

# STUDENT INFORMATION NEEDED TO REQUEST EXEMPTION FROM NECAP TESTING

## ONLINE eRIDE FORM

## BACKGROUND

The Rhode Island Department of Education's (RIDE) Office of Instruction, Assessment, and Curriculum (OIAC) conducts standardized achievement testing each fall and spring in public schools throughout Rhode Island. The tests are part of the New England Common Assessment Program (NECAP) and are administered in grades 3-8 and 11 in the fall (reading, mathematics, and writing only) and in grades 4, 8, and 11 in the spring (science only). Because RIDE recognizes that circumstances can and do arise that could prevent a child from testing, a system has been established for districts to request RIDE's approval of student exemption from NECAP testing. To handle these cases, OIAC has a process in place wherein the requester fills out an online form and submits it electronically via eRIDE and then faxes documentation to OIAC to verify information. Once OIAC decides whether to approve or deny the request, the requester is contacted via email on the status of the request.

The goal of this online system is to help automate and streamline the exemption request process. The application provides an online smart-form for users to submit NECAP exemption requests. The smart-form is capable of pre-populating information based on some of the user's already entered information. For instance, after supplying a State-Assigned Student ID (SASID) number, demographic information will be pre-populated for the user based on the Student Master database (provided the user has correct authorization).

In addition, the application provides administrative functions so that an administrator can manage pending approval requests more effectively through this system. Requests for exemption will be placed in an online storage space and flagged appropriately depending on current status. A reviewer can then view the requests at a glance and approve or deny them. Automated emails are sent to the designated requesting contact (typically the superintendent's office) informing them of the approval or denial of the exemption request. In addition, the online form incorporates cross-validation checks to the form to help ensure quality and correctness of exemptions. For instance, in the current process a requester may have incorrectly filled out the SASID or date of birth (DOB) of a student, which may in turn contaminate the integrity of the data considered for reporting. The new validation mechanisms help prevent and identify cases where such discrepancies enter the system.

Finally, the system provides an online mechanism for an administrator to easily export the list of approved/denied exception requests.

## INITIAL ENTRY TO THE SYSTEM

The system has a landing page, wherein the user may download and receive instruction on the State-Approved Special Consideration process. The URL of the landing page is:

<http://www.eride.ri.gov/sasc/>

The screenshot shows a web browser window displaying the landing page for the eRIDE system. The page header includes the Rhode Island Department of Elementary and Secondary Education logo and the title "Information Services". The main content area is titled "State-Approved Special Considerations for Statewide Assessments" and includes a "Welcome!" section. The welcome message explains the purpose of the system and provides instructions on how to use it, including a link to the "Student Information Needed to Request Exemption" page. Below the welcome message, there is a list of links for "Guidance Document and Forms", including "Special Considerations for Statewide Assessments: Guidelines & Forms", "Form 1: District Assurances Form", "Form 2: Parent/Guardian Consent Form", "Form 3: Treating Physician/Mental Health Worker Form", and "Form 3A (attachment): Information for the Treating Physician/Mental Health Worker". At the bottom of the page, there is a "Support Contact" section with the address, phone number, and email of the support team.

**Welcome!**

The Rhode Island Department of Elementary and Secondary Education and the Office of Instruction, Assessment, and Curriculum are pleased to provide you with our new, user-friendly, easy-to-use system that will assist you in submitting your requests for approval of student exemptions/special considerations from the NECAP and RIAA assessments.

To begin, please ensure that you have read the guidance document, "[State-Approved Special Considerations for Statewide Assessments: Guidelines & Forms](#)." This document explains each state-approved special consideration/exemption in detail and outlines the conditions under which a student would and would not qualify for special consideration/exemption. This document also explains when requests are due to RIDE and which forms must be completed to qualify for approval of each request.

Once you have read the guidance document and are familiar with the minimum requirements for each type of special consideration/exemption, you can initiate your request(s) by clicking on the link below to go to the eRIDE page, "**Student Information Needed to Request Exemption.**"

[Student Information Needed to Request Exemption.](#)

Here you will need to input the student's State-Assigned Student ID # (SASID). Once the SASID has been validated, many of the fields will be populated automatically for you (be sure to verify that this information is correct). You will need to select the reason for the exemption request (refer to the guidance document to ensure you select the appropriate one) as well as the assessment(s) from which you are requesting special consideration/exemption for the student.

Once you complete the requested information in eRIDE and submit it, you will need to do the following for **EACH request**:

- 1) download and complete a hard copy of **Form 1: District Assurances Form**
- 2) ensure that the superintendent signs and dates Form 1
- 3) fax a copy to RIDE at 401-222-3605.

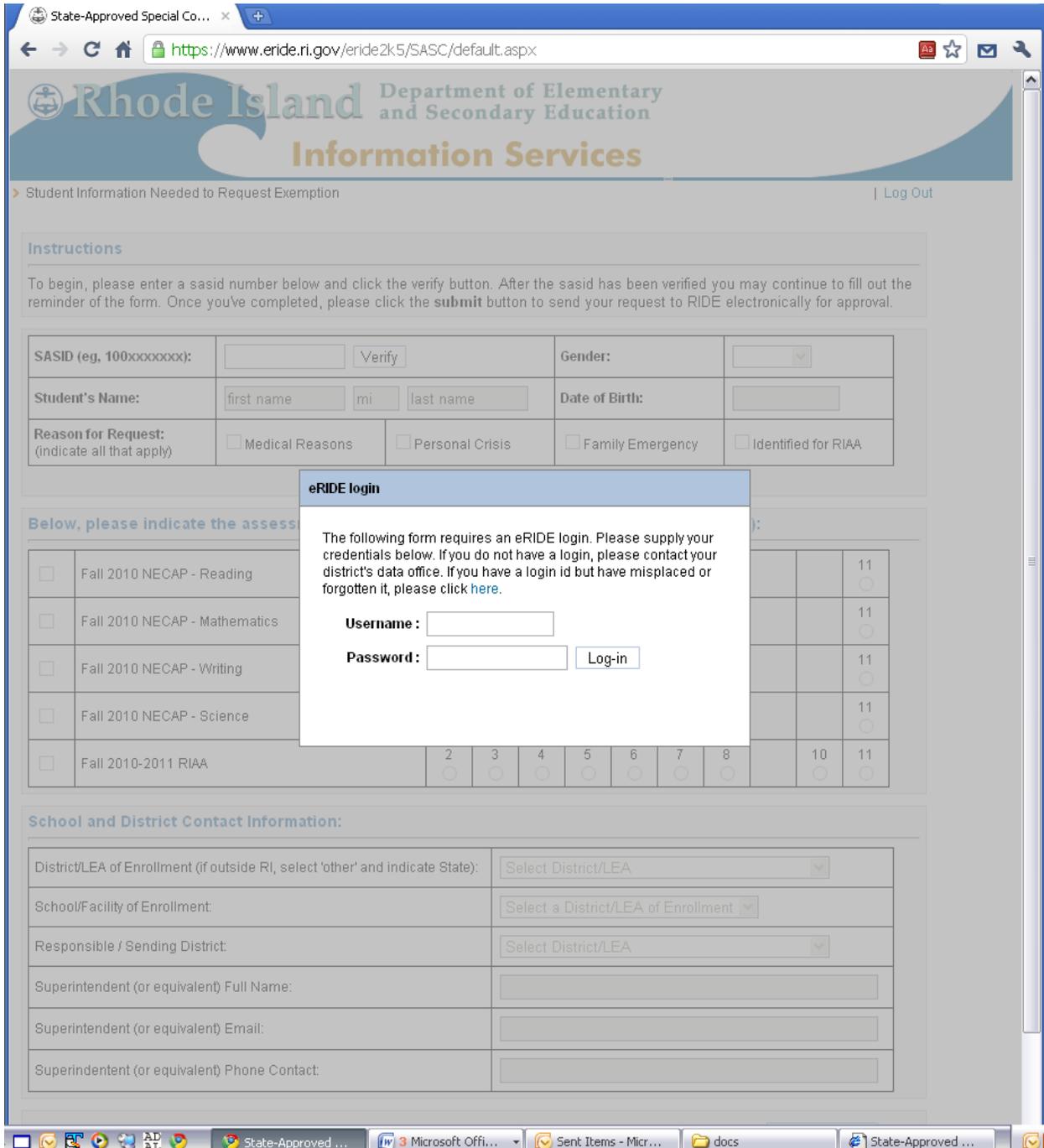
If you have any questions, please contact [Dr. Kevon Tucker-Seeley](#) at 401-222-8494.

**Guidance Document and Forms**

- [Special Considerations for Statewide Assessments: Guidelines & Forms](#)
- [Form 1: District Assurances Form](#)
- [Form 2: Parent/Guardian Consent Form](#)
- [Form 3: Treating Physician/Mental Health Worker Form](#)
- [Form 3A \(attachment\): Information for the Treating Physician/Mental Health Worker](#)

**Support Contact:** RI Department of Education, Office of Instruction, Assessment, and Curriculum, 255 Westminster Street, Providence, RI 02903-3400. Support: 222-8400, [Kevon.Tucker-Seeley@ride.ri.gov](mailto:Kevon.Tucker-Seeley@ride.ri.gov).

From this main landing page, a user is directed to the main application form by clicking on the middle link entitled **Student Information Needed to Request Exemption**.



Immediately upon entry, the user is prompted to enter a valid eRIDE username and password. There are two (2) types of users that may enter the system: **district users** and **administrators**. Administrators are a secure group of individuals limited to the Office of Instruction, Assessment, and Curriculum.

## DISTRICT ENTRY

After a district user has been verified, the user is presented with the following screen:

Administration Screen

**Instructions**

To begin, please enter a sasid number below and click the verify button. After the sasid has been verified you may continue to fill out the remainder of the form. Once you've completed, please click the **submit** button to send your request to RIDE electronically for approval.

<b>SASID (eg, 100xxxxxx):</b>	<input type="text"/>	<input type="button" value="Verify"/>	<b>Gender:</b>	<input type="text"/>
<b>Student's Name:</b>	<input type="text" value="first name"/>	<input type="text" value="mi"/>	<input type="text" value="last name"/>	<b>Date of Birth:</b>
<b>Reason for Request:</b> (indicate all that apply)	<input type="checkbox"/> Medical Reasons	<input type="checkbox"/> Personal Crisis	<input type="checkbox"/> Family Emergency	<input type="checkbox"/> Identified for RIAA

**Below, please indicate the assessment(s) and the student's grade during the assessment(s):**

<input type="checkbox"/>	Fall 2012 NECAP - Reading		3	4	5	6	7	8			11
<input type="checkbox"/>	Fall 2012 NECAP - Mathematics		3	4	5	6	7	8			11
<input type="checkbox"/>	Fall 2012 NECAP - Writing				5			8			11
<input type="checkbox"/>	Spring 2013 NECAP - Science			4				8			11
<input type="checkbox"/>	2012-13 RIAA	2	3	4	5	6	7	8		10	11

**School and District Contact Information: District Contact Information:**

District/LEA of Enrollment (if outside RI, select 'other' and indicate State):	<input type="text" value="Select District/LEA"/>
School/Facility of Enrollment:	<input type="text" value="Select a District/LEA of Enrollment"/>
Responsible / Sending District:	<input type="text" value="Select District/LEA"/>
Superintendent (or equivalent) Full Name:	<input type="text"/>
Superintendent (or equivalent) Email:	<input type="text"/>
Superintendent (or equivalent) Phone Number:	<input type="text"/>

All the controls on this page are disabled with the exception of the SASID text box and the “**Verify**” button. A user must supply the SASID for the student this request for exemption is intended and click on the **verify** button.

After the verify button is clicked, the SASID is verified against RIDE’s Student Master Database. If a match is found, and if the student found belongs to the district the user is from, data is pre-populated on the form immediately:

<b>SASID (eg, 100xxxxxxx):</b>	<input type="text" value="1000000577"/> <input type="button" value="Verify"/>	<b>Gender:</b>	<input type="text" value="Male"/> ▼
<b>Student’s Name:</b>	<input type="text" value="Derick"/> <input type="text" value="K"/> <input type="text" value="Ariyam"/>	<b>Date of Birth:</b>	<input type="text" value="06/15/1996"/>
<b>Reason for Request:</b> (Indicate all that apply)	<input type="checkbox"/> Medical Reasons	<input type="checkbox"/> Personal Crisis	<input type="checkbox"/> Family Emergency <input type="checkbox"/> Identified for RIAA

Current User: Derick Ariyam from District 28

If the student does not belong to the district that the user is from, the SASID is still checked for validity; however, no pre-population will occur. The user in this case will be required to supply demographic information. This information will be later validated before the form is submitted. If two or more demographic fields are incorrect, the request cannot be submitted.

The user then selects the assessments sought for exemption.

**Below, please indicate the assessment(s) and the student's grade during the assessment(s):**

<input type="checkbox"/>	Fall 2012 NECAP - Reading		<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> 8			<input type="radio"/> 11
<input type="checkbox"/>	Fall 2012 NECAP - Mathematics		<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> 8			<input type="radio"/> 11
<input type="checkbox"/>	Fall 2012 NECAP - Writing				<input type="radio"/> 5			<input type="radio"/> 8			<input type="radio"/> 11
<input type="checkbox"/>	Spring 2013 NECAP - Science			<input type="radio"/> 4				<input type="radio"/> 8			<input type="radio"/> 11
<input type="checkbox"/>	2012-13 RIAA	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> 8		<input type="radio"/> 10	<input type="radio"/> 11

NOTE: The grade is pre-selected based on the most recent data available at RIDE from these sources in order of precedence:

1. Latest enrollment data for student
2. Prior year enrollment data for student
3. If no recent enrollment data is found, the grade is pulled from the master SASID record.

Lastly, the user must provide district contact information. This is also preselected for the user:

School and District Contact Information:	
District/LEA of Enrollment (if outside RI, select 'other' and indicate State):	Providence
School/Facility of Enrollment:	Greene Middle (06-08)
Responsible / Sending District:	Providence
Superintendent (or equivalent) Full Name:	Thomas M. Brady
Superintendent (or equivalent) Email:	thomas.brady@ppsd.org
Superintendent (or equivalent) Phone Contact:	(401) 456-9211

The school is preselected based on current enrollment data (where available). The Superintendent's office contact information is also provided and looked up based on the latest Master Directory information.

A user then must click **submit** to complete the request.

Once the submit button is clicked, error checking is performed on the data submitted. If a user omits a field or demographic information is incorrect (in the event it is not pre-populated) error messages are produced.

Error messages:



**Department of Elementary and Secondary Education**

**Information Services**

› Student Information Needed to Request Exemption
| [Log Out](#)

Administration Screen

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**Instructions**

To begin, please enter a sasid number below and click the verify button. After the sasid has been verified you may continue to fill out the remainder of the form. Once you've completed, please click the **submit** button to send your request to RIDE electronically for approval.

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**Errors or Warnings Found**

Please review and/or correct the following errors or warnings, then click the submit button below. A request may still be submitted if there are only warnings present, however a request cannot continue if there are any errors.

**Errors found: 3**

Errors
Please select at least one reason for request, eg. 'Identified for RIAA'
Check grade selections. Student cannot be exempt from differing grades.
Too many demographic discrepancies with supplied SASID. Please contact your district's data office.

**Warnings Found: 2**

Warnings
Check student's SASID: Supplied first name differs from master record.
Check student's SASID: Supplied last Name differs from master record.

SASID (eg, 100xxxxxxx):	100000577	<input type="button" value="Verify"/>	Gender:	Male <input type="button" value="v"/>	
Student's Name:	Derick	K	Ariyam	Date of Birth:	06/15/1996
Reason for Request: (indicate all that apply)	<input type="checkbox"/> Medical Reasons	<input type="checkbox"/> Personal Crisis	<input type="checkbox"/> Family Emergency	<input type="checkbox"/> Identified for RIAA	

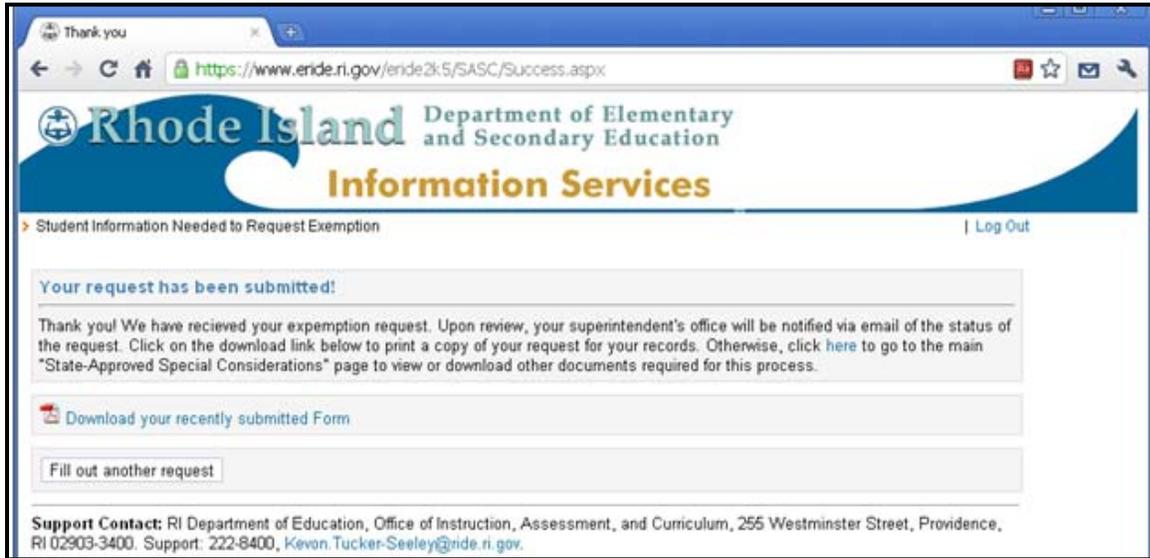
Below, please indicate the assessment(s) and the student's grade during the assessment(s):

			3	4	5	6	7	8			11
<input checked="" type="checkbox"/>	Fall 2012 NECAP - Reading		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			<input type="radio"/>
<input checked="" type="checkbox"/>	Fall 2012 NECAP - Mathematics		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="radio"/>
<input type="checkbox"/>	Fall 2012 NECAP - Writing				<input type="radio"/>			<input type="radio"/>			<input type="radio"/>
<input type="checkbox"/>	Spring 2013 NECAP - Science (closed) (closed)			<input type="radio"/>				<input type="radio"/>			<input type="radio"/>
<input type="checkbox"/>	2012-13 RIAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>

**School and District Contact Information: District Contact Information:**

A user may not submit a form if there any outstanding errors present. However, if there are only warnings, a user many still continue to submit a form after acknowledging the warnings.

Upon successful submission, the user is then presented with the following screen:



A user may click on “Download your recently submitted Form” to produce a copy of the request or click on the “Fill out another request” button to submit another request.

Clicking “Download your recently submitted Form” opens a PDF for the user with the fields submitted stamped onto the document:

