



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY
12234

Assistant Commissioner
Office of Assessment, Standards and Curriculum

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To: District Superintendents
Superintendents of Public Schools
Superintendents of State-Operated and State-Supported Schools
Superintendents of Special Act School Districts
Principals of Public, Nonpublic, and Charter Schools
Committee on Special Education Chairpersons
Special Education Parent Centers

From: Candace H. Shyer *Candace H. Shyer*

Subject: Process to Medically Excuse a Student with a Severe Cognitive Disability
from Participation in the New York State Alternate Assessment

This is to remind schools of the process to medically excuse students with severe cognitive disabilities from participation in the New York State Alternate Assessment (NYSAA).

Under certain circumstances, a school administrator may grant a medical excuse from the NYSAA testing requirement for a student with a severe cognitive disability. The State Education Department allows students with severe disabilities to be medically excused when a student is too incapacitated to be tested because of an illness or injury resulting from a significant medical emergency, as documented by a medical practitioner, for more than 30 school days during the NYSAA administration period. The NYSAA administration period for 2013-14 began on September 30, 2013 and will end on February 7, 2014. The medically excused option is reviewed by a school district administrator on an individual student basis. School administrators should work with parents to obtain documentation from a medical practitioner.

A school district administrator completes the attached Not Tested Form, retains a copy in the student's permanent file, and submits the Not Tested Form when the completed NYSAA datafolios are submitted to the NYSAA Score Site Coordinator (SSC) for scoring after the close of the NYSAA administration period. For the 2013-14 school year, NYSAA datafolios and Not Tested Forms are due to the SSC by February 21, 2014.

If you have questions, please contact the Office of State Assessment at (518) 474-5900.

Attachment

2013–14 New York State Alternate Assessment (NYSAA) “Not Tested” Form

Directions: Complete this form for each NYSAA student for whom you have a missing or incomplete datafolio by checking the term that describes the reason that the student’s datafolio is missing or incomplete. Submit this form with the student demographic data sheet to the score site coordinator.

Student Identification Label:

Absent: The student was in attendance for fewer than 30 school days as a NYSAA eligible student between September 30, 2013 and February 7, 2014 and it was determined that there was not enough time to assess the student.

Not Tested Due to Administrative Error (Administrative Error): The student appears in the Student Information Repository System (SIRS) as eligible to take the NYSAA but no datafolio was collected for the student due to teacher or administrator error. (This term also applies when the student’s datafolio does not reach the scoring center or the answer document does not reach the scanning center.)

Not Enrolled at Time of Test Administration (Not Enrolled): The student left the district before a datafolio could be collected, or the student arrived in the district too late for the district to enter the student into SIRS as NYSAA eligible and a datafolio could not be collected.

Took Another Assessment to Fulfill Testing Requirement (Took Another Assessment): The student took another approved assessment (i.e., New York State general assessment, Regents competency test (or approved alternative), Regents examination (or approved alternative)) to fulfill the testing requirement in a particular content area.

Medically Excused: To be medically excused from taking the NYSAA, the student must be too incapacitated to be assessed because of illness or injury resulting from a significant medical emergency, as documented by a medical practitioner, for more than 30 school days between September 30, 2013 and February 7, 2014. Students taking NYSAA are not considered medically excused from testing because of their disability.

<p style="text-align: center;">English Language Arts (Check Only One Term)</p> <p>_____ Absent</p> <p>_____ Administrative Error</p> <p>_____ Not Enrolled</p> <p>_____ Took Another Assessment</p> <p>_____ Medically Excused</p>	<p style="text-align: center;">Mathematics (Check Only One Term)</p> <p>_____ Absent</p> <p>_____ Administrative Error</p> <p>_____ Not Enrolled</p> <p>_____ Took Another Assessment</p> <p>_____ Medically Excused</p>
<p style="text-align: center;">Social Studies (H.S. only) (Check Only One Term)</p> <p>_____ Absent</p> <p>_____ Administrative Error</p> <p>_____ Not Enrolled</p> <p>_____ Took Another Assessment</p> <p>_____ Medically Excused</p>	<p style="text-align: center;">Science (Check Only One Term)</p> <p>_____ Absent</p> <p>_____ Administrative Error</p> <p>_____ Not Enrolled</p> <p>_____ Took Another Assessment</p> <p>_____ Medically Excused</p>