



PUBLIC SCHOOLS OF NORTH CAROLINA

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September 12, 2005

TO: LEA Superintendents
Directors, Charter Schools
Directors, Exceptional Children Programs

FROM: *LMF*
Louis M. Fabrizio, Director
Division of Accountability Services

SUBJECT: Request for Testing Exceptions Based on Significant Medical Emergencies and/or Conditions

There may be some rare circumstance when a student cannot take an assessment during an entire testing window, including makeup dates, due to a significant medical emergency and/or condition. Although the student remains enrolled in the school during this period, the school does not have to include the student when calculating its participation rates. Examples include students who are (1) in the final stages of terminal or degenerative illnesses, (2) comatose, or (3) receiving extensive short-term medical treatment due to a medical emergency. Based on two year's of data, the estimated number of such students (statewide) ranges from 120 to 160.

For the 2005–06 school year, the process for requesting special exceptions based on significant medical emergencies and/or conditions is as follows:

1. The LEA superintendent or charter school director must support an exception through a written request to NCDPI. The request must have the original signature of the superintendent or charter school director. The parent should be notified that such a request is being submitted and give consent.
2. The request must include a justification explaining why the emergency and/or condition prevents participation in the respective test administration during the testing window and the subsequent makeup period. The justification must include the following information:
 - Name of the student
 - NCWISE or SIMS Student ID
 - Name of the school
 - The LEA code
 - Name of the test(s) and date of the test administration(s) for which the exception is being requested
 - Explain how the significant medical emergency and/or condition affects the student on a daily basis, including participation in instructional activities. This should provide sufficient detail so that the review committee can thoroughly understand the implications of the emergency and/or condition.
 - State the date of the onset of the emergency and/or condition.
 - State the expected duration of the emergency and/or condition.
3. Requests for exceptions for the spring 2006 administration of the end-of-grade (EOG) and end-of-course (EOC) tests must be submitted by May 5. A committee will convene to review the requests and responses will be mailed by May 17. If a student should experience a medical emergency after May 5 that prohibits him/her from participation in the EOG or EOC test, the request must be submitted by June 2. Requests received after June 2 will not be considered. Requests for exceptions for the North Carolina Alternate Assessment Portfolio (NCAAP)

DIVISION OF ACCOUNTABILITY SERVICES

LOUIS M. FABRIZIO, *Director* | lfabrizio@dpi.state.nc.us

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must be submitted by April 7. For all assessments other than EOG and spring EOC (e.g. Grade 3 Pretest, Fall Block), the request must be submitted prior to the end of the makeup period for the respective test(s).

4. Requests for consideration are to be submitted (receipted mail method) by the LEA superintendent or charter school director to the Director of Accountability Services, 6314 Mail Service Center, Raleigh, North Carolina 27699-6314.
5. The Director of Accountability Services at the NCDPI will provide a written statement of the decision to the LEA superintendent or charter school director.
6. The students who are approved for an exception will be coded for data analysis purposes by NCDPI. No additional coding will be necessary by LEA test coordinators.
7. Any exception granted by the NCDPI is limited to the testing period for the specific test(s) for which it was requested and does not carry forward to future test administrations, unless noted in the NCDPI decision.

Students who are granted a medical exception shall not be reported or counted in the school, district, or state test scores and will not be included in the calculation of the 95 percent tested rule. Students who are granted an exception shall not be subject to any of the Student Accountability Standards policy consequences in grades 3, 5, or 8 for the testing period to which the exception applies. However, students are required to meet all state graduation requirements before receiving a high school diploma. It is the expectation of NCDPI that only those students that the LEA believes are unable to participate in the assessment will be submitted for a medical exception request.

Please be reminded that any written material containing identifiable student information shall not be disseminated or otherwise made available to the public by any member of the State Board of Education, any employee of the State Board of Education, the State Superintendent of Public Instruction, any employee of the North Carolina Department of Public Instruction, any member of a local board of education, any employee of a local board of education, or any other person, except as permitted under the provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. §1232g.

If you have questions regarding requests for testing exceptions based on significant medical emergencies, please contact Sarah McManus at (919) 807-3776 or smcmanus@dpi.state.nc.us.

LMF:pfb

C: LEA Test Coordinators
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