K-6 Default Assessment Collection Instructions

All public school districts and participating nonpublic schools serving K-6 students will be required to submit K-6 default assessment selections for literacy and math for the upcoming school year in the Consolidated Accountability and Support Application (CASA). K-6 literacy is required for Early Literacy Implementation (ELI). K-6 math default identification is strongly encouraged but may be marked "decline to participate." Be aware this will negatively affect Healthy Indicator reports for math in Panorama Student Success.

1. This is a two-part submission, with the primary collection in spring. Public and participating nonpublic school selections must be submitted and confirmed by the district no later than **June 17** for the primary collection.
2. The collection reopens August 1 to allow for any late changes and/or confirm the default assessment selections. **Due date is August 23. There will be no further default assessment changes made after this deadline.**

Building Responsibility

- **Please coordinate the default assessment selections across your district for a coherent plan.**
- To complete this reporting, enter CASA from the principal role (use the location selector in the upper right in the EdPortal application).
- The principal on file with the Department in the School Information Update (SIU) or the superintendent may submit a brief collection in CASA defining the default assessments used for each grade level served in their building. See below for details.
- The **K-6 Default Screening Assessments** collection is found in the "Other" folder in CASA.
- This must be submitted by June 17, and confirmed no later than August 23.

Description of Building Level Collection

- The report is prepopulated with last year's Default Assessment selections where available. Use the dropdown menu to identify the default measures for the current school year. More information on approved literacy assessments. Example for literacy shown below.

Name	KG	1st	2nd	3rd	4th	5th	6th
Building 1	Fast CBM-R	Fast CBM-R	Fast CBM-R	Not Served	Not Served	Not Served	Not Served

- Pay attention to the grades that are in the building. Select Not Served for grades not housed in the building. If a building is missing, use the CASA support link in the upper right to request assistance.
- Please note that the default assessment selections provided should be discussed with other building and district staff as appropriate and should be considered final when submitted. Should edits be absolutely necessary, a "Reopen for Edits" button will be available at the bottom of the submission.

District Responsibility

- The district collection requires the district to provide contact information for various testing programs and to confirm the default assessment selections provided by their buildings. See below for details.
- The district must work with their buildings to ensure that the building level submissions are completed early enough to allow for district confirmation no later than July 1. The superintendent on file with the Department in the School Information Update (SIU) or a person with District Submit access may submit/complete this collection. The collection will reopen from August 1 to August 23 to allow for any late changes in contacts or default assessment selections.

Description of District Level Collection

- District must provide name, position, email address and phone number for
  - District Assessment Coordinator
  - District Technology Coordinator
  - Iowa Statewide Assessment of Student Progress (ISASP) Primary Contact
  - Iowa Statewide Assessment of Student Progress (ISASP) Lead Technology Support
  - Alternate Assessment Coordinator
  - Alternate Assessment Data Manager
  - Alternate Assessment Lead Technology Personnel
  - ELPA21 Primary Contact
  - MTSS and ELI Coordinator
  - ACHIEVE LEA USER Manager
  - IDEA-DA LEA Contact
    - Questions about these contacts should be directed:
      - Alternate Assessment/Dynamic Learning Maps (DLM) - Jennifer Denne at jennifer.denne@iowa.gov or 515-326-5332.
      - ELPA21 - Terri Schuster at terri.schuster@iowa.gov or 515-681-2492.
      - Iowa Statewide Assessment of Student Progress (ISASP) - Christi Donald at christi.donald@iowa.gov or 515-238-4715.

- **The purpose of this step is for the District to ensure the selected assessments represent a coherent plan. Please do not simply approve without reviewing and request changes only if necessary before the deadline**. The Default Assessment for K-6 tables are a **read only** summary of the building level collections. Once the building level collection is submitted, the default assessment selections will update and the status will change to "complete." Example for literacy shown below.

Name	Status	KG	1st	2nd	3rd	4th	5th	6th
Building 1	Incomplete	Fast CBM-R	Fast CBM-R	Fast CBM-R	Not Served	Not Served	Not Served	Not Served
Building 2	Incomplete	Fast CBM-R	Fast CBM-R	Fast CBM-R	Not Served	Not Served	Not Served	Not Served
Building 3	*Complete*	Fast CBM-R	Fast CBM-R	Fast CBM-R	Not Served	Not Served	Not Served	Not Served