



K-8 Default Assessment Collection Instructions

All public school districts and participating nonpublic schools serving K-8 students will be required to submit default K-8 assessment selections for literacy and math for the current school year in the Consolidated Accountability and Support Application (CASA).

- Public school default assessment selections must be submitted and confirmed by the district no later than August 15.
- Participating nonpublics must submit default assessment selections by August 15. These are not reviewed by the district.

Building Responsibility

- The principal on file with the Department in the School Information Update (SIU) must submit a brief collection in CASA outlining the default assessments being used for each grade level served in their building. See below for collection details.
- The **K-8 Default Screening Assessments** collection is found under the in the “Other” folder
- This must be submitted as soon as possible, but not later than August 15, so that the district has ample time to review and confirm the selections made by all buildings before the district level collection is due.

Description of Building Level Collection

- The Default Assessment for K-8 table is initially populated with the default assessment data provided by the building for the previous school year if available. The building principal will need to review the pre-populated data and use the dropdown menu of [approved assessments](#) to make any necessary changes for the current school year. Example for literacy shown below.

Default Literacy Assessment for K-8									
Name	KG	1st	2nd	3rd	4th	5th	6th	7th	8th
Building 1	Fast CBM-R	Fast CBM-R	Fast CBM-R	Not Served	Not Served	Not Served	Not Served	Not Served	Not Served

- The principal will need to complete the following assurance and submit the collection for district review. Please note that the default assessment selections provided should be discussed with other building and district staff as appropriate and should be considered final. Should edits be absolutely necessary, a “Reopen for Edits” button will be available at the bottom of the submission.

By placing a check mark in the box to the left, I assure that I have reviewed the default assessment selections and confirm they are correct and final for the current school year.

District Responsibility

- The district collection requires the district to provide contact information for various testing programs and to confirm the default assessment selections provided by their buildings. See below for collection details.
- The district must work with their buildings to ensure that the building level submissions are completed early enough to allow for district confirmation no later than August 31.

Description of District Level Collection

- District must provide name, position, email address and phone number for the
 - District Assessment Coordinator
 - District Technology Coordinator
 - Iowa Statewide Assessment of Student Progress (ISASP) Primary Contact
 - Iowa Statewide Assessment of Student Progress (ISASP) Lead Technology Support
 - Alternate Assessment Coordinator
 - Alternate Assessment Data Manager
 - Alternate Assessment Lead Technology Personnel
 - ELPA21 Primary Contact

Questions about these contacts should be directed to

- Alternate Assessment/Dynamic Learning Maps (DLM) - Jennifer Denne at jennifer.denne@iowa.gov or (515) 326-5332.
 - ELPA21 - Terri Schuster at terri.schuster@iowa.gov or (515) 681-2492.
 - Iowa Statewide Assessment of Student Progress (ISASP) - Christi Donald at christi.donald@iowa.gov or (515) 238-4715.
- The Default Assessment for K-8 tables are a read only summary of the building level collections. It is initially populated with the default assessment data provided by the buildings for the previous school year. Updates to these data happen when the building marks their collection as complete. Once the principal submits the building level collection, the default assessment selections will update and the status will change to “complete” and the district can review the information for accuracy. Example for literacy shown below.

Default Literacy Assessment for K-8										
Name	Status	KG	1st	2nd	3rd	4th	5th	6th	7th	8th
Building 1	Incomplete	Fast CBM-R	Fast CBM-R	Fast CBM-R	Not Served	Not Served	Not Served	Not Served	Not Served	Not Served
Building 2	Incomplete	Fast CBM-R	Fast CBM-R	Fast CBM-R	Not Served	Not Served	Not Served	Not Served	Not Served	Not Served
Building 3	<i>Complete</i>	Fast CBM-R	Fast CBM-R	Fast CBM-R	Not Served	Not Served	Not Served	Not Served	Not Served	Not Served

- The district needs to coordinate with each building principal to ensure that the building level collections are marked as complete far enough in advance of the August 31 deadline to ensure the district has time to review, request and necessary changes, and submit the data as district confirmed.
 - It is important to coordinate communications so that all in the district are aware of the final selection of default assessments.
 - If the district feels that changes should be made to the default assessments provided by the building, the district must reach out to the building principal to request the changes be made in the building level collection and resubmitted.

Iowa Department of Education guidance should be viewed as advisory unless it's specifically authorized by state statute, according to Iowa Code section 256.9A as enacted by Senate File 475. This does not apply to administrative rules, declaratory orders, or materials required by federal law or courts.