



## **Provo City School District**

### **Policy Series 4000: Curriculum, Instruction & Assessment**

**4406 P3**

#### **Assessment Services for Students Not Enrolled in District Schools**

Utah State Code and USBE Rule requires all public-school districts to provide opportunities for Utah private school students to participate in state-mandated assessments if their parents so desire. To accommodate these students, the district will:

- Post upcoming testing calendars on the department webpage at least one month prior to the opening of the first test window,
- Establish and maintain a listing of fees associated with the administration of each state mandated assessment, following state code. The fees will be posted on the district webpage with an explanation of costs which may include materials, proctoring, scoring, reporting, etc.,
- Accommodate a parent/legal guardian request for a Utah private school student to be tested by the district. Parents/guardians may be charged fees (from Board-approved, posted fee schedules) for Utah private school students to participate in state-mandated assessments. Fees may be paid by either the parent or the private school. All fees must be paid in advance of the assessment. Parents/guardians shall contact the Assessment Director at least 50 days prior to the beginning of the test window. If special accommodations for any state-mandated tests have a required application window that is greater than the 50 days, it is the responsibility of the requesting private school to apply within the state-required application window.
- Accommodate a parent/legal guardian request for a homeschooled student, who resides within district boundaries, to be tested with the same fee/lack of fee as a regularly-enrolled district student. Parents/guardians shall contact the Assessment Director at least 50 days prior to the beginning of the test window. If special accommodations for any state-mandated tests have a required application window that is greater than the 50 days, it is the responsibility of the requesting private school to apply within the state-required application window.

#### **Parent Application Process**

Parents of students enrolled in Utah private schools or homeschooled students in district boundaries may apply to have their children participate in state-mandated testing by contacting the Assessment Division in the district Teaching and Learning Department. Since state-mandated testing requires personal student information to be used to the state computer system, all private and home school student data must be registered into the district's Student Information System (SIS) in order to generate the state-mandated assessments.

#### **Private School Participation**

In addition to accommodating Provo private school parent/guardian requests for individual student testing, the district may also allow a private school (with facilities located within the district's boundaries) to have its students participate in state mandated assessments through the district. To apply to do so, the private school shall contact the Assessment Director at least 50 days prior to the beginning of the test window to request testing services. If special accommodations for any state-mandated tests have a required application window that is greater than the 50 days, it is the responsibility of the requesting private school to apply within the state-required application window. The district's Assessment Director shall respond to the request in a timely manner. If the request is approved, the response shall indicate:

- The location(s) and time(s) for the assessment,
- Assessment rules, including the identification and proof of residency,

- Fees to be charged, which must be paid prior to the day of assessment,
- A list of implementations or materials which the student may or may not bring to the assessment, and
- Any other information required by the district to process the testing

The Assessment Director shall determine the site within the district where the private school students may take the assessment. The number of private school students allowed to participate at a site will be limited to space available after the currently-enrolled public school students have been accommodated. Additionally:

- In the event a private school student has an IEP or 504 Accommodation Plan in place requiring special testing accommodations, it is the responsibility of the private school or parent to indicate such with the initial request. PCSD's Assessment Department shall review the requested accommodation(s) and determine the costs and feasibility of the request. The private school student shall be informed of the results of the determination prior to the assessment date.
- A private school administrator may be required to: participate in the monitoring and/or proctoring of the assessments and/or be present at the assessment site to remove any private school student who becomes disruptive to the assessment environment. All private school administrators or representatives must have a signed ethics training verification form on file with the Assessment Director. The Assessment Director shall indicate such requirements in the initial response to the private school's request.
- The parent, legal guardian or private school administrator of a private school student will be notified electronically by email of assessment results availability. It will then be the responsibility of the parent, legal guardian or private school administrator to acquire the results while meeting the Utah State Student Privacy Law requirements.

Legal References:  
Utah Code 53E-4-302

Synopsis:  
Requirement to Provide Private School Students Access to State Tests

Adopted: January 12, 2021