

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 is required for HF 784 (Math Counts Act).

1. This is a two-part submission, with the primary collection of literacy default assessment and assessment contacts in spring. Public and participating nonpublic school selections must be submitted between May 12 and June 6 and confirmed by the district no later than **June 21** for the primary collection.
2. The collection reopens August 1 to allow for any late changes and/or confirmation of the literacy default assessments and the selection of the math default assessments. **Due date for building level selections is August 22. Due date for superintendent certification of default selections is August 29. There will be no further default assessment changes made after this deadline.**

Building Responsibility

- **Please coordinate the default assessment selections with your district and building teams to ensure a cohesive assessment 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 at the building level no later than August 22, and the superintendent certification no later than August 29.

Description of Building Level Collection

- Use the dropdown menu to identify the default measures for the current school year. Here is more information on [approved literacy assessments](#). Here is more information on [approved mathematics assessments](#). Example for literacy shown below.

Name	KG	1 st	2 nd	3 rd	4 th	5 th	6 th
Building 1	FAST earlyReading	FAST earlyReading	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 June 21. 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 selection of math assessments and any late changes in contacts or literacy 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) – Heather Briggs at heather.briggs@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 math shown below.

Name	Status	KG	1 st	2 nd	3 rd	4 th	5 th	6 th
Building 1	Incomplete	FastBridge earlyMath	FastBridge earlyMath	FastBridge CBMmath Automaticity	Not Served	Not Served	Not Served	Not Served
Building 2	Incomplete	FastBridge earlyMath	FastBridge earlyMath	FastBridge CBMmath Automaticity	Not Served	Not Served	Not Served	Not Served
Building 3	<i>Complete</i>	FastBridge earlyMath	FastBridge earlyMath	FastBridge CBMmath Automaticity	Not Served	Not Served	Not Served	Not Served