



Bilingual Dictionary Request: 2016-17 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).

Local Process

The Corporation Test Coordinator (CTC) submits the *Bilingual Dictionary Request* form.

- The CTC submits the ***Bilingual Dictionary Request*** **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.

Assessment	Form Due
ECA-Winter	November 4, 2016
ISTEP+ Part 1, Part 2	January 27, 2017
ECA-Spring	March 24, 2017
ECA-Summer	July 14, 2017

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 us via email at Wida@doe.in.gov



Bilingual Dictionary Request Form: 2016-17 Assessments

Submit the Bilingual Dictionary Request Form 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.

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

- ECA-Winter (November 4, 2016)
ISTEP+ Part I, Part 2 (January 27, 2017)
ECA-Spring (March 24, 2017)
ECA-Summer (July 14, 2017)

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:

FOR IDOE USE ONLY

Approved Not Approved Date: Initials: