

## Required Testing Accommodations in eSIS

Students who require testing accommodations must have a *Review of Accommodations Used During Testing* form completed as supporting documentation for each test. The Student Improvement Plans screen in eSIS allows all NC WISE schools to capture accommodations required for testing prior to the test administration.

Use the following steps to record required testing accommodations for those students with:

- Individualized Education Program (**IEP**)
- Section **504** Plan
- Limited English Proficient (**LEP**) Documentation
- Transitory Impairment Documentation

A separate record in eSIS should be created for each test requiring accommodations.

**Important:** NC WISE schools not using the CECAS **DEC 4** form must record all required accommodations in eSIS.

### CECAS Users

LEAs using the **DEC 4** form in CECAS to document an IEP for students with disabilities should continue to use the **DEC 4** form to record all required testing accommodation information for the given student.

Any student who does not have an IEP but does require testing accommodations must be recorded in eSIS.

### Recording Required Test Accommodations

The *Review of Accommodations Used During Testing* form must have only one student plan type (IEP, Section 504, LEP, Transitory Impairment) listed for a test. Each test with required testing accommodations will have a separate *Review of Accommodations Used During Testing* form, but all plan types must be the same.

If more than one plan type is listed on the form, the form must be sent back to the Case Manager. To ensure accurate state and federal reporting, only one plan type must be recorded on the *Review of Accommodations Used During Testing* form. Case Managers will use the following hierarchy to determine which student plan type to record.

1. IEP
2. Section 504 Plan
3. LEP Documentation
4. Transitory Impairment Documentation

**Data Managers must not make changes to the plan type.** Determination of the plan type based on the hierarchy is the responsibility of the Case Managers.

## Required Testing Accommodations in eSIS

**Important:** Failure to capture all required testing accommodation information will result in incomplete data extracts which could lead to inaccurate state and federal reporting.

## Recording a Required Testing Accommodation

**Navigation:** Common View > Plans > Student Plans

The Plan type is listed here (IEP, Section 504, LEP or Transitory Impairment).

The accommodation(s) are listed here.

Do not use this checkbox. Section 504 information is captured in the **Programs** screen. Data for state reporting is **NOT** pulled from this checkbox.

1. From the Student Plan tab, make the appropriate selection from the **Case Manager** LOV.
2. From the **School of Instruction** drop-down, click the applicable school.
3. Update **Start Date** and **End Date** fields to reflect the plan dates specified on the *Review of Accommodations Used During Testing* form for the student.

**Note:** The **Start Date** defaults to the system date; the **End Date** defaults to the last instructional day of the identified school's calendar. Therefore, it is important to check to ensure the Start Date and End Date fields accurately reflect the information provided on the paper form.

**Important:** If a new *Review of Accommodations Used During Testing* form is provided for an existing plan due to changes in the accommodations, update the **End Date** of the current plan in eSIS to reflect the new source document's start date and create a new plan using the start date specified on the new *Review of Accommodations Used During Testing* form.

## Required Testing Accommodations in eSIS

- From the **Reason for Support Plan** drop-down, select the appropriate Plan Reason (IEP, Section 504, LEP or Transitory Impairment).

**Note:** Use the **Edit Description** button to add any detail about the Support Plan (e.g., "student broke arm" for Transitory Impairment). An ellipsis appears on the Edit Description button to indicate a note has been created.

- From the **Supporting Data** drop-down, add the first required testing accommodation for the test.

- To record additional required testing accommodations, click the **Add** button located above the first Supporting Data record.

**Note:** Use the **Edit Description** button to add any detail about the Supporting Data. An ellipsis appears on the Edit Description button to indicate a note has been created. If Special NCDPI Approved Accommodation is selected, Edit Description must be used to record the details of that accommodation.

- Click **Save**.

The **Plan Number** auto-populates.

- Click the **Standardized Test** tab.

The test is entered here.

Use the **Print** icon to view a report of all Accommodations recorded for the student currently listed

- Click the **Add** button located to the left of the **Accommodations** section of the screen. The Accommodations section is where the test is selected to be associated with the student's required testing accommodation(s) recorded on the Student Plan tab.

- Click the **LOV** from the **Accommodations** section of the screen. Select the appropriate test.

**Note:** Only one test may be applied per record.

- Click **Save**.
- To create a new record, click the **ADD** button located at the bottom of the screen. The **Student Plan** tab appears blank and ready for the entry of another record.

Repeat steps 1 – 9.

### Making Changes to the Student Plan

If any information on a student plan changes, the previous plan must be closed and a new plan recorded based on the new *Review of Accommodations Used During Testing* form provided by the case manager.

1. From the Student Plan tab, update the **End Date** of all plan records using the start date of the new required accommodations.
2. Click **Save**.

### Student Withdraws from Current School

If a student withdraws from the current school, all plans must be closed.

1. From the Student Plan tab, update the **End Date** of all plan records using the student's withdrawal date.
2. Click **Save**.

### Student Transfers to a New School

When a student transfers, testing accommodation information in the student's IEP, Section 504 Plan, LEP Documentation, or Transitory Impairment Documentation must be reviewed at the new school. The new school must also verify that any accommodations plans from the previous school are closed. A new *Review of Accommodations Used During Testing* form(s) must be provided to the designated staff member to enter into eSIS as a new plan.

**Important:** If your LEA uses the CECAS **DEC 4** form to record IEPs, you should continue using CECAS to enter information from the *Review of Accommodations During Testing* form(s) that indicates IEP as the plan type.. However, all required testing accommodation information for students who do not have an IEP must be recorded in eSIS.

### Things to Remember

- If an LEA is currently using the IEP **DEC 4** form in CECAS for EC students, this is the authoritative source for accommodation information and should be maintained.
  - No accommodation information for students with IEPs should be recorded in NC WISE if the LEA is using the IEP **DEC 4** form in CECAS.
- If an LEA is not currently using the IEP **DEC 4** form in CECAS, the LEA may decide to start using the IEP **DEC 4** form in CECAS to record required testing accommodations or they must use NC WISE.
- All required testing accommodations for students who do not have an IEP (e.g., Section 504, LEP or transitory impairment) must be recorded in NC WISE.

**DANGER!** For state reporting purposes, Section 504 information is recorded within the **Programs** screen. Using the 504 checkbox to identify a student on the Student Plans tab **WILL NOT** be visible at the state level and **WILL NOT** be accurately reported.

