

**Students in PSIS who attend Out-of-State Facilities or In-State Non-Approved Facilities**

Connecticut public school districts are now responsible to test students in the Public School Information System (PSIS) who are enrolled in out-of-state facilities or are enrolled in state non-approved schools. Below is information on how to administer the Connecticut Mastery Test (CMT)/Connecticut Academic Performance Test (CAPT) Science (including Skills Checklist), Smarter Balanced assessment, and the Connecticut Alternate Assessment (CTAA). It is also required that districts test these students in Grade 11 who are enrolled in out-of-state or in-state non-approved programs with the Connecticut SAT School Day assessment. Information about these procedures will be provided by College Board.

Student School Location	Testing Procedures
<p>Students registered in PSIS who attend Non-Approved Private Schools in Connecticut.</p>	<p>The reporting district is responsible to test students registered in PSIS who attend non-approved private schools in Connecticut. This includes both general and special education students educated in non-approved private schools using public school funds. It is important to remember that districts should only be reporting students with disabilities attending non-approved private schools in PSIS if the district has programmatic responsibility for the student’s education through development and implementation of an individualized education program (IEP).</p> <p><b>Students who must be tested with Smarter Balanced or CMT/CAPT Science:</b> The student should be administered the assessment in the reporting district. The District Administrator (DA) is responsible for entering and ensuring designated supports and accommodations are provided as required.</p> <p><b>Students who must be tested with the CMT/CAPT Skills Checklist Science and/or the CTAA:</b></p> <p>The District Administrator (DA) is responsible for:</p> <ul style="list-style-type: none"> <li>– Ensuring a Connecticut State Department of Education (CSDE) trained teacher at the reporting district administers the assessment. Collaborating with teacher at the non-approved private school as needed.</li> <li>– The reporting district should confirm the student is registered in PSIS and the Test Information and Distribution Engine (TIDE).</li> <li>– The CTAA and CMT/CAPT Skills Checklist Science Eligibility &amp; Learner Characteristics Inventory (LCI) must be submitted into the Data Entry Interface (DEI) by the reporting district. If the student’s LCI is not entered into the DEI before March 17, 2017, then the DA contacts the CSDE at 860-713-6860.</li> <li>– The reporting district should administer the CTAA and/or CMT/CAPT Skills Checklist Science.</li> </ul>

**Students in PSIS who attend Out-of-State Facilities or In-State Non-Approved Facilities**

Student School Location	Testing Procedures
<p>Students registered in PSIS who are enrolled in out-of-state schools.</p>	<p>The reporting district is responsible to test students registered in PSIS and attending out-of-state schools. The reporting district is responsible to test students entered in PSIS and placed by the district in Out of State Schools where the district has accepted programmatic responsibility for the student’s education through the development and implementation of an IEP.</p> <p><b>Students who must be tested with Smarter Balanced or CMT/CAPT Science:</b></p> <p>The District Administrator (DA) is responsible for:</p> <ul style="list-style-type: none"> <li>– Confirming that the student is in PSIS and as a result placed in TIDE for the district.</li> <li>– The district should contact the Student Assessment Office to share student situation (860-713-6860).</li> <li>– CSDE will then provide student information to American Institutes for Research (AIR), so that paper test materials can be sent to the reporting district.</li> <li>– AIR will provide materials to the reporting district via mail and then the reporting district must provide these materials to the out-of-state facility via tracked mail.</li> <li>– The reporting district must ensure the student is administered each applicable assessment at the out-of-state school in a secured manner providing designated supports and accommodations as required.</li> <li>– The out-of-state school must then send completed test booklets via tracked mail back to the reporting district.</li> <li>– The reporting district must enter all student responses into the Data Entry Interface (DEI).</li> <li>– The reporting district must return the secure test materials back to AIR.</li> </ul>

**Students in PSIS who attend Out-of-State Facilities or In-State Non-Approved Facilities**

Student School Location	Testing Procedures
<p>Students registered in PSIS who are enrolled in out-of-state schools.</p>	<p><b>Student who must be tested with the CMT/CAPT Skills Checklist Science and/or the CTAA:</b></p> <p>The District Administrator (DA) is responsible for:</p> <ul style="list-style-type: none"> <li>- Confirming the student is in PSIS and as a result placed in TIDE for the district.</li> <li>- The CTAA and CMT/CAPT Skills Checklist Science Eligibility &amp; Learner Characteristics Inventory (LCI) must be submitted into the Data Entry Interface (DEI) by the reporting district. If the student’s LCI is not entered into the DEI before March 17, 2017, then the DA contacts the CSDE at 860-713-6860.</li> <li>- The reporting district should send a PDF printed copy of the Student Response Check, the appropriate grade level CTAA English language arts test, CTAA Mathematics test, secure Directions for Test Administration for English language arts and math, and if the student is in Grades 5, 8 or 10 provide a printed copy of the a Skills Checklist Science. (A link may be provided for the CMT/CAPT Skills Checklist Science, if preferred.</li> <li>- The out-of-state school must administer each test.</li> <li>- The out-of-state school must then send the completed test materials via tracked mail back to the reporting district.</li> <li>- The reporting district will receive the completed CTAA and/or CMT/CAPT Skills Checklist Science, as well as the other secure materials provided.</li> <li>- The reporting district must enter all student responses for each test into the DEI.</li> <li>- The reporting district must securely shred all secure test materials.</li> </ul>