 **2021-2022 Alternate Assessment Timeline**

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| **Timeline** | **Maine Department of Education Action** | **SAU Action** | **Deadline for Completion** |
| 8/16/21 |  | **Reminder!** Alternate assessment flag needs to be re-checked every year as part of annual special education records in Synergy for students who are eligible to participate in alternate assessments, as indicated by the most recent IEP. | 10/1/21 |
| 9/15/21 | **“Overview of the 1% and Alternate Assessment Participation”** Webinar, provided virtually to all Maine SAUs.  Goals for the webinar:   * SAUs will understand federal regulations pertaining to the 1% cap on alternate participation * SAUs will review state guidelines for alternate assessment eligibility | Attend the webinar. Share questions and concerns. Follow up with the DOE 1% Team if further support is needed.  [Register in advance for this meeting](https://networkmaine.zoom.us/meeting/register/tZUpdOuqrjoiHNE1f0bDDtTRVG1YiZxG9VCq)  Review students currently flagged as alternate assessment participants. Identify students for potential updates needed to IEPs to indicate alternate assessment or general assessment participation. Schedule IEP meetings as necessary. | 9/15/21 |
| 10/1/21 | Maine DOE Help Desk remains available to support Maine SAUs with any questions/challenges related to data enrollment.  [Medms.helpdesk@maine.gov](mailto:Medms.helpdesk@maine.gov)  (207) 624-6896  Monday-Friday, 8:00 am – 4:00 pm | Maine publicly funded enrollment counts are due, including student eligibility to participate in the alternate assessments [if so, alt flag is “checked” in Synergy, based on most recent IEP]. | 10/1/21 |
| 10/1/21 – 10/15/21 | Maine DOE will share the alternate Assessment Coordinator [AC] survey with all Maine SAUs, Maine Special Purpose Private Schools [SPPS], 60/40 schools, and Maine Regional Programs. | Notify Maine DOE the name and contact information of the SAU’s alternate Assessment Coordinator [AC] for SY 21-22 by completing the survey.  If the SAU has alternate assessment participants placed in a Special Purpose Private School [SPPS], 60/40 school, or Regional Program, confirm with the program that they have completed the AC survey and identified an alternate Assessment Coordinator.  If the SAU has alternate assessment participants placed in an out of state program, confirm with the program the name and contact information of the person/s who will act as AC. Submit this information via the survey. | 10/15/21 |
| 11/1/21 - 11/12/21 | Maine DOE analysis of 2021 alternate assessment participation and projected 2022 participation based on current enrollment. | None | 11/12/21 |
| 11/15/21 - 11/19/21 | Maine SAUs exceeding the 1% participation cap for the alternate assessments will receive notice of need to complete a SY 21-22 Action Plan and a customized action plan template with SAU data.  *Action plan templates include:*   * *18-19 participation data* * *2021 participation data [no 2020 administration]* * *2022 projected participation rate [from data snapshot]* | Review 2021 participation data, 2022 projected participation, and consider whether any students who may have a change to assessment participation in an upcoming IEP. Complete the provided action plan template to reflect the contributing factors of exceeding the 1% cap, including any disproportionality which may exist. |  |
| 12/1/21 | **“Action Planning for the 1%”** Webinar offered virtually to all Maine SAUs.  Goals for the webinar:   * SAUs will understand federal requirements pertaining to SEA monitoring of 1% participation * SAUs will understand the various components of the action plan, as well as the SEA Review Process for action plans | Attend the webinar. Share questions and concerns. Follow up with the DOE 1% Team if further support is needed. |  |
| 11/15-21 – 12/17/21 | Maine DOE remains available to support SAUs in the development of action plans.  **Jodi Bossio-Smith, State Coordinator for Alternate and WIDA Assessments**  [Jodi.bossio-smith@maine.gov](mailto:Jodi.bossio-smith@maine.gov)  Cell: 207.530.1462 | Submit completed action plans to Maine DOE:  **Jodi Bossio-Smith, State Coordinator for Alternate and WIDA Assessments**  [Jodi.bossio-smith@maine.gov](mailto:Jodi.bossio-smith@maine.gov)  **Leora Byras, Federal Monitoring Team**  [Leora.byras@maine.gov](mailto:Leora.byras@maine.gov) | 12/17/21 |
| 12/1/21 – 1/4/22 | Maine DOE remains available to support SAUs as needed.  **Jodi Bossio-Smith, State Coordinator for Alternate and WIDA Assessments**  [Jodi.bossio-smith@maine.gov](mailto:Jodi.bossio-smith@maine.gov)  Cell: 207.530.1462 | **Checkpoint!**  Ensure that all students who are identified as alternate participants, per the most recent IEP, are accurately flagged in the students’ special education records in Synergy and included in the SAU Alternate Assessment Report via NEO. | 1/4/22 |
| 12/20-21 – 1/28/22 | Review returned action plans. Follow up with SAUs regarding approval of plan or additional information/steps required. | Revisit action plans/complete additional steps as required. | 1/28/22 |
| 1/24/22 – 2/21/22 | Maine DOE will share the Assessment Administrator [AA] survey with all registered ACs. | Based on the SAU’s Alternate Assessment Report in NEO, confirm all personnel who will serve as Assessment Administrators [AA] for each student taking the alternate assessments. Submit the AA survey back to Maine DOE. | 2/21/22 |
| 1/31/22 | **“MSAA and MSAA Science Assessment Coordinator”** Webinar offered virtually to all alternate Assessment Coordinators.  Goals for the webinar:   * ACs will develop understanding of the various components of the MSAA and MSAA Science. * ACs will know the responsibilities of the Assessment Coordinator before, during and after assessment. | Attend the webinar. Share questions and concerns. Follow up with the DOE 1% Team if further support is needed. |  |
| 3/1/22 | Alternate assessment participation snapshot taken by Maine DOE.  All students who are identified as alternate assessment participants per the IEP **must** be accurately flagged in Synergy prior to this date. After this date, no changes can be made to assessment participation for SY 21-22. Students not identified as alternate participants by default are required to participate in the general assessments. |  | 3/1/22 |
| 3/1/22 – 3/13/22 | Maine DOE remains available to support SAUs as needed.  **Jodi Bossio-Smith, State Coordinator for Alternate and WIDA Assessments**  [Jodi.bossio-smith@maine.gov](mailto:Jodi.bossio-smith@maine.gov)  Cell: 207.530.1462 | MSAA System opens for all SAU users. ACs ensure that:   * All AAs have access to the platform * AAs have participated in the required online training modules. * AAs are confident in the materials and administration of the assessments * Collect the signed MEA Assessment Security Agreements and maintain on file * A schedule for the alternate assessment has been created for each eligible student, with an emphasis on initiating/completing the assessment as early in the window as is feasible | 3/13/21 |
| 3/7/22 | **“MSAA and MSAA Science Assessment Administrator”** Webinar offered virtually to all alternate Assessment Administrators for Maine students.  Goals for the webinar:   * AAs will develop understanding of the various components of the MSAA and MSAA Science. | Attend the webinar. Share questions and concerns. Follow up with the DOE Assessment Team if further support is needed.  **Jodi Bossio-Smith, State Coordinator for Alternate and WIDA Assessments**  [Jodi.bossio-smith@maine.gov](mailto:Jodi.bossio-smith@maine.gov)  Cell: 207.530.1462 |  |
| 3/14/22 – 4/29/22 | Administration window for the Multi-State Alternate Assessment [MSAA] in ELA/Literacy, Math, and Science.  Maine DOE remains available to support SAUs as needed.  **Jodi Bossio-Smith, State Coordinator for Alternate and WIDA Assessments**  [Jodi.bossio-smith@maine.gov](mailto:Jodi.bossio-smith@maine.gov)  Cell: 207.530.1462 | Administration window for the Multi-State Alternate Assessment [MSAA] in ELA/Literacy, Math, and Science.  AAs report any assessment irregularities or security issues to the SAU AC. ACs report to the State Assessment Coordinator.  ACs ensure that all student assessments are closed or submitted by the close of the window. | 4/29/22 |
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