

JUSTIFICATION FOR EXCEEDING THE 1% THRESHOLD ON ALTERNATE ASSESSMENT PARTICIPATION

All districts are required to submit information to the Nebraska Department of Education that provides the percentage of students they predict will be administered the Alternate Assessment for the current year. The Nebraska Department of Education may allow an exception to a district, permitting it to exceed the 1.0 percent threshold, if **1) the district requests an exception, completes all required documentation and 2) the state reviews that request and finds it meets the conditions.**

COMPLETING the JUSTIFICATION for EXCEPTION

Complete the Justification for Exception form along with any other forms included in this email and submit it to _____, Nebraska Department of Education, Special Education Office, at _____.

- **Section 1-** All information must be provided in this section.
- **Section 2** - Check the appropriate option (Yes or No) that contributes to the district's number of students with the most significant cognitive disabilities participating on the NSCAS Alternate Assessments.
- **Section 3** - An explanation **MUST** be provided to support the reason why you are exceeding the 1% threshold, including information as to how your district decided that the student qualifies for the alternate assessment. Supporting documentation **MUST** also be completed and submitted along with the justification form.
- **Section 4** – Each of these assurances must be considered, implemented, **initialed**, and attested to by the Superintendent of Schools.
- **Submission date** and the **signature** of the District Superintendent must be provided.
- **Complete all required supporting documents.**

STEPS TAKEN BY NDE

1. NDE Title I, Assessment, and Special Education staff will review all submitted Justification for Exceptions and one of the following decisions will be made:
 - (1) If the **district does not submit** the justification for an exception:
 - (a) district will be required to submit all forms, (even if they do not have any students participating on the alternate assessment)
 - (b) NDE will randomly select individual students from a list of alternate assessment students (if applicable) and review the documentation to see if they meet the criteria to be able to participate on the alternate assessment.
 - (2) A request **will not be accepted**:
 - (a) if it does not meet the requirements of the justification form;
 - (b) all forms that are required by NDE for the justification information are not completed.
 - (3) NDE will contact districts to ask for more information that is needed to complete the justification process.
 - (4) A request is allowed.