

ALL PRINCIPALS: Reporting Alternate Assessment Participation for Students With Disabilities
Category: Required Action

Audience: All Principals/APs, All Administrative Offices

Due Date: Oct 05, 2007

Meeting Date: n/a

Attachment(s): [Reporting Alternate Assessment Participation 2007-2008.pdf](#)

To inform staff of the requirement to update the PF18 screen for all students with disabilities to ensure the accuracy of data reported to the Florida Department of Education.

The data for alternate assessment participation must be entered in the Integrated Student Information Screen (ISIS) PF18 at the school site:

- Select "D" on the Student Services/Exceptional Education/Special Programs Menu Screen.
 - Enter "N" for no, if the student will not participate in an alternate assessment. Remove the alternate assessment date, if one was previously entered.
 - Enter "Y" for yes, if the student will participate in an alternate assessment. This should be done immediately following the IEP meeting where the assessment decision is made. Once the alternate assessment is administered, the date of the assessment must be added to the PF18 screen.
 - Principals are encouraged to view the ESE Alternate Assessment Report #T0503P85-01 by using the Control-D/Web Report Viewer to ensure each student's IEP matches what has been reported to FDOE.
 - Schools are requested to fill out the form attached with student name, identification numbers, grade and exceptionality.
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Contact: Jill Brookner (305-995-7580)

Department: Division of Special Education