

Special Permission Request
Submission of a Virginia Substitute Evaluation Program (VSEP)
Grades 3-8 Mathematics Course Work Compilation (CWC)

The Virginia Department of Education will grant special permission for a small number of eligible students with disabilities in grades 3-8 who are unable to access SOL *Mathematics* assessments to submit a Course Work Compilation (CWC) to demonstrate knowledge of mathematics content. Typically students eligible to submit CWCs have experienced a new disability, rapid deterioration of sensory functions, or a unique disability that prevents the student from accessing the SOL assessment even with allowed testing accommodations.

Procedures for completing the *Special Permission Request* form are provided below. A sample form is on pages 3-5. Care must be taken to ensure that all sections are completed and that substantial supporting documentation is included. School divisions must submit the completed *Special Permission Request* form to the Virginia Department of Education (VDOE) no later than **October 7, 2011**, for students enrolled in yearlong courses or students enrolled in first semester block scheduled classes. Completed *Special Permission Request* forms must be submitted to VDOE no later than **February 10, 2012**, for students enrolled in second semester block scheduled classes. Early submission is encouraged and recommended. Late submissions will be reviewed **ONLY** if there are extenuating circumstances.

Forms must be submitted through the Single Sign-on for Web Systems (SWSS) Dropbox.

Procedures to Complete the *Special Permission Request* Form

The *Special Permission Request* must be completed in its entirety for consideration for the submission of a grade 3-8 *Mathematics* VSEP CWC. The electronic form is available from the Virginia Department of Education Web site at:

http://www.doe.virginia.gov/testing/alternative_assessments/vsep_va_substitute_eval_prog/index.shtml.

The *Special Permission Request* form includes the following sections:

Section I – Student and School Information

This section lists the division, student, and school information.

Section II – Qualifying Questions

Each qualifying statement must be checked “Yes.” If any statement is checked “No” special permission to submit a grade 3-8 *Mathematics* VSEP CWC will be denied by VDOE.

Section III – Documentation to Support Special Permission Request

Comprehensive documentation must be provided to support each statement in this section. Information discussed in this section includes: the student’s grade level mathematics performance; how the student accesses grade level content; use of instructional and testing accommodations; and the student’s unique disability challenge that prevents access to the SOL test even with accommodations.

Section IV – Justification Statement

A detailed statement must be provided in this section explaining why it has been determined that a CWC is the only assessment method appropriate for the student. Provide the names of the IEP Team/504 Committee participants.

Section V – Review Verification

This section requires the names of school personnel (or designees) who reviewed and approved the *Special Permission Request*. Required school personnel include the building principal where the student is enrolled, the Division Director of Testing (DDOT) and the Director of Special Education.

Submission of VSEP Special Permission Request for VDOE review

After the *Special Permission Request* has been reviewed and approved by the building principal, DDOT and the Special Education Director, the form should be submitted to VDOE through the Single Sign-on for Web Systems (SSWS) Dropbox located at: <https://plpe.doe.virginia.gov/ssws>.

The process for sending the VSEP Special Permission Request is like addressing and sending an e-mail attachment. Complete the File Information fields within the dropbox application as indicated below.

1. **To School Division Field** – Use the drop down menus to select Virginia Department of Education and to select the receiver as Learnard, Cathy.
2. **CC School Division Field** – Use the drop down menus to select Virginia Department of Education and to select the receiver as Dunkley, Chancie.
3. **Subject Field** – Type in Special Permission Request and your school division name.
4. **Select File Field** – Use the drop down menu to select “New”.
5. **File to Upload Field** – Enter the file name, including the full local path, or use the browse button to select the file to be sent.
6. **Click the submit button to send the file to each of the receivers selected.**

The *Special Permission Request* will be reviewed by VDOE student assessment and special education staff to determine if the information provided indicates that the student meets the special permission participation criteria for grades 3-8 VSEP mathematics and offers substantial documentation with a reasonable rationale to support this request. Results of the review will be indicated as “Approved,” “Approved with Conditions,” or “Denied” and submitted to the DDOT through the SWSS Dropbox using the *Special Permission Request Approval/Denial* form. A sample of this form is available on page 6. If conditions for approval are indicated, all conditions must be addressed and the *Special Permission Request* must be re-submitted to VDOE before final permission to participate is granted.

Development of the Student Evaluation Plan

Following approval of the *Special Permission Request*, the student’s content teacher and special education teacher are responsible for developing the *VSEP Evaluation Plan/Worksheet* for mathematics content for which the student will be submitting a CWC. *VSEP Evaluation Plan/Worksheet* documents are available at: www.doe.virginia.gov/testing/alternative_assessments/vsep_va_substitute_eval_prog/index.shtml.

A sample *VSEP Evaluation Plan/Worksheet* is available in the *2011-2012 VSEP Implementation Manual, Appendix E*.

In order to develop an acceptable *Evaluation Plan/Worksheet*, the *2011-2012 VSEP Implementation Manual* should be carefully reviewed. The *VSEP Implementation Manual* provides guidelines for choosing acceptable evaluation methods and products for inclusion in the CWC.

The completed *VSEP Evaluation Plan/Worksheet* must be submitted for local review.

Special Permission Request For Submission of a Virginia Substitute Evaluation Program (VSEP) Grades 3-8 Mathematics Course Work Compilation (CWC)

This form is available on the Virginia Department of Education Web site at:
www.doe.virginia.gov/testing/alternative_assessments/vsep_va_substitute_eval_prog/index.shtml.

Directions: The IEP Team/504 Committee should complete sections I-IV and submit to the Division Director of Testing.

Section I: Student and School Information

Special Permission is requested by _____ (insert school division name) for the submission of a VSEP CWC for the student listed below:

Student Name: _____ Date of Birth _____

State Testing Identifier (STI): _____ Current Grade of Enrollment _____

Mathematics Course: _____

School: _____

General Education Teacher: _____

Special Education Teacher: _____

Section II: Qualifying Questions

If "NO" is checked for ANY statement, the student is NOT ELIGIBLE for the Virginia Substitute Evaluation Program. (Check yes or no for each statement.)

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Does the student have a current IEP/504 Plan or is one being developed? <i>(Please do not submit the student's IEP/504 Plan.)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Is the student expected to achieve and maintain grade level proficiency on the mathematics Standards of Learning (SOL) within the current school year? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Does the student possess a disability that presents a unique or significant challenge to the degree that the student is unable to access the SOL test using available accommodations or test formats? |

Section III: Documentation to Support Special Request

Provide comprehensive documentation to support each of the following statements:

1. Student is performing on grade level for the mathematics Standards of Learning.

- Provide a summary of documentation that is on file in the division that supports the student's grade level performance. Documentation may include, but is not limited to, reports of performance from educational evaluations, performance on local benchmark assessments, or graded mathematics classroom assessments.

- Provide a detailed explanation of how this student accesses grade level mathematics content during classroom instruction. Include any instructional accommodations provided.

2. The unique and/or challenging aspects of the student's disability precludes his/her access to the SOL mathematics assessment even with accommodations.

- Provide an overview of the student's disability and a description of any unique and challenging aspects. If appropriate, this description should also address if the disability is a new disability or represents a deterioration of sensory function.

3. The unique and/or challenging aspects of the student's disability preclude his/her access to the SOL mathematics assessment even with test formats such as Braille, large print, audio, Plain English, etc.

- List each test format attempted along with an explanation of why the access to the SOL mathematics assessment was not successful.
- List each testing accommodation used along with an explanation of why the access to the SOL mathematics assessment was not obtained.

Testing Accommodation - _____
Explanation of why the student was not able to access mathematics SOL assessment with this accommodation.

Testing Accommodation - _____
Explanation of why the student was not able to access mathematics SOL assessment with this accommodation.

Testing Accommodation - _____
Explanation of why the student was not able to access mathematics SOL assessment with this accommodation.

Section IV: Justification Statement

Provide a justification statement explaining why it has been determined that the VSEP CWC is the only assessment option appropriate for the student to demonstrate knowledge of grade level mathematics content.

IEP Team/504 Committee Participants

Position/Title	Name	Date
General Education Teacher		
Special Education Teacher		
Parent		
Student		
Building Administrator or Designee		

Submit this form to the Division Director of Testing.

Section V: Review Verification

This *Special Permission Request* form has been reviewed and approved for submission to the Virginia Department of Education by:

Position/Title	Name	Date
Building Principal		
Division Director of Testing		
Director of Special Education		

Submission Directions

After the principal, DDOT and Director of Special Education have reviewed and approved this request, the DDOT should submit it to the Virginia Department of Education (VDOE) using the Single Sign-on for Web Systems (SSWS) Dropbox:

- To School Division: Virginia Department of Education Receiver: Learnard, Cathy
- CC School Division: Virginia Department of Education Receiver: Dunkley, Chancie
- Subject: Special Permission Request (Division Name)

Divisions are strongly encouraged to submit their *VSEP Special Permission Request* forms as early as possible.

3-8 Mathematics VSEP Special Permission Request Submit to VDOE Due Dates:

October 7, 2011

- students enrolled in yearlong courses who will be submitting the CWC in the spring
- students in 1st semester block classes

February 10, 2012

- students in 2nd semester block classes

Late submissions of the *Special Permission Request* form will be reviewed ONLY if there are extenuating circumstances.

The results of the VDOE review will be indicated as “Approved,” “Approved with Conditions,” or “Denied” on the *Special Permission Request Approval/Denial* form submitted to the DDOT through the SSWS Dropbox.

**Special Permission Request Approval/Denial
Submission of a Virginia Substitute Evaluation Program (VSEP)
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The Virginia Department of Education will review the *VSEP Special Permission Request* and will return this Approval/Denial to the Division Director of Testing using the SSWS Dropbox.

Student Name:

Date of Birth:

State Testing Identifier:

Grade of Enrollment

School Division Name:

School Name:

Mathematics Course:

Special Permission Request Review

The information provided below is the result of the review conducted by the Virginia Department of Education to determine if approval is granted for the submission of the grades 3 - 8 *Mathematics* VSEP CWC. Any condition(s) listed must be corrected and the request form must be re-submitted to the Virginia Department of Education and approved before the student can submit a mathematics VSEP CWC. After the student has been approved to submit a VSEP CWC, the DDOT must register the student in PearsonAccess and assign the appropriate VSEP grade level mathematics test.

Participation/Justification Conditions

VSEP Special Request Status:

Date of Approval/Denial: