



## Bilingual Dictionary Request: 2015-16 Assessments

### **Introduction**

A list of approved dictionaries for Indiana assessments is provided in *Appendix I* of the *Indiana Assessment Program Manual* (<http://www.doe.in.gov/assessment>). Any bilingual dictionary not identified in the *Indiana Assessment Program Manual* must be approved by the Indiana Department of Education. Requests must be made **at least four weeks prior to the assessment window** (see below for specific dates based on testing windows).

### **Requirements**

- The accommodation to use a bilingual word-to-word dictionary must also be part of the student’s ILP and used consistently in the classroom.
- The dictionary must be a word-to-word dictionary and cannot include any additional information (e.g., English grammar, list of irregular verbs, examples of English phrases).

### **Process Local**

- To request use of a specific bilingual word-to-word dictionary, submit the following documents **on or before the date indicated below (based on a particular testing window)** to the Office of Student Assessment **via fax at 317-233-2196**:
  - ✓ *Bilingual Dictionary Request* form (including the name, publisher information, and ISBN number)  
Your signed affirmation that the dictionary requested does not contain any additional information beyond word-to-word translations (See signature line on request form)
- Upon receipt of the request form and the required documentation, an email will be sent confirming receipt.

Submit a ***Bilingual Dictionary Request Form*** for the appropriate testing window (form due date appears after each window). *Additional copies of the form must be submitted if more than one request is needed.*

<b>Assessment</b>	<b>Form Due</b>
<b>ECA-Fall</b>	September 21, 2015
<b>ECA-Early Winter</b>	November 9, 2015
<b>ECA-Late Winter</b>	January 11, 2016
<b>ISTEP+ Part 1, Part 2</b>	February 1, 2016
<b>ECA-Spring</b>	March 28, 2016
<b>ECA-Summer</b>	May 19, 2016

### **IDOE**

- The Director of Student Assessment will ensure review of requests.
- The results of the review will be communicated to schools/corporations approximately two weeks after receipt of the request.

If you have questions about bilingual dictionaries, please contact Rachel Davidson via email at [rdavidson@doe.in.gov](mailto:rdavidson@doe.in.gov) or by calling (317) 232-0558.



Bilingual Dictionary Request Form: 2015-16 Assessments

Select ONE testing window (form due date appears after each window):

- ECA-Fall (September 21, 2015)
ECA-Early Winter (November 9, 2015)
ECA-Late Winter (January 11, 2016)
ISTEP+ Part 1, Part 2 (February 1, 2016)
ECA-Spring (March 28, 2016)
ECA-Summer (May 19, 2016)

Additional copies of the form must be submitted if more than one bilingual dictionary request is needed.

I) Date of Request:
Corporation Name and Number:
School Name(s) and Number(s):
Person Submitting Request:
Title:
Telephone Number: ( )
Email Address:
Title of Dictionary:
Publisher:
ISBN Number-10 and/or ISBN 13:

By signing below, I affirm that the dictionary requested is a word-to-word dictionary and does not include any additional information (e.g., definitions, pictures, English grammar, list of irregular verbs, examples of English phrases, etc.).

Signature: Date:
Print Name:

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FOR IDOE USE ONLY

Approved Not Approved Date: Initials: