

2011-2012 Summary of Essential Requirements for VTAAP Forms

Form	Due Date	Description
VTAAP Form 1: Eligibility & Team Roles	Oct. 15, 2011	<ul style="list-style-type: none"> ▪ 1 form <u>for entire portfolio</u> to enroll individual students in the alternate assessment program for all content areas: reading & math (grades 2-7, 10); science (grades 4, 8, 11) ▪ Names and emails for members of Student Evaluation Team (SET) ▪ Administrators will be notified via email that a student(s) in their school/district has enrolled. They will be given administrative rights to view the students' records.
VTAAP Form 2: Entry Point Declaration	Oct. 15, 2011	<ul style="list-style-type: none"> ▪ 1 form <u>for entire portfolio</u> to identify the student's expressive communication and reading skills used to establish the appropriate entry point levels for all content areas ▪ Questions related to vision, hearing, and writing skills ▪ Identification of specific assessment targets
VTAAP Form 3: Baseline Record	Dec. 15, 2011	<ul style="list-style-type: none"> ▪ 1 form <u>for each strand</u> in content area (x 4) ▪ Exact alignment of Baseline and Endline ▪ Serves as Product label and required data chart for Baseline Product ▪ Must be printed and attached to student product ▪ Name and date is required on EACH student product
VTAAP Form 4: Curriculum Access & Instruction Record	Dec. 15, 2011 Feb. 15, 2012 May 15, 2012	<ul style="list-style-type: none"> ▪ 1 form <u>for each content area</u> used to document the required access (curriculum planning), involvement (instruction) and progress (data collection) related to the grade-level general education curriculum (GLGEC) ▪ All three forms are required for the portfolio to be scored
VTAAP Form 5: Endline Record	May 15, 2012	<ul style="list-style-type: none"> ▪ 1 form <u>for each strand</u> in content area (x 4) ▪ Exact alignment of Baseline and Endline ▪ Minimum 30 day period of instruction between baseline and endline ▪ Serves as Product label and required data chart for Endline Product ▪ Must be printed and attached to student product ▪ Name and date is required on EACH student product
VTAAP Form 6: Scoring Record	May 15, 2012	<ul style="list-style-type: none"> ▪ 1 form <u>for each strand</u> in content area (x 4) to document local scoring
VTAAP Form 7: Team Signatures	May 15, 2012	<ul style="list-style-type: none"> ▪ 1 form <u>for entire portfolio</u> to document validation of the assessment