. The proper cover page must accompany all documentation.

Only send SNT documentation for students on the list, provided by the SCDE, of randomly-selected records from all students coded for allowed exclusionary reasons for EOCEP Fall. This list will be compiled and uploaded to the Advanced Data Transfer (ADT), shortly after PowerSchool SNT data collection is closed on June 15, 2020.

IV. Assessment and Data Submission/Documentation Cut-off Dates

The SCDE will be collecting students not tested data from PowerSchool for select tests shown on 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 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 school’s testing window.

In 2019–20, the South Carolina Department of Education (SCDE) will collect, from PowerSchool, reasons for ALL eligible students who do not test on the ECOEP Fall administration ([SCDE Assessment Information 2019-20 Schedule](#)). EOCEP Spring and SC-Alt for EOCEP will be collected through a district data upload to Enrich Assess.

Program Name and Test Category	Subjects	Eligibility by Grades/True Grades, Age, or 9GR	Planned Testing Dates 2019–20 (First Day of Testing/ Testing Window)	Students Not Tested (SNT) Exclusionary Reason Cut-off Date(s) For Meeting the SNT Eligibility Criteria		
				Medical Exclusions MEDICALLY UNABLE TO ATTEND SCHOOL or HOMEBOUND/HOME-BASED STUDENTS UNABLE TO TEST	For SNT Reasons: Withdrawn; Death; and Expelled	For SNT Reason: 10 Day Withdrawal
SCPASS <i>Elementary/ Middle School Assessment</i>	Science	Grades 4 and 6	Online: The last twenty days of school Paper: First 10 days of district 20-day testing windows <i>Note: The first day of the testing window will be identified as the 161st “in-session” day taken from the PowerSchool calendar by school.</i> First available: April 15 Last available: June 8	Students Not Tested data or documentation will not be collected or reviewed by the SCDE for school year 2019–20.		
	Social Studies	<i>Not testing for 2019-2020</i>				

Program Name and Test Category	Subjects	Eligibility by Grades/True Grades, Age, or 9GR	Planned Testing Dates 2019–20 (First Day of Testing/ Testing Window)	Students Not Tested (SNT) Exclusionary Reason Cut-off Date(s) For Meeting the SNT Eligibility Criteria		
				Medical Exclusions MEDICALLY UNABLE TO ATTEND SCHOOL or HOMEBOUND/HOME- BASED STUDENTS UNABLE TO TEST	For SNT Reasons: Withdrawn; Death; and Expelled	For SNT Reason: 10 Day Withdrawal
SC READY <i>Elementary/ Middle School Assessment</i>	English language arts (Writing and Reading) and Mathematics	Grades 3–8	Online: The last twenty days of school Paper: First 10 days of district 20-day testing windows <i>Note: The first day of the testing window will be identified as the 161st “in-session” day taken from the PowerSchool calendar by school.</i> First available: April 15 Last available: June 8	Students Not Tested data or documentation will not be collected or reviewed by the SCDE for school year 2019–20.		
Alternate SCPASS	Science	Grades 4 and 6		Students Not Tested data or documentation will not be collected or reviewed by the SCDE for school year 2019–20.		
	Social Studies	<i>Not Testing for 2019-2020</i>				
Alternate SC READY <i>Alternate Assessment for Elem/Middle</i>	English language arts and Mathematics	Grades 3–8	March 9 through April 24	Students Not Tested data or documentation will not be collected or reviewed by the SCDE for school year 2019–20.		

Program Name and Test Category	Subjects	Eligibility by Grades/True Grades, Age, or 9GR	Planned Testing Dates 2019–20 (First Day of Testing/ Testing Window)	Students Not Tested (SNT) Exclusionary Reason Cut-off Date(s) For Meeting the SNT Eligibility Criteria		
				Medical Exclusions MEDICALLY UNABLE TO ATTEND SCHOOL or HOMEBOUND/HOME-BASED STUDENTS UNABLE TO TEST	For SNT Reasons: Withdrawn; Death; and Expelled	For SNT Reason: 10 Day Withdrawal
Alternate EOCEP <i>Alternate Assessment for High</i>	English 1, Algebra 1, US History and the Constitution, and Biology	As deemed appropriate by the IEP team	March 9 through April 24	Districts will receive a data file (csv) containing all students identified as enrolled in SC-Alt for EOCEP courses. This data file will need to be uploaded to Enrich Assess by district staff. See the memorandum as the end of these guidelines for more details.		
EOCEP <i>Middle/High School End of Course</i>	Algebra 1, English 1 and 2, English 1 and 2 – Writing, Biology 1, and US History & the Constitution	Enrolled in Course as of First Day of Testing Window	<u>Fall Administration</u> Last 15 (20 for Writing) days of school’s semester (76th day in-session) First available: Dec 2 Last available: Jan 31 <u>Spring Administration</u> Last 15 (20 for Writing) days of school’s semester (166th day in-session) First available: April 29 Last available: June 5 <u>Summer Administration</u> Not applicable	<u>Fall Administrations</u> 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.	<u>Fall Administrations</u> Document* only if student withdraws, or is expelled on the first day of the testing window.	<u>Fall Administrations</u> 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.
				<u>Spring Administration</u> Districts will receive a data file (csv) containing all students identified as enrolled in EOCEP courses during the spring terms. This data file will need to be uploaded to Enrich Assess by district staff. See the memorandum as the end of these guidelines for more details.		
The ACT®/ The SAT® <i>College Readiness</i>	English, Writing, Reading, Mathematics, and Science	11 (defined as the student’s third year in high school, based on the student’s 9GR)	Date options as provided at SCDE Assessment Information 2019-20 Schedule	Students Not Tested data or documentation will not be collected or reviewed by the SCDE for school year 2019–20.		

Program Name and Test Category	Subjects	Eligibility by Grades/True Grades, Age, or 9GR	Planned Testing Dates 2019–20 (First Day of Testing/ Testing Window)	Students Not Tested (SNT) Exclusionary Reason Cut-off Date(s) For Meeting the SNT Eligibility Criteria		
				Medical Exclusions MEDICALLY UNABLE TO ATTEND SCHOOL or HOMEBOUND/HOME-BASED STUDENTS UNABLE TO TEST	For SNT Reasons: Withdrawn; Death; and Expelled	For SNT Reason: 10 Day Withdrawal
R2W® (Ready to Work®) <i>Career Readiness</i>	Reading for Information, Applied Mathematics, Locating Information, Essential Soft Skills	11 (defined as the student’s third year in high school, based on the student’s 9GR)	Online and Paper, including make-ups with or without accommodations: March 25 – April 8	Students Not Tested data or documentation will not be collected or reviewed by the SCDE for school year 2019–20.		
ACCESS for ELLs® and Alternate ACCESS for ELLs® <i>Limited English Proficiency Assessments</i>	English Language Proficiency Assessments	Grades Kindergarten–12	January 27 - March 13	Students Not Tested data or documentation will not be collected or reviewed by the SCDE for school year 2019–20.		
EOCEP (Longitudinal) <i>Middle/High School End of Course</i>	Algebra 1, English 1 or 2, Biology 1, and US History and the Constitution	9GR = 17	Not applicable. All students must take EOCEP for applicable subjects by end of their fourth year in high school.	Students Not Tested data or documentation will not be collected or reviewed by the SCDE for school year 2019–20.		

*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 the end of March or April 2020.*

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. 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 program.

VI. About Your SNTEMR/SNTHR

The SNTEMR/SNTHR is a process designed for districts to account for students enrolled in elementary or middle or high 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 2019–20, schools and districts will be held accountable for testing middle/high school students who meet the following criteria for eligibility:

- Students actively enrolled in PowerSchool with one or more EOCEP/SC-Alt for EOCEP courses/activity codes (English 1, English 2, Algebra 1, Biology 1, and US History and the Constitution) in the current year.

VIII. Deadlines for Submitting Documentation and PowerSchool and Enrich Assess Data

The SNTEMR/SNTHR will be collected from information keyed into the Students Not Tested fields found on the Students Not Tested page of PowerSchool for the EOCEP Fall administration and from data uploaded to Enrich Assess for the EOCEP Spring and SC-Alt for EOCEP. To ensure you have the most up-to-date information in PowerSchool, please be sure to ask your district PowerSchool Coordinator to upload/install the PowerSchool State Reporting all available updates.

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

SNTEMR/SNTHR Program	PowerSchool Data Collections	PowerSchool SNT Data Entry/Enrich Assess Data Upload Deadlines	SNT Documentation to The SCDE Deadline or Notification of No SNT Documentation
EOCEP or SC-Alt for EOCEP (enrolled in middle/high schools)	First Days of Testing: Friday, May 29, 2020 SNT Data Collection: May 13–June 15, 2020	PowerSchool (EOCEP Fall): Submit on or before Monday, June 15, 2020 (but before initiation of the PowerSchool year-end processing) Enrich Assess (EOCEP Spring/SC-Alt for EOCEP): Upload to Enrich Assess on or before Tuesday, June 30, 2020	TBD. Districts will be notified with the due date for submitting any supporting documentation.

IX. Data Collection Notes

All student enrollment/demographic (eligibility and subgroup) data will be derived/extracted from the May 29, 2020 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 opened on May 13 and close on June 15.

X. Contact Information

For questions regarding the SNTEMR/SNTHR, 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

All SNTEMR/SNTHR documentation (along with the appropriate cover pages) can be faxed (803-734-8089) or scanned to pdf's and uploaded to the Advanced Data Transfer (ADT) system into the Accountability Coordinator Folder found under the Member Center **by the due date**. If you choose to upload pdf's to the ADT, please contact Lisa Woodard at lwoodard@ed.sc.gov to alert us when the documentation has been uploaded. For 2019-20, please do not mail or hand-deliver documentation. Due to security concerns, the SCDE cannot accept e-mailed documentation. The proper cover page must accompany all documentation.

Please be sure to separate the middle school documentation from the high school documentation, 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 2020.”

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 15. The SNTEMR/SNTHR 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 15, 2020, to compile the list of students for which documentation can be submitted for review, please be sure all SNT data are coded in PowerSchool by June 15, 2020. Be sure all applicable 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. EOCEP Spring and SC-Alt for EOCEP data will be collected from Enrich Assess on June 30, 2020.

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 15, 2020 (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
 - for EOCEP Fall (current year cohort) – Students actively enrolled in courses, English 1, English 2, Algebra 1, Biology 1, and US History and the Constitution as of the first day(s) of testing for the fall/spring administrations.
- 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 page on page 5/6 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 based on course enrollment for EOCEP Fall. For information on the appropriate test eligibility, refer to the table on page 7 of this document.

XIII. SNTEMR/SNTHR Eligibility Criteria

Please refer to the table beginning on page 7 for specific dates (where appropriate) relating to meeting criteria for submitting documentation for students missing assessments.

Exclusions may be requested for the following situations for EOCEP Fall only:

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** 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;

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

All student demographics, identifying, and testing eligibility related fields in PowerSchool by **will be collected from the First Day of Testing data collection on May 29, 2020. In addition, to student data, calendars in PowerSchool will also be a part of this data collection.**

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 7, or on the SCDE Office of Assessment's webpage at [SCDE Assessment Information 2019-20 Schedule](#).

XVIII. Full vs. Partial Exclusions

Full vs. Partial Exclusions application does not apply for the 2019-20 school year. The SCDE will not collect SNT data for SC READY or SCPASS or the equivalent alternate assessments.

II. Student ELIGIBLE to be Included in the SNTEMR/SNTHR

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 7 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**"; and
 - 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 from November through the end of the fall testing window. This information can be provided on the cover page found on page 5/6 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 7 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 a specific test.

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 from November through the end of the fall testing window. This information can be provided on the cover page found on page 5/6 of these guidelines.

C. DEATH OF STUDENT

Documentation Required in the Case of Death of Student

See the table starting on page 7 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**, 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**, the student will be expected to have already been withdrawn from the school's PowerSchool.

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 from November through the end of the fall testing window. This information can be provided on the cover page found on page 5/6 of these guidelines.

D. EXPELLED

Documentation Required for Expelled Students

See the table starting on page 7 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, 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/SNTHR for possible exclusion. (Students who are expelled before the first day of testing are **not** eligible to be included in the SNTEMR/SNTHR. 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 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/SNTHR 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 from November through the end of the fall testing window. This information can be provided on the cover page found on page 5/6 of these guidelines.

E. WITHDREW

Documentation Required for Students Who Withdraw

See the table starting on page 7 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, 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/SNTHR for possible exclusion. (Students who are withdrawn before the first day of testing are **not** eligible to be included in the SNTEMR/SNTHR. 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/SNTHR**.

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 from November through the end of the fall testing window. This information can be provided on the cover page found on page 5/6 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 7 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.

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/SNTHR.

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 from November through the end of the fall testing window. *This information should be provided on the submitted cover page document found on page 5/6 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.**

XIX. 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. 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 SNTMR/SNTHR 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 SNTMR/SNTHR.

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 from November through the end of the fall testing window. This information can be provided on the cover page found on page 5/6 of these guidelines.

G. DEATH IN FAMILY

For 2019-20, references to SNT reasons “Death in Family” have been removed from these guidelines. As EOCEP is considered a high school level assessment the SNT reason “Death in Family” is not applicable to the EOCEP Fall SNTMR/SNTHR.

H. INCARCERATED

For 2019-20, references to SNT reasons “Incarcerated” have been removed from these guidelines. As EOCEP is considered a high school level assessment the SNT reason “Incarcerated” is not applicable to the EOCEP Fall SNTMR/SNTHR.

I. . STUDENTS TRANSFERRING FROM A NON-SC PUBLIC SCHOOL

(And having already taken English 1 or 2, Algebra 1, Biology 1, and/or US History and the Constitution (Or equivalent))

For 2019-20, references to SNT reasons “Students Transferring from a Non-SC Public School” have been removed from these guidelines.

- 1) **Do not code SNT in PowerSchool or collect/submit documentation for students who are expelled, withdrawn/transferred before the first day of the testing window.** These students are NOT eligible for exclusion from ratings through the SNTEMR/SNTHR. 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/SNTHR. 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/SNTHR.
- 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 true 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.
- 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 Middle/High School)

Students Not Tested on an Alternate Assessment is not applicable to the SNTEMR/SNTHR for school year 2019-20. SC-Alt for EOCEP will be collected through Enrich Assess. For more information on how these data will be collected by the SCDE, see the document at the end of these guidelines.

XXI. Frequently Asked Questions

- 1) **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.

- 2) **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).

- 3) **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, the SCDE will collect students not tested information for the EOCEP and SC-Alt for 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.

- 4) **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.”

- 5) **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.

- 6) **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.

- 13) **Question:** Is there a way to record an SNT for a student who misses only the writing portion of the EOCEP for English 1 or English 2?

Answer: Yes. 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 1 or English 2. If the student misses both ELA and Writing or just the ELA portion, code the student as missing English 1 or English 2 only.

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

Answer: Use the following PowerSchool codes to precode for students not enrolled in traditional credit-bearing courses. (Source: Activity Coding System Manual, January 2020)

Codes for Students Not Enrolled in Traditional Credit-Bearing Courses Who Do Not Take Alternate Assessment

4850__00	English 1 (4850)
4851__00	Algebra 1 (4851)
4852__00	Biology (4852)
4857__00	English 2 (4857)

Note: These EOCEP codes for students not enrolled in traditional credit-bearing courses have the same structure as standard codes. The first four numbers must be used. The 5th and 6th characters are district-defined. The 7th and 8th characters MUST be coded with two zeros.

Use the following PowerSchool codes to precode for students taking Alternate Assessments in high school (grade 9 or above). Students must take all four assessments prior to their third year of high school according to their 9GR.

Place Holder Course Codes

48530000	English (for SC Alt)
48540000	Algebra (for SC Alt)
48550000	Biology (for SC Alt)
48560000	U.S. History and the Constitution (for SC Alt)

Note: These course codes are used to identify the alternate assessment the student will be taking and are not associated with a specific course.

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: Using the Students Not Tested PowerSchool data collection, closing on June 15, 2020, 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.

17) **Question:** We noticed a new not tested reason was added to PowerSchool in the May Power School State Reporting. Should we use this reason this year?

Answer: The SCDE requested that PowerSchool add this not tested reason earlier this year in the event students didn't test and we had no over way to record SNT for the "applicable assessments". With the decision to load the EOCEP Spring and SC-Alt for EOCEP SNT data into Enrich Assess, this new not tested reason became "obsolete" for the SNT process this year.

18) Question: Why does SCDE need EOCEP and EOCEP SC-Alt data?

Answer: The SCDE is required to report annually on the EOCEP participation rates for students identified as part of the 4-year graduation cohort. While this requirement has been waived for 2019-2020 school year, the SCDE will need these data to report on future cohorts. The SCDE will collect and retain these data for use in identifying affected future 4-year graduation cohort students and excluding them from appropriate calculations relating to EOCEP/EOCEP SC-Alt assessments.

19) Question: Why are we using this method for reporting students not tested?

Answer: The SCDE adopted this method for recording students not tested on EOCEP/EOCEP based on the recommendations of the Testing and Accountability Roundtable (TAR) group and applies only to EOCEP Spring and SC-Alt for EOCEP assessments for 2019-2020.

20) Question: How did SCDE create these EOCEP SNT files?

Answer: The SCDE pulled from PowerSchool relevant data relating to students enrolled in EOCEP related courses (regular and alternate) during the spring window for 2019-2020. The courses selected are the same courses used for identifying students expected to test on the EOCEP/EOCEP SC-Alt assessments. The **Alt_participant** field values were derived using the eight possible alternate related course codes (e.g., 4850, 4851, 4852, 4853, 4854, 4855, 4856, 4857), where "1" = student enrolled in one of these 8 course codes.

21) Question: What reason should we use if a student missed the EOCEP fall administration and then rescheduled for the spring administration?

Answer: For students who were supposed (enrolled in a fall course) to take the EOCEP in the fall, but missed testing, and were rescheduled for the spring, you will code them in PowerSchool as not tested using the reason they missed the test in the fall, when they were enrolled in the course.

The following E-mail will be sent to appropriate district staff once the Enrich Assess importer and EOCEP Spring/SC-Alt for EOCEP data are available. The expected time-frame for delivery of these items is Wednesday, June 10, 2020.

To: District Technology Coordinators
District PowerSchool Coordinators
District Report Card Coordinators
District Testing Coordinators

Action Needed: Upload EOCEP and SC-Alt for EOCEP Spring Assessments – Students Not Tested (SNT) Data Files

Important Note: All EOCEP Students Not Tested related data, fields, tables and files contain Personally Identifiable Information (PII) and must be stored and shared using only secure means. Access to these data is limited to those employees who have a need for the data in the performance of their official duties.

Deadline for loading these data to the Enrich Assess system: June 30, 2020.

Your EOCEP and SC-Alt for EOCEP Students Not Tested Data files are ready for upload to Enrich Assess. (Please note, these data are to be loaded to Enrich Assess, not PowerSchool.) You will find your EOCEP and EOCEP SC-Alt Students Not Tested Data file data file at the following location:

Your EOCEP and SC-Alt for EOCEP SC-Alt Students Not Tested Data files have been created by the SCDE/Office of Research and Data Analysis (ORDA) and saved to the Accountability Coordinator folder on the Advanced Data Transfer System (ADT), accessed through the SCDE Member Center. If you do not have access to this folder, you should contact your district Web Access Coordinator (WAC) or district technology coordinator for access to these data files.

The files are formatted as CSV delimited and contain the following data elements;

Field	Sample value (as stored in standard EOCEP data file)
testAdmin	SP20 (for Spring 2020)
schoolID	3204034
schoolName	Johnson High School
subjectTested	H (or A, B, E1, E2)
grade	10 (or 7,8,9,11,12)
stateID	1234567890
testDate	20200501
studentID	12345
lastName	Johnson
firstName	David
DOB	20020512

Field	Sample value (as stored in standard EOCEP data file)
Waiver	covid
Alt_participant	0 = no; 1 = yes (not to be uploaded for reference only)

The files for upload are consistently named: EOCEP_SP20_SNT_####.csv for students enrolled in non-alternate assessment courses and EOCEP_SCALT_SP20_SNT_####.csv for students enrolled in alternate assessment courses.

Along with your EOCEP upload-able data files, you will find the following files on the ADT:

Instructions for uploading Students Not Tested data for EOCEP and EOCEP SCAlt.docx - This document provides instructions for uploading the data to PowerSchool.

Frequently Asked Questions:

Question: Why does SCDE need EOCEP and EOCEP SC-Alt data?

Answer: The SCDE is required to report annually on the EOCEP participation rates for students identified as part of the 4-year graduation cohort. While this requirement has been waived for 2019-2020 school year, the SCDE will need these data to report on future cohorts. The SCDE will collect and retain these data for use in identifying affected future 4-year graduation cohort students and excluding them from appropriate calculations relating to EOCEP/EOCEP SC-Alt assessments.

Question: Why are we using this method for reporting students not tested?

Answer: The SCDE adopted this method for recording students not tested on EOCEP/EOCEP based on the recommendations of the Testing and Accountability Roundtable (TAR) group and applies only to EOCEP Spring and SC-Alt for EOCEP assessments for 2019-2020.

Question: How did SCDE create these EOCEP SNT files?

Answer: The SCDE pulled from PowerSchool relevant data relating to students enrolled in EOCEP related courses (regular and alternate) during the spring window for 2019-2020. The courses selected are the same courses used for identifying students expected to test on the EOCEP/EOCEP SC-Alt assessments. The **Alt_participant** field values were derived using the eight possible alternate related course codes (e.g., 4850, 4851, 4852, 4853, 4854, 4855, 4856, 4857), where “1” = student enrolled in one of these 8 course codes.

Question: What is the PowerSchool data source for these files?

Answer: The SCDE created these files using the First Day of Testing data collection, as of May 29, 2020.

If you have additional questions or need support with loading the data to Enrich Assess, please be sure to submit an e_Service ticket through the SCDE Member Center.