Texas ARD Supplement
STAAR Alternate 2 No Authentic Academic Response (NAAR) Eligibility Requirements Form Instructions and User Guide

IEPPLUS
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OVERVIEW

This document describes the state form required to document assessment decisions when students will take the STAAR-Alternate assessment.

FORM INSTRUCTIONS

FORM CREATION

The form creation process includes the following steps:

Step 1: Select a Student
Step 2: Select a Form

STEP 1 – SELECT A STUDENT

1. Click Student Management > Manage an Existing Student.

2. Use the Search window to find the student based on either, Last Name, First Name or Student ID.

3. Click Search. Then click the appropriate Name to select a student.

4. Once a student has been selected, the student’s Name, ID, Birth date and Age will display. The Forms that can be created for a student will be listed.

STEP 2 – SELECT A FORM

The STAAR-ALT 2 NAAR Eligibility Requirements Supplement is created and attached to a student’s ARD using the link provided within the ARD “STAAR” section, Assessment Type = STAAR Alternate 2.
The user can attach the STAAR Alternate 2 Medical Exception requirements, STAAR Alternate 2 No Authentic Academic Response (NAAR) Eligibility Requirements, STAAR L and STAAR A Supplements only within the ARD itself. They can be accessed through the FIE/ARD Administration page, though the user will be unable to link these supplements through the FIE/ARD Administration page. See screenshots below.

FIE/ARD Administration Page:

![FIE/ARD Administration Page Screenshot]

STAAR Alternate 2, STAAR L and STAAR A Supplements will not appear in the drop-down list on this page.

After the forms are linked through the ARD – STAAR Section, they will now appear on the FIE/ARD Administration Page:

<table>
<thead>
<tr>
<th>ARD Name</th>
<th>ARD Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual ARD</td>
<td>10/1/2014</td>
</tr>
</tbody>
</table>

To Add ARD Supplement, select below:

<table>
<thead>
<tr>
<th>ARD Supplement</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicato7 7 COSF</td>
<td>10/1/2014</td>
</tr>
<tr>
<td>Prior Written Notice</td>
<td>5/2/2014</td>
</tr>
<tr>
<td>STAAR Alternate 2 Medical Exception Requirements2013 - 2014</td>
<td>10/1/2014</td>
</tr>
<tr>
<td>STAAR Alternate 2 Medical Exception Requirements2013 - 2014</td>
<td>10/1/2014</td>
</tr>
<tr>
<td>STAAR Alternate 2 NAAR Eligibility Requirements2013 - 2014</td>
<td>10/1/2014</td>
</tr>
</tbody>
</table>

1. ARD > STAAR Section

Within the ARD’s “STAAR” section, first select the Subject, Content Area, and Assessment Option. The selected Assessment Option will enable the applicable ‘Manage Supplement’ link as illustrated in the screenshot below. Clicking the link will provide access to an existing supplement (if any) or open a new form for completion.
NAVIGATION/TOOL BAR

After the form has been created it will display to the screen. A tool bar will display on the left side of the screen, divided into the following areas:

1. **Sections**
   There is a separate link for each section of the form. Click on any link to move to that section.

2. **Maintenance**
   Delete functionality is available depending on user security.

3. **Validation**
   These options will change the status (i.e., Locked, Ready for Review, Finalized) or validate the form. The validation option will check to see if all necessary information has been entered and display messages relating to any errors found (see Form Validation section herein and Help\ Forms\ Form Validation for more information). *Note: There is no Refresh, Lock or Finalize functionality for any of the ARD Supplements.

4. **File Attachments**
   Click the plus icon (+) to add an attachment. Click the minus icon to delete an attachment.

5. **Archives**
   Archives are permanent PDF copies of the form normally created upon finalizing a form.

The following options will display at the top and bottom of the form (see screenshot below).

- **Save**
Information from each section should be saved before moving to another section.

- **Return**
  Click the Return icon to return to the Form Summary screen.

- **Print Preview**
  Print Preview will display the form in Adobe Acrobat. Mouse over the bottom of the form preview to see the toolbar illustrated below. Select the Print icon or click the Save icon to save a copy of the form to your computer. The plus (+) icon will enlarge the preview for ease of viewing.

### FORM COMPLETION

**STAAR ALTERNATE 2 NAAR ELIGIBILITY REQUIREMENTS SUPPLEMENT**

Complete the STAAR Alternate 2 NAAR Eligibility Requirements Supplement as follows:

1. **Student Name and Grade**
   This information will auto-populate based on the Grade entered in the ARD, STAAR section.

2. **Name and Position of person completing form**
   Clicking in the Name field will display names from the staff table. Select a name from the list, enter search criteria and then select, or just type in a name (without making a selection). Position will auto-fill based on staff name selected, or can be typed in.

3. **Discussion and Initial Assurances**
   Enter initials in the appropriate boxes indicating the results of this discussion. All must be initialed.

### FORM VALIDATION

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
<th>How to Fix</th>
<th>Mapping #</th>
</tr>
</thead>
<tbody>
<tr>
<td>53986</td>
<td>Discuss Assurances - Assurances section must ALL be initialed</td>
<td>Error</td>
<td>Enter initials of district personnel acknowledging assurances. Ensure that all assurances are initialed.</td>
<td>8</td>
</tr>
<tr>
<td>53987</td>
<td>District Personnel Completing Form must be filled in</td>
<td>Error</td>
<td>Enter the staff person’s name who is completing this form.</td>
<td>4</td>
</tr>
<tr>
<td>53988</td>
<td>Unable to Receive Information</td>
<td>Error</td>
<td>Either Yes or No must be checked.</td>
<td>6</td>
</tr>
<tr>
<td>53989</td>
<td>Unable to provide Authentic Academic Response</td>
<td>Error</td>
<td>Either Yes or No must be checked.</td>
<td>7</td>
</tr>
</tbody>
</table>
DATA MAPPING

This section provides data source and destination information, where applicable, for all fields on the form. If source or destination data is missing or incorrect, follow the navigation indicated in this section to add or correct the data. Also included is a description of necessary Alternate Codes, if required. To add, edit or lookup a code, navigate to Maintenance > Manage Code Tables. Select the name of the table (indicated in the Mapping information) from the drop down list. Then click the 'Show Alternate Codes' link at the top of the page to see the applicable codes.

STAAR ALTERNATE 2 NAAR ELIGIBILITY REQUIREMENTS SUPPLEMENT

Effective 2015-2016 School Year

STAAR ALTERNATE 2 NO AUTHENTIC ACADEMIC RESPONSE (NAAR)

ELIGIBILITY REQUIREMENTS

1. Student Name
2. Grade
3. Date
4. Name of District Personnel Completing Form
5. Position

ELIGIBILITY CRITERIA

If the admission, review, and dismissal (ARD) committee has previously determined that a student meets the eligibility criteria for STAAR Alternate 2 and the student is being considered for a No Authentic Academic Response (NAAR) designation, the ARD committee must discuss the eligibility criteria below. The answer to at least one of the two NAAR Eligibility Criteria questions listed below must be YES. Additionally the ARD committee must discuss the two assurances. Both assurances must be initialed by district personnel in order for the student to receive a NAAR designation. Students qualifying for NAAR will not be required to participate in the administration of STAAR Alternate 2 for any course or subject. A score code of 'N' must be recorded for all tests the student would have taken.

No Authentic Academic Response Eligibility Criteria

Because of multiple impairments, the student is unable to receive information during instruction and assessment. For example, the student may have a combination of visual, auditory, and/or tactile impairments.

Yes / No

Select Yes or No

The student is consistently unable to provide an authentic academic response during instruction. His or her behavior may be described by one or more of the following characterizations:

- The student is unable to demonstrate any observable reaction to a specific stimulus.
- The student exhibits only startle responses.
- The student tracks or fixates on objects at random and not for a purpose.
- The student moves or responds only to internal stimuli.
- The student vocalizes intermittently regardless of changes in environment around him/her.

Select Yes or No

Discuss and Initial Assurances

If the response of the student is described by at least one of the eligibility criteria, the ARD committee must discuss the following assurances. Both assurances must be initialed by district personnel for the student to be eligible for the STAAR Alternate 2 NAAR designation. The ARD committee must ensure the NAAR designation is documented in the student’s individualized education program (IEP), and this form must be included in the IEP.

The student is unable to receive information during instruction and assessment and/or the student is unable to provide an authentic academic response.

The NAAR designation is based on educational records and describes the student in all settings.
TX ARD Supplement – STAAR Alternate 2 NAAR Eligibility Requirements

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student Name</td>
<td>Automatically fills in from Basic Information &gt; Demographics &gt; Student Name.</td>
</tr>
<tr>
<td>2</td>
<td>Grade</td>
<td>Automatically fills in from Grade selected in the ARD, TAKS-STAAR section.</td>
</tr>
<tr>
<td>3</td>
<td>Date</td>
<td>Automatically fills in with the Start Date of the ARD Form to which the supplement is attached. User has the ability to change the date.</td>
</tr>
<tr>
<td>4</td>
<td>Name of person completing form</td>
<td>Clicking in the Name field will display names from the staff table. User can select from the list, enter search criteria or type in a name.</td>
</tr>
<tr>
<td>5</td>
<td>Position of person completing form</td>
<td>Automatically fills in based on staff selected in the previous field. User can type in the information alternatively.</td>
</tr>
<tr>
<td>6</td>
<td>Unable to Receive Information</td>
<td>Yes/No Control. Save as FormAnswer</td>
</tr>
<tr>
<td>7</td>
<td>Unable to provide Authentic Academic Response</td>
<td>Yes/No Control. Save as FormAnswer</td>
</tr>
<tr>
<td>8</td>
<td>Assurances</td>
<td>Text Boxes to record the Initials of district personnel acknowledging assurances: IEPPLUS will force text to capital letters. Text will print below signature lines, allowing staff to physically initial the form to acknowledge each assurance.</td>
</tr>
</tbody>
</table>

SECURITY

In order to control the permissions available to a particular Security Group or individual user, the appropriate check boxes must be checked. From the Home page, Security area, select Manage Groups or Manage Users. Edit the item and click on the Permissions tab or link. Scroll down to the ‘STAAR Alternate 2 Medical Exception Requirements’ section. Security permissions for this area are defined in the table below.

<table>
<thead>
<tr>
<th>Permission</th>
<th>Checked On</th>
<th>Not Checked On</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>Links providing access to existing forms active. User will have the ability to access existing forms but cannot change any data.</td>
<td>Links providing access to the form inactive. User will not have the ability to view the form.</td>
</tr>
<tr>
<td>Add</td>
<td>User will have the ability to create new forms.</td>
<td>User will not have the ability to create new forms.</td>
</tr>
<tr>
<td>Edit</td>
<td>User will have the ability to change any field in an existing form.</td>
<td>User will not have the ability to change any field in an existing form. All fields read only.</td>
</tr>
<tr>
<td>Delete</td>
<td>User will have active 'Delete' link in the form tool bar providing the ability to delete a form.</td>
<td>Delete link in form tool bar inactive. User will not have the ability to delete a form.</td>
</tr>
</tbody>
</table>

REVISION HISTORY

07/21/2015:
- Initial document created.