Request Form for Consideration of Standardized Assessment Not on Department Approved List

Required for family of CPI student if seeking permission to use an alternate assessment. Testing must be completed by May 31 of the current year the report is for.

Instructions:

This form is for use by parents, guardians or custodians seeking to use a test not included in the approved list of standardized assessment options. For this request to be reviewed, the family must complete a separate form for each student requesting an assessment not on the approved list and submit each form either by email to andrea.danker@iowa.gov or jamaica.reed@iowa.gov or by US Mail:

Andrea Danker or Jamaica Reed
Iowa Department of Education
400 E 14th St
Des Moines, IA 50319

Requester Contact Information

Name: _____

Relationship to Student (Parent, Guardian, Custodian): _____

Phone (XXX-XXX-XXXX): _____

Email: _____

Assessment Request

Name of Assessment Being Requested: _____

Assessment Publisher: _____

Assessment Form/Grade Level: _____

If request is for an off-grade assessment, please explain:

Requester Signature:

_____ Date: _____

Iowa Administrative Code 281-31.8(2):

a. In the event that the parent, guardian or 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 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.