



Indiana Department of Education

Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

ISTEP+, ISTAR, & IREAD-3 Date Change Request: 2016-17 Assessments

Introduction

In general, no public or other educational institution may administer required assessments outside of the published testing dates established by the State Board. However, the State Board has allowed the Department limited authority to grant exceptions to established testing dates under the following specific guidelines:

The Department shall:

- Not approve requests that provide for administration more than one week prior to the established dates.
- Not approve any requests for late administration.
- Approve only those requests based on long-standing community tradition or extraordinary or emergency circumstances.

Any request outside of the State Board guidelines must be submitted in writing to the Office of Student Assessment and presented to the State Board for review.

The directions below and the form on the next page apply to schools/corporations wishing to:

- Request early administration of a required ISTEP+ and ISTAR (Grades 3-8, & 10) and/or IREAD-3 assessments.

Required Documentation / Process

Local

- If the superintendent or nonpublic/charter/choice principal supports the request, **the form on page 2 of this document, along with rationale, must be submitted 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:**
 - ✓ **Completed Date Change Request form**
 - ✓ **Documentation** supporting rationale for date change request
- Upon receipt of the request form and the rationale documentation, an email will be sent confirming receipt.

Submit a **Date Change 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	Assessment	Form Due
ISTAR Part 1	November 25, 2016	ISTEP+ Part 1	November 10, 2016
ISTAR Part 2	February 17, 2017	ISTEP+ Part 2	January 12, 2017
IREAD-3 (Spring)	November 10, 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, **or longer if State Board action is required.**



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ISTEP+, ISTAR, & IREAD-3 Date Change Request Form: 2016-17 Assessments

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

- ISTAR Part 1** (November 25, 2016)
- ISTAR Part 2** (February 17, 2017)
- IREAD-3 Spring** (November 10, 2016)
- ISTEP+ Part 1** (November 10, 2016)
- ISTEP+ Part 2** (January 12, 2017)

Additional copies of the form must be submitted if more than one test window date change request is needed.

1) Date of Request:

Corporation Name and Number:

School Name(s) and Number(s):

Person Submitting Request and Title:

Telephone Number: (_____) _____ Email Address: _____

2) *Published/Scheduled* Testing Dates: _____

Requested Testing Dates: _____

3) Briefly describe the rationale related to this request (and include documentation via fax):

4) Superintendent or Nonpublic/Charter/Choice School Principal to Complete this Section:

Signature: _____ Date: _____

Print Name: _____ Email Address: _____

IMPORTANT: Be sure to include **documentation** supporting the request, along with **this form, on or before the date indicated based on the testing window** to the Office of Student Assessment **via fax at 317-233-2196**.

If you have questions, please contact the Office of Student Assessment by calling 317-232-9050 or via email at INassessments@doe.in.gov.

FOR IDOE USE ONLY

Submitted to State Board: ____ Yes ____ Not Applicable

____ Approved ____ Not Approved Date: _____ Initials: _____

Assessment Director Signature: _____ Date: _____