

Home School, Private School, and Bureau of Indian Education (BIE) School Assessment Rostering

To best serve schools within the parameters of [Board Rule R277-404](#), the Utah State Board of Education (USBE) is providing this documentation as a guide for rostering BIE Schools, Home Schools, and Private School students. LEAs are required to have an internal policy for rostering these students under Board Rule R277-604. The LEA's policy, in conjunction with this document, should be used to develop a process that works for any given LEA.

Board Rule R277-404 requires LEAs to ensure that any computer software for maintaining or submitting LEA data is compatible with the data reporting requirements established in R277-484 when administering assessments to private, home school, or BIE students. R277-484 requires LEAs to "submit student level data to the Board through UTREx Utah eTranscript and Record Exchange."

Board Rule 277-604 establishes the structure in which BIE schools can have their students participate in state assessments, including the following provision, "Materials and training shall be provided to BIE schools from the public school district in which the school is located on the schedule that applies to Utah school districts."

Testing locations where Home and Private School students may participate in assessment rostering are established in Board Rules R277-604-4 and R277-604-3 respectively.

Procedure for BIE Schools, Home Schools, or Private Schools

BIE, Home, and Private Schools currently not participating in USBE's UTREX system must provide student data to the LEA designated by the requirements outlined in R277-604 in order to participate in State assessments. Please contact the LEA your school will test under to determine what student information the LEA requires to enter these students into their SIS (School Information System) or any other requirements the LEA may have for testing these students under their internal policy.

Schools must work with LEAs to ensure student data is communicated in a safe and secure manner. Student Personally Identifiable Information (PII) must be protected and cannot be communicated via unencrypted email.

Procedure for LEA's Rostering BIE, Home School, or Private School Students

In addition to any required student information to be entered in an LEA's SIS there are four essential data elements LEA's must enter in their SIS when rostering students from BIE, Home, and/or Private Schools:

1. School Number
2. Statewide Student ID (SSID)
3. Teacher CACTUS ID
4. Proctoring Assignment (when necessary)

See below for the procedure for entering these four data elements:

1. School Number

The below School Numbers identify that BIE, Home, and Private Schools are not official schools

within an LEA.* Correctly entering these School Numbers ensures these students' scores will not be included in the LEA's accountability data. The appropriate School Membership Code must also be applied when Home School and Private School numbers are used. LEAs will work directly with the respective testing vendors and/or USBE to set up the schools in the appropriate test administration system.

*Note: Schools that wish to administer the ACT must have an ACT School ID Code supplied by ACT. If you have questions regarding this process, contact scott.roskelley@schools.utah.gov.

Type of School	School Number	School Membership Code
BIE School	992	
Home School	990	HSC
Private School	995	PVT

2. Statewide Student ID (SSID)

It is important that LEAs check Utah's SSID system to verify that students do not already have an SSID assigned to them from previous testing. If a student already has an SSID, a new one does not need to be created. If a student does not have an SSID, then LEAs will be responsible for creating one so the student can be incorporated into the USBE assessment rostering system.

3. Teacher CACTUS ID

LEAs will assign the CACTUS ID of the LEA's assessment director, principal, or other appropriate staff/administrator of the LEA for these students in their SIS. The LEA's internal policy may designate the appropriate administrator.

Please be aware that students assigned to the same CACTUS ID may be viewable across proctors assigned to them (i.e., private school students under the same CACTUS ID as BIE students becoming viewable to a BIE teacher proctoring an assessment). Please account for any possible student PII issues this may cause by assigning CACTUS IDs to students appropriately.

4. Proctoring Assignment (when necessary)

LEAs will work directly with the respective testing vendor(s) to set up proctors/test administrators for testing windows when necessary. Students who will not be physically present at the LEA for testing need the teachers/test administrators at the remote location to be assigned as proctors so these teachers/test administrators may administer the assessment(s). If students are not testing physically at an LEA, it is each schools' responsibility to ensure that they have met the respective assessment's technology and proctoring requirements. It is strongly encouraged that schools and LEAs review the respective assessment's administration manual for these requirements before testing occurs. Each assessment has unique requirements that must be met before testing.

LEAs will be responsible for ensuring teachers acting as proctors/test administrators from BIE, Home, and/or Private schools have received proper proctor and testing ethics training before they proctor assessment(s).