



State of Vermont
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

MEMORANDUM

To: Principals
From: Gail Taylor, Division Director, Standards and Assessment
Re: Verification of 2010 Assessment Participation for Accountability
Date: February 28, 2011

Enclosed is the Participation Verification Report for the Fall 2010 NECAP assessments. The report includes all students enrolled in NECAP test grades, per subject (reading and mathematics):

- who had no NECAP test booklet or VTAAP Portfolio;
- who had a blank or incomplete NECAP test booklet, or;
- for whom a “State Approved Special Consideration” was bubbled in on their NECAP test booklet that was returned blank in one or more sessions in a content area.

Please provide a **single** code that either describes the special consideration that applies to the student or that explains why there is not a complete NECAP test booklet. Place the code in the appropriate empty Reading Reason Code or Math Reason Code box. Some reason codes have been filled in based on information already provided. If these codes are incorrect, please update them.

Your timely completion of this report will enable the Department of Education to accurately account for all students in the 2011 accountability decisions. **If we do not receive this report, we will use the data on record in the calculation of Adequate Yearly Progress (AYP).**

Using the form, please do the following:

- 1) If a Reading or Math box reads “NECAP” or “VTAAP,” no action is necessary. We have all necessary information for calculating AYP for the content area.
- 2) If a Reading or Math box reads “**Non-Participant**,” please provide a reason code for the content area. (Reason codes are listed at the bottom of the page on the verification report.) If no reason code is provided or if the code provided is for an invalid reason (20-21), the student will be considered a non-participant in AYP.
- 3) Once completed, **please sign the Principal Participation Verification Report at the bottom of your report.** We suggest that you make a copy of the report for your records before returning it.
- 4) **Please return the Participation Verification Report by Monday, March 14, 2010 to Sarah Lindberg at the Vermont Department of Education, 120 State Street, Montpelier, VT 05620 or fax to (802) 828-6563.** If you have any questions, please call Sarah Lindberg at 802-828-0277 or email sarah.lindberg@state.vt.us.

cc: Superintendents (Informational)