

WEB APPLICATION USER GUIDE

# 2021 ACCESS Participation Rate Appeals



IDAHO STATE DEPARTMENT OF EDUCATION  
ASSESSMENT AND ACCOUNTABILITY

650 W STATE STREET, 2ND FLOOR  
BOISE, IDAHO 83702  
208-332-6800 OFFICE  
[WWW.SDE.IDAHO.GOV](http://WWW.SDE.IDAHO.GOV)

If you have any questions or would like to receive additional information, contact:

Idaho State Department of Education  
Assessment and Accountability Department

PO Box 83720

Boise, ID 83720-0036

Phone: 208-332-6877

Fax: 208-334-2228

[assessments@sde.idaho.gov](mailto:assessments@sde.idaho.gov)

# QUICK GUIDE

The ACCESS assessment participation rate is calculated as follows:

$$\frac{\begin{array}{c} \text{Number of English Learners, including students whose parents have waived EL Services, who} \\ \text{received a valid composite score or successfully appealed partial score on ACCESS or Alternate} \\ \text{ACCESS} \end{array}}{\begin{array}{c} \text{Number of English Learners, including students whose parents have waived EL services, who} \\ \text{received a valid composite score or successfully appealed partial score on ACCESS or Alternate} \\ \text{ACCESS} \end{array}} \div \begin{array}{c} \text{AND} \\ \text{Number of English Learners, including students whose parents have waived EL services, identified by} \\ \text{March 12, 2021, who were enrolled on or before March 12, 2021 through March 19, 2021 and did} \\ \text{not participate in ACCESS or Alternate ACCESS} \end{array}$$

## Summary of English Learner Assessment Appeals

Questions	Quick Reference
WHERE	Go to the <a href="#">EL Assessment Participation Appeals application</a> . Contact your district's technology coordinator to gain the ACCESS Appeals role in the Admin Tool.
WHEN	06/11/21– 06/25/21
WHY	To remove non-participants from the denominator To add participants to the numerator
WHAT	Submit appeals or resubmit returned appeals with supporting documentation
HOW	Districts and schools are expected to take the following actions during the window: <a href="#">Understand ACCESS Appeal Scenarios</a> <a href="#">Understand Participation Rate Calculation</a> <a href="#">Submit Appeals</a> Districts and schools are expected to monitor their own appeals and contact the SDE with any questions or concerns.

# TABLE OF CONTENTS

Introduction.....	6
Understand ACCESS Appeal Scenarios .....	6
Students identified as an English Learner in ELMS.....	7
Students <i>not</i> identified as English Learners in ELMS.....	8
Understand Participation Rate Calculation .....	9
Denominator (All English Learners Enrolled) .....	9
English Learners.....	9
School Assignment .....	9
School Assignment for Dual Enrolled Students (Public) .....	9
Exclusions .....	10
Numerator (All English Learners “Participated”) .....	11
Participant .....	11
Non-Participant .....	11
Submit Appeals.....	12
Access Instructions .....	12
Reviewing Current Status Indicators .....	14
Submitting Student Appeals .....	15
Student Status Descriptions .....	19
Student Status .....	19
Outcome.....	19
Appeal Status.....	20
Frequently Asked Questions (FAQ) .....	21
1. Application .....	21
1.1. What are my login credentials? .....	21
1.2. What should I do when the site shows a run time error? .....	21

1.3. What should I do when the site shows an upload error? I cannot upload my document. ....	21
1.4. Where can I find the last year’s participation rate? .....	21
2. Goal and Annual Targets .....	21
2.1. What is the participation rate goal/target?.....	21
3. Acceptable and Unacceptable Appeal Reason.....	22
Other Resources .....	24
Appendix I. Acceptable Documentation.....	25

## INTRODUCTION

The ACCESS Assessment Participation Appeals application begins accepting appeals on June 11, 2021 to provide districts an opportunity to adjust their ACCESS participation rate for English Learners.

In the application, districts can appeal students in and out of the ACCESS participation rate calculation. Please note that submitting an appeal will not automatically add or remove the student in ELMS. Users will need to update the information in ELMS using the procedures outlined in the ELMS Manual.

The appeals application closes at 5:00pm Mountain Time on June 25, 2021. The SDE will NOT accept appeals submitted after this time. If any submitted appeal involves changes to ISEE or ELMS that a district has not submitted prior to the end of the appeals window, the SDE will contact the district to facilitate the necessary updates.

Districts are expected to take the following actions during the appeals window:

[Understand ACCESS Appeal Scenarios](#)

[Understand Participation Rate Calculation](#)

[Submit Appeals](#)

### Understand ACCESS Appeal Scenarios

This section outlines the scenarios in which districts may submit an appeal to the SDE to add or remove students from the participation rate calculation via the ACCESS Assessment Participation Appeals application. Scenarios one through three are for students identified as an English Learner in ELMS. Scenarios four and five are for students NOT identified as an English Learner in ELMS. All of the scenarios in the table below - except Scenario 1 - will appear in the appeals application.

Scenario	Task Name	Default Participation Status	In Appeals Application
1	English Learner with complete ACCESS test	Participant	No
2	English Learner with partial ACCESS test	Non-Participant	Yes
3	English Learner with no ACCESS test	Non-Participant	Yes
4	Non-English Learner with complete ACCESS test	Not in calculation	Yes
5	Non-English Learner with partial ACCESS test	Not in calculation	Yes

## Students identified as an English Learner (EL Status: LE, EW, L1) in ELMS...

### Scenario 1: With a complete ACCESS test

- Count as a participant by default
- Will not appear in the appeals application

### Scenario 2: With a partial ACCESS test

- Count as a non-participant by default
- Districts may submit an appeal to include the student as a participant if:
  - The student received a score in all of the domains other than those excluded according to the student's IEP;
  - A documented medical emergency prevented the student from completing the assessment;
  - Extenuating circumstances (e.g. death in the family, house fire, etc.) prevented the student from completing the assessment;
  - Other data error (e.g. missing district exitdate in ISEE)
- Districts may submit an appeal to exclude the student from the participation rate if:
  - The student was erroneously identified as an English Learner in ELMS during the ACCESS testing window.

### Scenario 3: Without an ACCESS test

- Count as a non-participant by default
- Districts may submit an appeal to include the student as a participant) if:
  - The student tested under another state student ID (EDUID)
- Districts may submit an appeal to exclude the student from the participation rate if the student does not have any Idaho ACCESS score results because the student:
  - Completed testing but ACCESS test materials were returned late, delaying score reporting;
  - Had a valid ACCESS result in SY 2020-2021 from another WIDA state;
  - Experienced a documented medical emergency;
  - Had extenuating circumstances (e.g. death in the family, house fire, etc.);
  - The student was erroneously identified as an English Learner in ELMS during the ACCESS testing window; or
  - 
  - Other data error (e.g. missing district exit date in ISEE)

Note: Due to the extenuating circumstances surrounding COVID-19 and the administration of the 2020-2021 ACCESS for ELLs, the Idaho SDE devised a procedure for districts to track various scenarios where a student was not able to take ACCESS due to the pandemic. Appeals submitted for a COVID-19 related scenario will be reviewed and considered on an individual basis. Specific documentation is required for a COVID-19 related appeal.

### **Students *not* identified as English Learners in ELMS...**

#### **Scenario 4: With a complete ACCESS test**

- Are excluded from the participation rate calculation by default
- If the student should have been identified as an EL in ELMS and should be included in test participation and performance results, submit an appeal to include the student. Please provide an explanation for the requested data update.

#### **Scenario 5: With a partial ACCESS test**

- Are excluded from the participation rate calculation by default
- If the student should have been identified as an EL in ELMS and should be included in test participation and performance results, submit an appeal to include the student. Please provide documentation or explanation for the request, and include explanation for partial test completion. See [Appendix I](#) for a list of acceptable documentation.

Note: An English Learner not listed as a student with a disability in ISEE who took the Alternate ACCESS assessment is also considered a non-participant by default because this is not considered a valid test. The SDE will address these scenarios outside of the ACCESS Appeals application. If your district has students in this scenario, the SDE will contact you. An English Learner with a partial ACCESS test and a district exit date in ISEE prior to the end of the testing window is considered a participant by default and will not appear in the ACCESS Appeals application.



## UNDERSTAND PARTICIPATION RATE CALCULATION

### Denominator (All English Learners Enrolled)

Students who either participated in ACCESS testing or were identified as English Learners in ELMS and enrolled on or before March 12, 2021 through March 19, 2021 according to the district's ISEE submission, are included in the denominator.

### English Learners

English Learners (EL) are students who are identified to be eligible for a Language Instruction Educational Program (LEIP) on or prior to March 12, 2021. English Learners include students whose parents have waived EL services. Former EL students who have exited the program are excluded from the participation rate calculation.

### School Assignment

The enrollment entry and exit date reported by districts in ISEE are used to assign a student to a specific school.

If a student took an ACCESS test at a school where the student was not enrolled, the result is assigned to the school where the student was actually enrolled on the testing date, based on the data submitted by the district in ISEE.

If a student was enrolled in a grade that the school does not actually offer based on the [Public School Building Form](#) submitted to the Public School Finance Department, the student is excluded from the ACCESS participation, proficiency, and growth calculations. If you have any questions regarding the form, contact Carol Piranfar, Financial Specialist, at [cpiranfar@sde.idaho.gov](mailto:cpiranfar@sde.idaho.gov) or 208-332-6844.

### School Assignment for Dual Enrolled Students (Public)

If a student is dually enrolled within or across districts on the testing date and participated in the ACCESS test, the results are assigned to the school at which the student took the assessment.

If a student is identified as an English Learner and dually enrolled within or across districts on or before March 12, 2021 through March 19, 2021 and did not participate in a required ACCESS test, the student is assigned to the home/base school. For the participation rate calculation purposes, home/base school is determined on the student's earliest entry date for the enrollment records that were active as of March 12, 2021.

## Exclusions

Once ACCESS results are assigned to the most appropriate school, the following exclusion rules are applied:

- Dually Enrolled Students(Private/Homeschooled)
  - Any ACCESS test results matched to the enrollment records reported via ISEE with the phSchool field flagged are excluded from the participation rate calculations
  - These records are also excluded from proficiency rate calculations
- Foreign Exchange Students
  - Any ACCESS results matched to the enrollment records reported via ISEE with the Entry Reason field of Entering Foreign Exchange Student are excluded from the participation rate calculations
  - These records are also excluded from proficiency rate calculations

## **Numerator (All English Learners “Participated”)**

The numerator is based on the enrollment records submitted by district in ISEE, as well as the test results received from our testing vendor.

### **Participant**

Participants are English Learners who received a valid overall ACCESS score and English Learners with partial ACCESS assessment records with a justification for the incomplete domain(s) approved during the appeals window. If a student took the assessment multiple times, the first score received is considered valid.

### **Non-Participant**

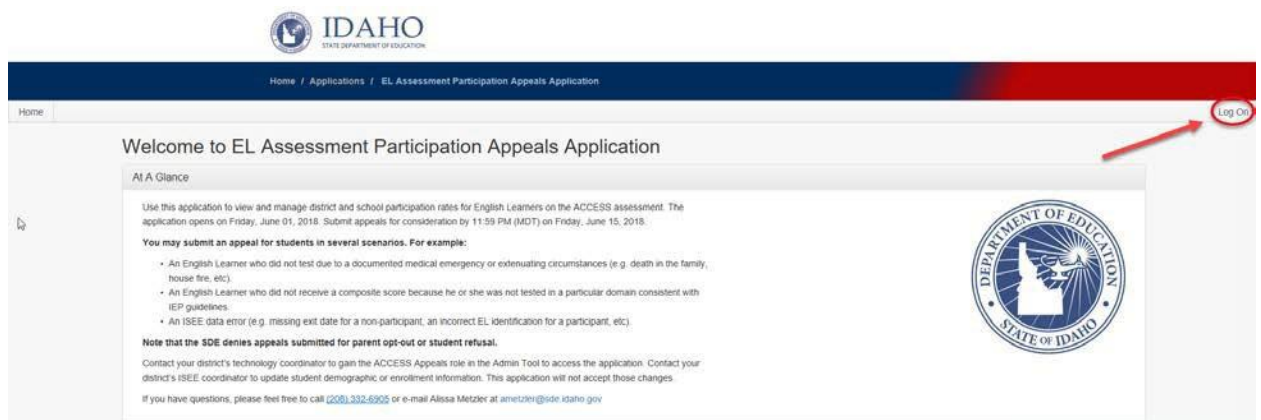
If an English Learner did not participate in ACCESS testing, the student is considered a non-participant. An English Learner who “participated” in ACCESS testing may be considered a non-participant for the participation rate calculation purposes if the test was incomplete or the student took the Alternate ACCESS assessment when the student did not have an active IEP on the testing date.

## SUBMIT APPEALS

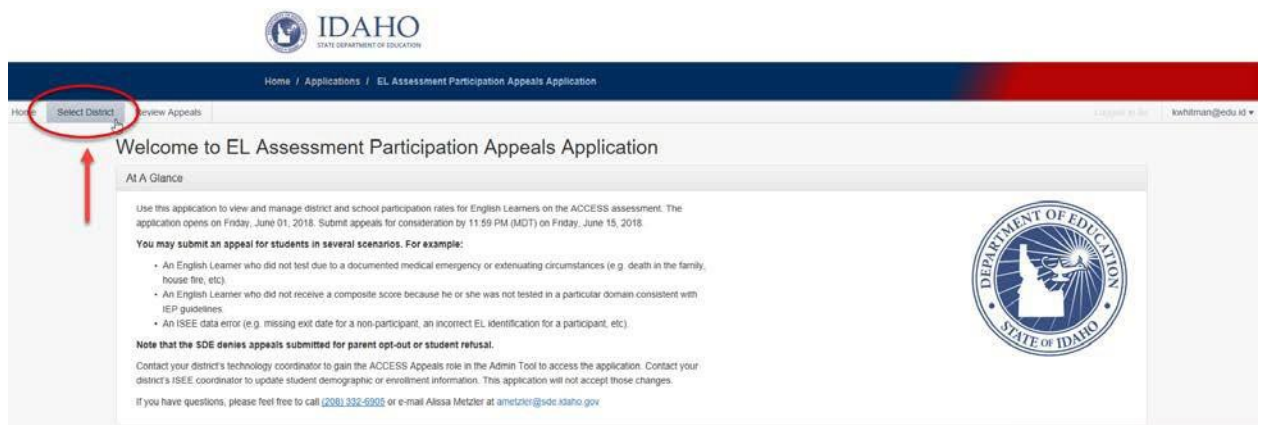
Districts are encouraged to track their appeals and download the finalized data to capture any information that they would like to store.

### Access Instructions

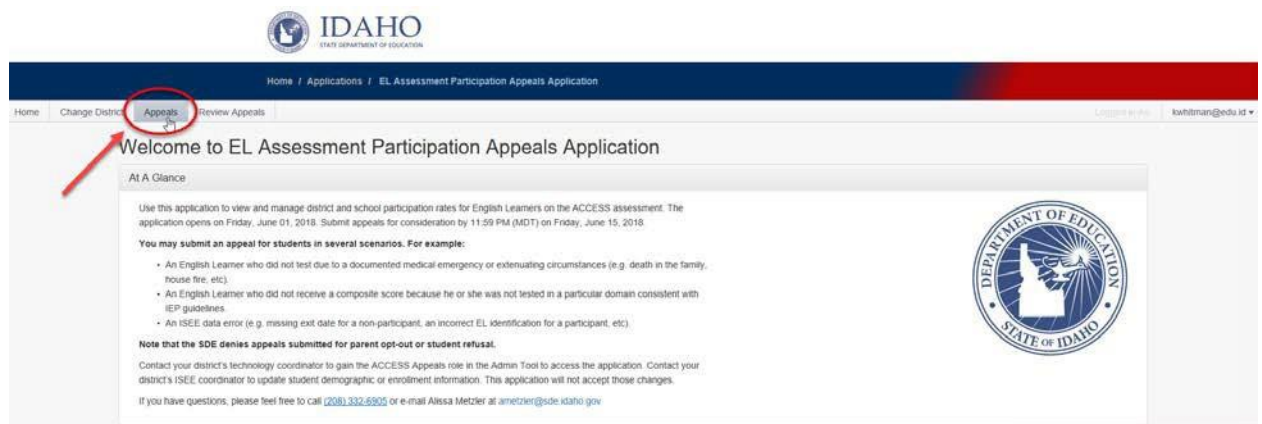
- Go to the [EL Assessment Participation Appeals application](#). Sign in the application by clicking on the Log On button at the top of the page. Contact your district's technology coordinator to gain the ACCESS Appeals role in the Admin Tool.



- (For multi-districts user ONLY) Click on the Select District button to select one district, if your login credential is associated with multiple districts.



Click on the Appeals tab at the top of the page, to see a summary of EL appeals in your district.



Review the summary information for your district. For each school in your district, you will see the preliminary proficiency rate, participation rate, and the preliminary percentage of students making adequate progress for future proficiency. The proficiency rate is the percentage of English Learners with a composite score of 4.2 or above on the overall composite measure in the ACCESS assessment or P2 or above on the overall composite measure in the Alternate ACCESS assessment. The percentage of students making adequate progress for future proficiency is the percentage of students with regular ACCESS overall scores in both SY 2019-2020 and SY 2020-2021 who made sufficient growth in their overall composite scale score based on their initial ACCESS performance level and number of years served in the EL program. These growth expectations are available on page 17 of [Idaho's Consolidated State Plan](#).

IDAHO  
STATE DEPARTMENT OF EDUCATION

Home / Applications / EL Participation

Home Appeals Review Appeals

Disneyland Joint School District

Summary Appeals Exports

This is a list of students that have or should have taken an EL test, and how they are being counted for accountability. Something sweet:

District	School	Proficiency Percent	Participant Percent	Progress Percent
Disneyland Joint School District (DSD)	Disneyland Middle School (DMS1)	0.00 %	91.67 %	0.00 %
Disneyland Joint School District (DSD)	Disneyland Elementary School (DES1)	1.04 %	92.71 %	29.31 %
Disneyland Joint School District (DSD)	Disneyland High School (DHS1)	0.00 %	81.82 %	14.29 %

1 - 3 of 3 items

## Reviewing Current Status Indicators

Click on the Appeals tab within the district summary box to review the appeals for students in your district. You can also click the Export tab if you would like to export a .csv file of all of the EL students and ACCESS assessment results for your district.

The screenshot shows the IDAHO State Department of Education website. The user is logged in as kshltman@edu.id. The navigation bar includes Home, Appeals, and Review Appeals. The main content area is titled "Disneyland Joint School District" and has three tabs: Summary, Appeals, and Exports. The Appeals tab is selected and highlighted with a red circle and an arrow. Below the tabs, there is a table with the following data:

District	School	Proficiency Percent	Participant Percent	Progress Percent
Disneyland Joint School District (DSD)	Disneyland Middle School (DMS1)	0.00 %	91.67 %	0.00 %
Disneyland Joint School District (DSD)	Disneyland Elementary School (DES1)	1.04 %	92.71 %	29.31 %
Disneyland Joint School District (DSD)	Disneyland High School (DHS1)	0.00 %	81.82 %	14.29 %

At the bottom of the table, there is a pagination control showing "1 - 3 of 3 items".

Review the list of students in the appeal list for your district. Each row includes a school number, a student id number (EDUID), last name, first name, birth date and three variables related to the appeal: Student Status, Outcome, and Appeal Status. See the [Student Status Descriptions](#) section (page 19) for more information on these statuses.

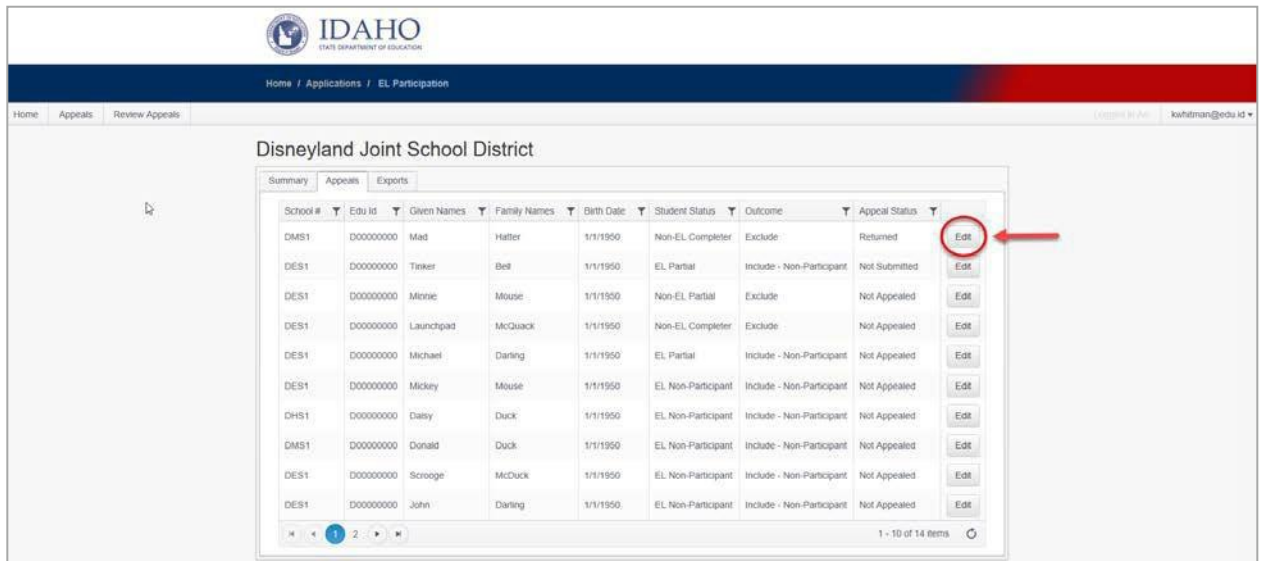
The screenshot shows the IDAHO State Department of Education website. The user is logged in as kshltman@edu.id. The navigation bar includes Home, Appeals, and Review Appeals. The main content area is titled "Disneyland Joint School District" and has three tabs: Summary, Appeals, and Exports. The Appeals tab is selected. Below the tabs, there is a table with the following data:

School #	Edu Id	Given Names	Family Names	Birth Date	Student Status	Outcome	Appeal Status	
DMS1	D00000000	Mad	Hatter	1/1/1950	Non-EL Completer	Exclude	Returned	Edit
DES1	D00000000	Tinker	Bell	1/1/1950	EL Partial	Include - Non-Participant	Not Submitted	Edit
DES1	D00000000	Minnie	Mouse	1/1/1950	Non-EL Partial	Exclude	Not Appealed	Edit
DES1	D00000000	Launchpad	McQuack	1/1/1950	Non-EL Completer	Exclude	Not Appealed	Edit
DES1	D00000000	Michael	Darling	1/1/1950	EL Partial	Include - Non-Participant	Not Appealed	Edit
DES1	D00000000	Mickey	Mouse	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	Edit
DHS1	D00000000	Daisy	Duck	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	Edit
DMS1	D00000000	Donald	Duck	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	Edit
DES1	D00000000	Scrooge	McDuck	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	Edit
DES1	D00000000	John	Darling	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	Edit

At the bottom of the table, there is a pagination control showing "1 - 10 of 14 items".

## Submitting Student Appeals

Click on the “Edit” button to access the individual appeal record for that student.



IDAHO  
IDaho Department of Education

Home / Applications / EL Participation

Home Appeals Review Appeals

Disneyland Joint School District

Summary Appeals Exports

School #	Edu Id	Given Names	Family Names	Birth Date	Student Status	Outcome	Appeal Status	
DMS1	D00000000	Maid	Hatter	1/1/1950	Non-EL Completer	Exclude	Returned	Edit
DES1	D00000000	Tinker	Bell	1/1/1950	EL Partial	Include - Non-Participant	Not Submitted	Edit
DES1	D00000000	Minnie	Mouse	1/1/1950	Non-EL Partial	Exclude	Not Appealed	Edit
DES1	D00000000	Launchpad	McQuack	1/1/1950	Non-EL Completer	Exclude	Not Appealed	Edit
DES1	D00000000	Michael	Daring	1/1/1950	EL Partial	Include - Non-Participant	Not Appealed	Edit
DES1	D00000000	Mickey	Mouse	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	Edit
DHS1	D00000000	Daisy	Duck	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	Edit
DMS1	D00000000	Donald	Duck	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	Edit
DES1	D00000000	Scrooge	McDuck	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	Edit
DES1	D00000000	John	Daring	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	Edit

1 - 10 of 14 items

Review the information for the student’s appeal record. In addition to the student’s identifying information, you will see an enrollment date, an exit date, scores for each of the four ACCESS domains, the student’s English Learner status, and a Composite score.

Student Appeal

EduId: D00000000 Student Name: Minnie Mouse Birth Date: 1/1/1950 Grade: 03

School: Disneyland Elementary School (DES1) Enroll Date: 8/18/2016 Exit Date: 6/1/2017

Reading: 313 Writing: 352 Listening: 307 Speaking: 248

Student Status: Non-EL Partial Composite: 316

EL Status: Exited and in Monitoring Year Two  
☐ EL Status is incorrect

Justification: History:

Documentation: Browse...

Save Submit Cancel

Begin creating the appeal as appropriate. You are not able to modify the information at the top of the student appeal. The fields for creating an appeal begin on the bottom half of the screen. The appeal information you see will vary based on the student status. The steps are as follows:

- First, confirm whether the EL status loaded from ELMS is correct.
  - If not, you will need to modify the EL status. After you click the box to modify the EL status, a drop down will appear, asking you to select the correct EL status.
- Next, select the appeal reason. The appeal reasons will differ based on the EL status and whether the student has a complete, partial, or missing ACCESS assessment.

After filling in the necessary appeal fields for that student, write a justification explaining your appeal.

**Student Appeal** [X]

<b>Eduld:</b> D00000000	<b>Student Name:</b> Minnie Mouse	<b>Birth Date:</b> 1/1/1950	<b>Grade:</b> 03
<b>School:</b> Disneyland Elementary School (DES1)		<b>Enroll Date:</b> 8/18/2016	<b>Exit Date:</b> 6/1/2017
<b>Reading:</b> 313	<b>Writing:</b> 352	<b>Listening:</b> 307	<b>Speaking:</b> 248
<b>Student Status:</b> Non-EL Partial		<b>Composite:</b> 316	
<b>EL Status:</b> Exited and in Monitoring Year Two <input type="checkbox"/> <b>EL Status is incorrect</b>			
<b>Justification:</b> <div></div>		<b>History:</b>	
<b>Documentation:</b> <div>Browse...</div>			
<div>Save Submit Cancel</div>			



■ Upload documentation for the appeal. See [Appendix I](#) for a list of acceptable documentation.


■ Either save or submit the appeal when complete. Note that the SDE will not review saved appeals. You must submit the appeal for the SDE's review. Saving allows you to keep the information you have entered into the system. You can also click Cancel to close the appeal editscreen.

The screenshot shows a 'Student Appeal' form with the following fields and values:

Field	Value
EduId:	D000000001
Student Name:	Minnie Mouse
Birth Date:	1/1/1950
Grade:	03
School:	Disneyland Elementary School (DES1)
Enroll Date:	8/18/2016
Exit Date:	6/1/2017
Reading:	313
Writing:	352
Listening:	307
Speaking:	248
Student Status:	Non-EL Partial
Composite:	316
EL Status:	Exited and in Monitoring Year Two
<input type="checkbox"/> EL Status is incorrect	
Justification:	
History:	
Documentation:	Browse...

A red arrow points to the bottom right of the form, where three buttons are located: 'Save' (blue), 'Submit' (blue), and 'Cancel' (grey). These buttons are enclosed in a red rounded rectangle.

After completing an appeal, you can confirm the current status on the “Appeals” page for your district using the “Appeal Status” column (discussed in the Reviewing Current Status Indicators section). The status options are Not Appealed, Not Submitted, Returned, Submitted, and Completed. See the [Student Status Descriptions](#) section (page 19) for more information on these statuses. Pay particular attention to Returned appeals, which indicates the SDE is requesting additional information to consider the appeal you originally submitted.



Home / Applications / EL Participation

Home Appeals Review Appeals
Logout to ID kashlinan@edu.id

### Disneyland Joint School District

Summary
Appeals
Exports

School #	Edu Id	Given Names	Family Names	Birth Date	Student Status	Outcome	Appeal Status	
DMS1	D00000000	Mad	Halter	1/1/1950	Non-EL Completer	Exclude	Returned	<a href="#">Edit</a>
DES1	D00000000	Tinker	Bell	1/1/1950	EL Partial	Include - Non-Participant	Not Submitted	<a href="#">Edit</a>
DES1	D00000000	Minnie	Mouse	1/1/1950	Non-EL Partial	Exclude	Not Appealed	<a href="#">Edit</a>
DES1	D00000000	Launchpad	McQuack	1/1/1950	Non-EL Completer	Exclude	Not Appealed	<a href="#">Edit</a>
DES1	D00000000	Michael	Darling	1/1/1950	EL Partial	Include - Non-Participant	Not Appealed	<a href="#">Edit</a>
DES1	D00000000	Mickey	Mouse	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	<a href="#">Edit</a>
DHS1	D00000000	Daisy	Duck	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	<a href="#">Edit</a>
DMS1	D00000000	Donald	Duck	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	<a href="#">Edit</a>
DES1	D00000000	Scrooge	McDuck	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	<a href="#">Edit</a>
DES1	D00000000	John	Darling	1/1/1950	EL Non-Participant	Include - Non-Participant	Not Appealed	<a href="#">Edit</a>

1 - 10 of 14 items

## Student Status Descriptions

### Student Status

See below for a list of student statuses and their description:

STUDENT STATUS	DESCRIPTION
EL Non-Participant	Student is listed as an English Learner in ELMS but does not have any ACCESS test record.
EL Partial	Student is listed as an English Learner in ELMS but does not have a complete ACCESS test record.
Non-EL Completer	Student is not listed as an English Learner in ELMS and has a complete ACCESS test record.
Non-EL Partial	Student is not listed as an English Learner in ELMS and has a partial ACCESS test record.

Note: Students may also be considered non-participants if they took the Alternate ACCESS Assessment but did not have an active IEP on the testing date. The SDE will address these scenarios by contacting district personnel outside of the appeals application.

### Outcome

Depending on the student's status, he or she may be included or excluded in the participation rate calculation. See below for a list of outcomes.

OUTCOME	DESCRIPTION
Include – Non-Participant	Student is included in the participation rate calculation as a non-participant. Students with this outcome will appear in the denominator but not the numerator in the participation rate calculation.
Exclude	Student is excluded from the participation rate calculation. Students with this outcome will not appear in the numerator or denominator of the participation rate calculation.
Include - Participant	By default, you will not see this outcome in the appeals site. However, if the SDE approves an appeal for a student to be included as a participant, the "Include - Participant" status will appear on the students' record on the Appeals site. Students with this outcome will appear in both the numerator and denominator in the participation rate calculation.

## Appeal Status

Each student record can have one of several appeal statuses that change as you move through the appeals process. See below for a list of appeal statuses and their description.

APPEAL STATUS	DESCRIPTION
Not Appealed	No appeal has been submitted for the student.
Not Submitted	The appeal was created but has not been submitted for the student.
Returned	The district has submitted an appeal for the student, and the appeal has been returned by the SDE to the submitter due to insufficient documentation/information. Until sufficient documentation/information is submitted, the student's status will not change.
Submitted	The district has submitted an appeal for the student, but the appeal has yet to be reviewed by the SDE.
Completed	The district has submitted an appeal for the student, and the appeal has been either approved or denied by the SDE.

## FREQUENTLY ASKED QUESTIONS (FAQ)

### 1. Application

#### 1.1. What are my login credentials?

Contact your district's IT personnel to gain the ACCESS Appeals role in the Admin Tool to access the Assessment Participation Appeals application.

#### 1.2. What should I do when the site shows a run time error?

Clear the browser's cache and try to access the site again. Contact the SDE IT Support Desk at 208-332-6987 or at [support@sde.idaho.gov](mailto:support@sde.idaho.gov) for further assistance.

#### 1.3. What should I do when the site shows an upload error? I cannot upload my document.

The document may be larger than the max allowable size. Please save the document in some other format and then re-upload. Contact the SDE IT Support Desk at 208-332-6987 or at [support@sde.idaho.gov](mailto:support@sde.idaho.gov) for further assistance.

#### 1.4. Where can I find the last year's participation rate?

Contact the SDE's Assessment and Accountability Department at 208-332-6877 or [assessments@sde.idaho.gov](mailto:assessments@sde.idaho.gov).

### 2. Goal and Annual Targets

#### 2.1. What is the participation rate goal/target?

Consistent with Title I and Title III of the Every Student Succeeds Act, schools are expected to annually assess English proficiency of all English Learners in the school (sections 1111(b)(2)(G) and 3113(b)(3)(B)).

### 3. Acceptable and Unacceptable Appeal Reason

A STUDENT WHO...	CAN YOU APPEAL?	EXPLANATION
Has a <b>partial</b> ACCESS assessment result	Yes, if the student was incorrectly identified as an English Learner, exited in the middle of the test window, completed all of the domains applicable under an active IEP, was homebound, or experienced a medical emergency or extenuating circumstance (requires written confirmation)	IDAPA 08.02.03.112.e exempts students from ISAT participation under certain circumstances and we are applying the same guidelines to the ACCESS assessment.  Students with partial assessments and valid appeal reasons can be counted as participants, consistent with federal reporting guidelines for English Learner assessments.
Took the test, but the results are <b>not properly displayed</b>	Yes, contact the Assessment Department	The results may not have been matched to the enrollment records based on the EDUIDs available to the SDE.
Took the test, but the ACCESS test materials were <b>returned late</b>	Yes, with SDE verification from DRC that the student will appear in a late return file.	The ACCESS appeals site includes results provided to the SDE as of 05/25/2021. If a student's testing material was returned late, his or her record may not appear in this file.
Took the <b>ACCESS assessment from in SY2020/2021 in another state</b>	Yes, as long as you can provide evidence of a complete ACCESS assessment in SY 2020-2021 from the other state	The ACCESS appeals site only includes results for tests administered in Idaho.
Was absent for the entire testing window because of documented <b>medical reasons</b> or was <b>homebound</b> (Includes COVID-19 scenarios)	Yes, with a doctor's note or written explanation/documentation	IDAPA 08.02.03.112.e exempts students from ISAT participation under certain circumstances and we are applying the same guidelines to the ACCESS assessment.
Faced an <b>extenuating circumstance</b> (i.e. death in the family, house fire, car accident)	Yes, with written explanation/documentation	

A STUDENT WHO...	CAN YOU APPEAL?	EXPLANATION
Was <b>incorrectly identified as an English Learner</b> in ELMS	Yes, as long as the student's corrected English Learner status is verified by student records submitted via ELMS. This process includes adding a student to ELMS when he or she was incorrectly identified as not being an English Learner and submitting a "Removing EL Designation" request via ELMS for students who were erroneously identified as English Learners	The appeal requires districts to make the appropriate changes through ELMS.
<b>Dropped out, withdrew, or was expelled prior to March 19, 2021</b>	Yes, as long as exit date is verified by enrollment records submitted via ISEE	Students who dropped out, withdrew, or were expelled prior to March 19, 2021, are not required to participate in the ACCESS assessment.  The appeal requires districts to make the appropriate changes in their ISEE report.
Was a <b>private/homeschool</b> student, regardless of whether they received English learning instruction	Yes, as long as the private/homeschool status is verified by enrollment records submitted via ISEE	Any test results matched to the enrollment records reported via ISEE with the phSchool field set to P or H are excluded from the participation rate calculations.  The appeal requires districts to make the appropriate changes in their ISEE report.
Was a <b>foreign exchange</b> student	Yes, as long as the entry reason is verified by enrollment records submitted via ISEE	Any test results matched to the enrollment records reported via ISEE with the Entry Reason field of Entering Foreign Exchange Student are excluded from the participation rate calculations.  The appeal requires districts to make the appropriate changes in their ISEE report.
<b>refused testing</b>	No	

A STUDENT WHO...	CAN YOU APPEAL?	EXPLANATION
whose <b>parent refused</b> testing or “ <b>opted-out</b> ” the student	No	Parent refusal does not exclude a student from the participation rate

## OTHER RESOURCES

The Assessment Data Export Application (ADEA) also allows users to download student- level test results. For more information, visit <https://apps.sde.idaho.gov/adea>.

The WIDA Assessment Management System (AMS) supports teachers in preparing for and administering the ACCESS assessment. Contact Andrew Bennett, English Language Proficiency Assessment Coordinator, at [abennett@sde.idaho.gov](mailto:abennett@sde.idaho.gov) or 208-332-6909 for more information on accessing the system.



# Appendix I. Acceptable Documentation

Please refer to the table below for a list of appeal reasons along with acceptable documentation.

**IMPORTANT:** DO NOT SEND any documentation via email, as it could expose student data.

APPEAL REASON	ACCEPTABLE DOCUMENTATION
Dropped out, withdrew, or was expelled	Enrollment information corrected in ISEE submission
A medical emergency or extenuating circumstance (Includes COVID-19 scenarios)	Doctor's note or some sort of written explanation/documentation
Test materials returned late	DRC verification (SDE will handle this process)
Incorrectly identified as an English Learner	Student demographic information corrected in ELMS
Took the ACCESS assessment in another state	ACCESS score report from the other state
Private/homeschool	Enrollment information corrected in ISEE submission
Foreign Exchange	Enrollment information corrected in ISEE submission