

**List of Required Submissions
2009-10**

Submission	Type	Description	Source of Program Funding	Program Participation Required?	Law Citation	Submission Due Date	Frequency of Submission	Time in School Year	Detail Level	Completed By	Collection Method	Collection System	Link to Template	DPI Contact	DPI Section	DPI Area and Division
Alternate Assessment Files	Report		State & Federal	Mandatory*	NCLB, SBE Policy HSP-C-005 and HSP-C-021			Various times	Students	LEA Test Coordinator	Electronic	Web		Jim Kroening	Test Development	Academic Services & Instructional Support Accountability
Alternate Assessment Role	Report	Listing of students and alternate assessments they use	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021	October 1st		As data changes	Students	LEA Test Coordinator	Electronic	Secure FTP		Tammy Howard	Test Development, TOPS	Academic Services & Instructional Support Accountability
Clustered Students with Disabilities (SWD)	Report	SWD attending one school being counted in performance of another school	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021	December 1, updates until April 1			Students	LEA Test Coordinator	Electronic	Secure FTP		Gary Williamson; Ken Barbour	Accountability ATEAM	Academic Services & Instructional Support Accountability
Collection Dates Submission System	Report	Dates for designated local school testing cycle events (20D, FDF, FDS)	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021	Beginning of school year, with updates as necessary			School	LEA Test Coordinator	Electronic	Web		Gary Williamson; Lori Ivey	Accountability ATEAM	Academic Services & Instructional Support Accountability
Data Verification	Report	Superintendent certification that data are true and correct	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021	June 30th			LEA	Superintendent	Paper	Regional Accountability Coordinator (RAC)		Gary Williamson; Faye Atkinson	Accountability ATEAM	Academic Services & Instructional Support Accountability
Economically Disadvantaged Students (EDS) File	Report	File with student id designating economically disadvantaged students in each school	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021	December 1, April 1			Students	LEA Test Coordinator	Electronic	Secure FTP		Gary Williamson; Ken Barbour	Accountability ATEAM	Academic Services & Instructional Support Accountability
Field Test/Item Tryout Data	Report	Student information and performance on state field tests	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021			Various times	Students	LEA Test Coordinator	Paper/Online	Automatic Return System (ARS)		Tammy Howard	Test Development, TOPS	Academic Services & Instructional Support Accountability
Grade 10 Writing Test	Report	Student responses to writing test	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021	March			Students	Students	Paper	Automatic Return System (ARS)		Jim Kroening	Test Development	Academic Services & Instructional Support Accountability
NAEP	Report	Materials related to NAEP	State & Federal	Mandatory*	NCLB, SBE Policy HSP-C-005 and HSP-C-021			January-March	Students	School	Electronic/ Paper	Paper and Secure FTP		Iris Garner	Testing Policy and Operations	Academic Services & Instructional Support Accountability
Student Membership (by course, grade, and homeroom)	Report	Student information including courses enrolled and demographics for all students in all schools	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021			Various times	Students	LEA Test Coordinator	Electronic	Secure FTP		Gary Williamson; Ken Barbour	Accountability ATEAM	Academic Services & Instructional Support Accountability
Test Materials Orders	Report	List of materials for state testing program	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021			Various times	LEA	LEA Test Coordinator	Electronic	Web		Brian Swiger	Testing Policy and Operations, TOPS	Academic Services & Instructional Support Accountability
Testing Irregularity Report	Report	Report of testing issue	State & Federal	Mandatory*	NCLB, SBE Policy HSP-C-005 and HSP-C-021			Various times	Students	LEA Test Coordinator	Electronic	Web		Brian Swiger	Testing Policy and Operations	Academic Services & Instructional Support Accountability
WIDA Files (ACCESS)	Report	Performance of student on ESL language proficiency test	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021			10 days after ACCESS for ELLs window closes	Students	LEP Coordinator	Electronic	Secure FTP		Helga Fasciano; Mark Hausner	K-12 Program Areas	Academic Services & Instructional Support K-12 Curriculum, Instruction and Technology
WIDA Files (W-APT)	Report	Student performance on state tests	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-022			Ongoing	Students	LEP Coordinator	Electronic	Secure FTP		Helga Fasciano; Mark Hausner	K-12 Program Areas	Academic Services & Instructional Support K-12 Curriculum, Instruction and Technology
Winscan Files	Report	Student performance on state tests (online and paper/pencil)	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021			10 days after summer, fall, spring administrations	Students	LEA Test Coordinator	Electronic	Secure FTP		Gary Williamson; Ken Barbour	Accountability ATEAM	Academic Services & Instructional Support Accountability