

# Request Form for Consideration of Standardized Assessment Not Included on Approved List

Official Department Form: Required for Family of CPI Student (If Wishing to Use Alternate Assessment)

## Instructions

This form<sup>1</sup> is for parents, guardians, and custodians to use when seeking to use a test not included in the approved list of standardized test options. For this request to be reviewed, the family must complete a separate form for each student requesting an assessment that is not on the approved list and submit each form either by email ([buffy.campbell@iowa.gov](mailto:buffy.campbell@iowa.gov)) or mail:

Buffy Campbell  
Iowa Department of Education  
400 East 14th Street  
Des Moines, Iowa 50319

*Please note testing must be completed by May 31 of the school year the assessment is being requested for.*

## Request Form

### Requestor Contact Information

Full Name of Person Making Request: \_\_\_\_\_

Relationship to Student (Parent, Guardian, or Custodian): \_\_\_\_\_

Requestor Email: \_\_\_\_\_ Phone (including Area Code): \_\_\_\_\_

### Requested Assessment Information

Name of Test Being Requested for Consideration: \_\_\_\_\_

Test Publisher: \_\_\_\_\_

Test Form/Grade Level:\* \_\_\_\_\_ *\*If the request is off grade level, attach an explanation or rationale.*

Requestor Signature  
\_\_\_\_\_

<sup>1</sup>Iowa Administrative Code rule 281—31.8(2) provides the following regarding standardized testing:

a. A child's parent, guardian, or legal or actual custodian who chooses standardized testing for the purpose of fulfilling the assessment requirements of the law shall select an instrument approved by the department. The department shall publish an approved list of standardized testing instruments each year. In the event that the parent, guardian, or legal or actual custodian of a student subject to the annual assessment requirement wishes to have the student take a standardized test not included on the department's published list, the parent, guardian, or legal or actual custodian shall request permission of the Director of the Department of Education to use a different test. The decision of the director shall be final.

b. A student subject to the annual assessment requirement who takes a standardized test shall take a grade level form of the test that corresponds most closely to the child's chronological age unless permission is granted by the test administrator to take another grade level form of the test.