



Idaho Department
of Education

ELPA LEA Data Validation & ACCESS Participation Rate Appeals

ELPA Webinar Series 2024-2025

March 20, 2025





Agenda

- **LEA Pre-Reporting Data Validation**
- **ACCESS for ELLs – Participation Rate Appeals**
- **Open Discussion & Questions**

English Language Proficiency Assessment Score Reporting Process



Districts
Administer ELPA

Districts Return
ACCESS for ELLs
Test Materials

DRC Matches &
Merges Student
Test Records

Districts Review
Student Records
(LEA Data
Validation)

Idaho IDE
Reviews Student
Records (SEA
Data Validation)

May 7, 2025
WIDA AMS ACCESS
for ELLs Data Files /
Reports

Idaho IDE / SBOE
Starts to Process
ACCESS for ELLs Data

May 16-19, 2025
LEAs Receive Physical
ISRs

May 23 – June 5,
2025
ACCESS Participation
Rate Appeals
Window

August 2025
ELMS EL Status &
ACCESS for ELLs
Scores Update

LEA Pre-Reporting Data Validation

LEA Pre-Reporting Data Validation

LEA Pre-Reporting Data Validation Window
March 27, 2025 – April 2, 2025





LEA Pre-Reporting Data Validation

What is LEA Pre-Reporting Data Validation?

The Data validation process is designed to identify student demographic, accommodation, and test result records that could potentially contain errors. The process provides the opportunity for districts to correct possible errors before reporting ACCESS for ELLs student performance.



LEA Pre-Reporting Data Validation


Examples of Correctable Errors

- Demographic information bubbled incorrectly on a Student Response Booklet
- Student name misspelling
- EDUID # correction
- An accommodation was used during the test but was not listed within WIDA AMS prior to the test
- Identifying duplicate student records

LEA Pre-Reporting Data Validation

- WIDA AMS User Guide Supplement for Data Validation
 - Outlines the data validation process
- Post-Testing Data Validation Recorded Webinar
 - WIDA Secure Portal > Webinars

<https://portal.wida.us/resource/detail/c1063de1-33ca-eb11-a2df-0050568beee8>

ACCESS Data Validation 

March 4, 2025

This webinar provides information about validating and correcting student data.

[See video and related resources](#)

<https://portal.wida.us/webinar/webinarlist>

DRC INSIGHT™
ONLINE LEARNING SYSTEM

WIDA™

WIDA Assessment Management System (WIDA AMS)

User Guide Supplement

Data Validation

For use by LEAs completing Data Validation in WIDA AMS

Data Recognition Corporation (DRC)
13490 Bass Lake Road
Maple Grove, MN 55311

Direct: 1-855-787-9615
Website: <https://www.wida-ams.us>
Revision Date: January 5, 2022



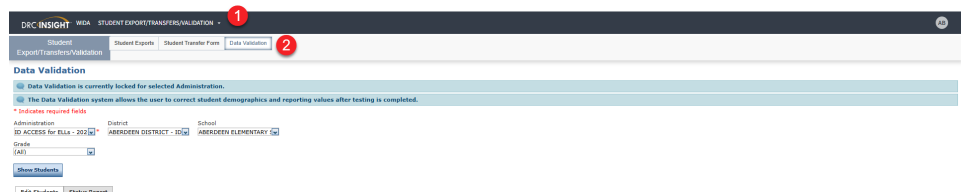
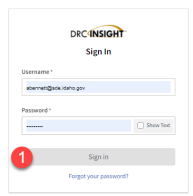
LEA Pre-Reporting Data Validation WIDA AMS User Permission

- Requires “Correction Primary Window” permission assignment in WIDA AMS
 - DTCs are automatically assigned “Correction Primary Window”
 - DTCs may assign this permission on to SCs and TAs
- Each student must have at least attempted one session of ACCESS for ELLs during the test window to show up on the Data Validation student list



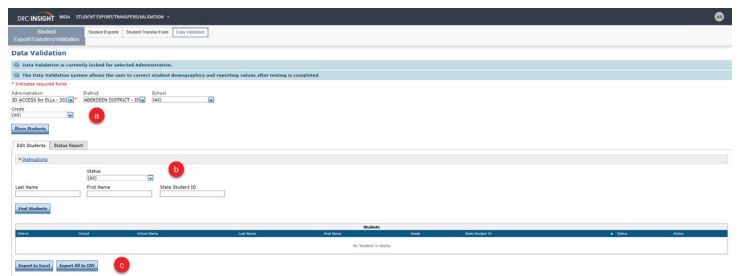
LEA Pre-Reporting Data Validation Reviewing Student Records

1. Login to WIDA AMS > Student Export/Transfers/Validation > Data Validation




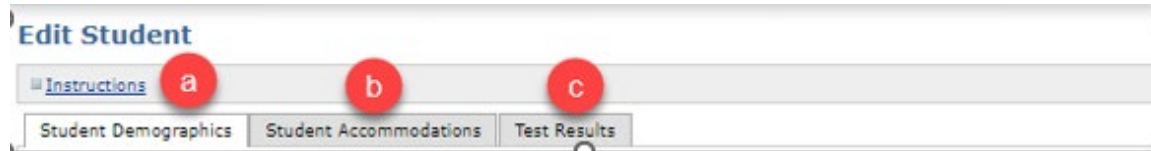
2. Select “ID ACCESS for ELLs 2024-2025” > Show Students

- a. Possible to review students by **school** and/or **grade**
- b. Edit Student filter allows reviewer to find students based on: Status (Not Complete/Complete), Last Name, First Name State Student ID
- c. Export to Excel or to CSV file



LEA Pre-Reporting Data Validation Correcting Student Records

1. Select the **View and Edit Student** icon () in the “**Action**” column next to each student’s record
2. Reviewers can modify the following areas of a student’s record:
 - a. Student Demographics;
 - b. Student Accommodations;
 - c. Test Results.



LEA Pre-Reporting Data Validation

Correcting Student Records – Demographics

- The demographic fields associated with reported test results for the student display in the Student Demographics tab
 - Reviewers can edit any field that is not grayed out
 - Fields marked with a red asterisk (*), are required and must be filled in before a student record in Data Validation can be marked Complete.
- For students with **duplicate records** in WIDA AMS, the review must complete the **Birthdate** field for both records even if they are blank. If there are students with mismatching data, the student’s birthday is used as the final matching criteria to merge the records.
- Made necessary modifications > select “Save” or “Complete”
 - Selecting “Save” will retain changes (only)
 - Selecting “Complete” will save changes and update status
 - Selecting “Back to Student List” (without first saving) will not retain changes

Edit Student

Instructions

Student Demographics Student Accommodations Test Results

* Indicates required fields

Student Demographics Corrections	
Field Name	Reporting Value
First Name	
Last Name	
Middle Name	
State Student ID	
Default Student ID	
District	ABERDEEN DISTRICT - ID009
School	ABERDEEN MIDDLE SCHOOL
Birthdate	
Enrolled Grade	02
Gender	Male
Ethnicity - Hispanic/Latino	Ethnicity - Hispanic/Latino
Race - American Indian/Alaskan Native	No
Race - Asian	No
Race - Black/African American	No
Race - Pacific Islander/ Hawaiian	No
Race - White	No
Native Language	399
Calley High Enrolled US School	
Length of Time in US/LEA Program	
Title III Status	Title III Status
MySAP	No
IEP Status	No
IEP Plan	No
Primary Disability	
Secondary Disability	
LEP Classification	
LEP - Parental Refusal	No
State Defined Optional Data	
District Defined Optional Data	
Alternate ACCESS for ELA Test	No
Student Type	Public (P)
Additional field to be used by a State Provider	

Save Complete Back to Student List



LEA Pre-Reporting Data Validation

Correcting Student Records – Accommodations

- Select the **Student Accommodations** tab to see a record of the accommodations assigned
 - Reviewer can add or remove accommodations for the student for each domain by selecting or removing the appropriate check marks.
- Check each accommodations for each domain it was used

Edit Student

Instructions

Student Demographics | Student Accommodations | Test Results

Accommodations					
Type	Accommodation	Listening	Reading	Writing	Speaking
Presentation	BR - Braille	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environment	EM - Extended testing of a test domain over multiple days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	ES - Extended speaking test response time				<input type="checkbox"/>
Presentation	IR - In-Person Human Reader	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Presentation	RP - Repeat In-Person Human Reader	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Presentation	LP - Large Print	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	MC - Manual control of item audio	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Environment	NIS - Test may be administered in a non-school setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	RA - Repeat item audio	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Response	RD - Student responds using a recording device, which is played back and transcribed by the student			<input type="checkbox"/>	
Presentation	SD - Interpreter signs test directions in ASL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response	OR - Oral Response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

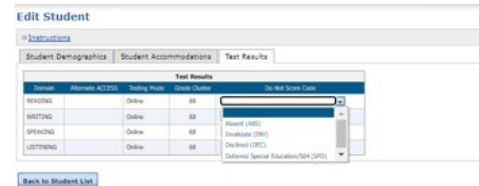
13 Item(s) Displayed

Save Complete Back to Student List

LEA Pre-Reporting Data Validation

Correcting Student Records – Test Results

- Select the **Test Results** tab to see a *record* of the test results for the student.
- The Test Result tab lists the following fields:
 - **Domain** - The domain for which the student was tested.
 - **Alternate ACCESS** - Displays **Yes** if the test result for Alternate ACCESS for ELLs. Displays blank if the test result is for ACCESS for ELLs.
 - **Testing Mode** - Indicates whether the test result comes from a paper or online record.
 - **Grade Cluster** - The grade cluster of the online test or the paper test booklet used.
 - **Do Not Score Code (ABS / INV / DEC / SPD)**
- *Do not apply a DO NOT SCORE code unless the test was taken in error
 - No score will be reported if a DO NOT SCORE code is entered



Domain	Alternate ACCESS	Testing Mode	Grade Cluster	Do Not Score Code
MATH	Online	GR		Yes
READING	Online	GR		Absent (ABS)
SPED/ESOL	Online	GR		Invulnerable (INV)
LANGUAGE	Online	GR		Incomplete (DEC)
				Deferred Special Education/SPD (SPD)



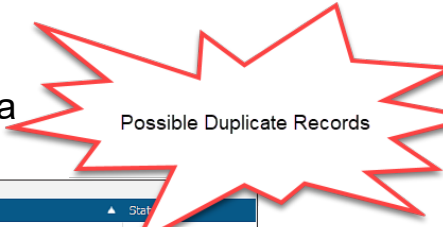
LEA Pre-Reporting Data Validation DRC Matching Records Protocol

- When a student has more than one testing record DRC attempts to match and join the student records
 - For example, the student tests Listening, Reading, and Speaking online, but responds to Writing on paper—the handwriting option for online ACCESS for ELLs
 - If the district number, school number, state student ID, first six characters of last name, first six characters of first name, and grade match, DRC joins the records before displaying them in Data Validation.
- If there is a discrepancy between the, DRC cannot join the records, and they appear as two records in WIDA AMS
- To fix the issue update the records with the correct information so that the **state student ID, student last name, student first name, date of birth, and grade** match exactly from record to record
 - **Save your changes**
 - After the Data Validation window closes, DRC joins the records



LEA Pre-Reporting Data Validation Checking for Duplicate Records

1. Login to WIDA AMS > Student Management > Data Validation
2. Select a School & Grade > click “Show Students”
 - *Each student should only show up once
 - Review student records for similarities:
 - Similar State EDUID numbers (possible error in bubbling)
 - Two records containing the same First and Last name with a different EDUID number



Students				
Last Name	First Name	Grade	State Student ID	Status
StudentLast	StudentFirst	00	1111811111	Not Completed
StudentLast	StudentFirst	00	1111911111	Not Completed
Testing	WFT	00	1215645	Not Completed
LCOne	Student	00	12312312312333	Not Completed
Robertson	Aaron	01	12341000	Completed
Robertson	Aaron	00	12341234123444	Not Completed
Roberson	Aaronagain	00	12341234134	Not Completed



LEA Pre-Reporting Data Validation

Things to Remember

- Districts/Schools WILL NOT have another opportunity to edit student data prior to reports being printed/posted to WIDA AMS
- Requires “Correction Primary Window” permission assignment in WIDA AMS
- Default status for all records is “Not Complete”
 - This does not mean the student did not complete ACCESS for ELLs
 - Complete indicates the record has been reviewed
 - Use student status (Not-Complete/Complete) to track progress
 - DRC will record any saved edits and is not based on the student status

ACCESS for ELLs Participation Rate Appeals

ACCESS Participation Rate Appeals Appeals Window

LEA Pre-Reporting Data Validation Window
May 23 – July 5, 2025



ACCESS Participation Rate Appeals

The ACCESS Participation Rate Appeals process provides districts the opportunity to adjust a district's English learner ACCESS participation rate. This may be achieved by submitting an appeal to have a student added to, or removed from the participation calculation

ACCESS Appeals »

The EL Assessment Participation Appeals application is used to review and appeal participation on the ACCESS assessment for English Learners.



ACCESS Participation Rate Appeals

Participation Rate Calculation

ESSA Section III (b)(2)(G)(i) and IDAPA Rule 08.02.03.111.06. (a)- (n) requires all English learners take the annual English language proficiency assessment (ACCESS for ELLs)

$$\left\{ \begin{array}{l} \text{Number of English learners, including students whose parent/guardian} \\ \text{has waived EL services, who received a valid overall composite score or} \\ \text{successfully appealed a partial score on ACCESS for ELLs or WIDA} \\ \text{Alternate ACCESS} \\ \\ \div \\ \\ \text{Number of English learners, including students whose parent has waived} \\ \text{EL services, who received a valid composite overall score or successfully} \\ \text{appealed a partial score on ACCESS for ELLs or WIDA Alternate ACCESS.} \\ \\ \text{AND} \\ \\ \text{Number of English learners, identified by February 21, 2025, who were} \\ \text{enrolled on or before February 21, 2025, through March 7, 2025, and did} \\ \text{not participate in ACCESS for ELLs or WIDA Alternate ACCESS.} \end{array} \right\}$$



ACCESS Participation Rate Appeals

- Identified ELs with a complete ACCESS for ELLs test will not show up in the ACCESS Appeals Web application
- Students **with** an EL Status of LE, L1, or EW, who have a partial ACCESS for ELLs test or no record of taking ACCESS for ELLs, will be populated into the ACCESS Appeals web application as
 - EL Partial
 - EL Non-Participant
- Students who **DO NOT** have an EL Status of LE, L1, or EW, who have a partial ACCESS for ELLs test or a complete ACCESS for ELLs record will be populated into the ACCESS Appeals web application as
 - Non-EL Partial
 - Non-EL Completer



ACCESS Participation Rate Appeals

Students who are populated into the ACCESS Appeals web application will have one of the following Student Statuses

STUDENT STATUS	DESCRIPTION
EL Non-Participant	Student is listed as an English learner in ELMS but does not have any ACCESS test record.
EL Partial	Student is listed as an English learner in ELMS but does not have a complete ACCESS test record.
Non-EL Completer	Student is not listed as an English learner in ELMS and has a complete ACCESS test record.
Non-EL Partial	Student is not listed as an English learner in ELMS and has a partial ACCESS test record.



ACCESS Participation Rate Appeals

Dependent of the student status a child may be included or excluded in the participation rate calculation

OUTCOME	DESCRIPTION
Include – Non-Participant	<i>Student is included in the participation rate calculation as a Non-Participant. Students with this outcome will appear in the denominator but not the numerator in the participation rate calculation.</i>
Exclude	<i>Student is excluded from the participation rate calculation. Students with this outcome will not appear in the numerator or denominator of the participation rate calculation.</i>
Include - Participant	By default, you will not see this outcome in the appeals site. However, <i>if the SDE approves an appeal for a student to be included as a participant, the “Include - Participant” status will appear on the student’s record on the appeals site.</i> Students with this outcome will appear in both the numerator and denominator in the participation rate calculation.



ACCESS Participation Rate Appeals

Appeals Status

Each student record can have one of several appeal statuses that change as you move through the appeals process

APPEAL STATUS	DESCRIPTION
Not Appealed	No appeal has been submitted for the student.
Not Submitted	The appeal was created but has not been submitted for the student.
Returned	The district has submitted an appeal for the student, and the appeal has been returned by the SDE to the submitter due to insufficient documentation/information. Until sufficient documentation/information is submitted, the student's status will not change.
Submitted	The district has submitted an appeal for the student, but the appeal has yet to be reviewed by the SDE.
Completed	The district has submitted an appeal for the student, and the appeal has been either approved or denied by the SDE.



ACCESS Participation Rate Appeals

Things to Remember

- Students with an IEP or 504 Plan who do not have a complete ACCESS for ELLs test because of a domain exemption, require an appeal be submitted
 - Record of student's IEP/504 Plan Assessment Accommodations section
- Submitted appeal outcomes may involve changes to ISEE or ELMS
 - Corrective actions must take place prior to the end of the appeals window
- Evidence should be provided to justify an appeal
- Ensure the SDE receives the appeal by selecting the “submit” button



ACCESS Participation Rate Appeals Evidence to Support an Appeal

Documentation to justifying an ACCESS Participation Rate Appeal should be collected and retained now

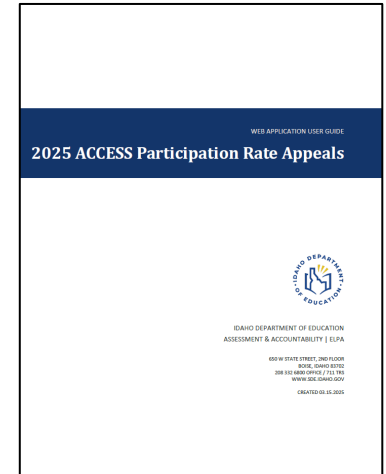
- Parent correspondence
- Health provider documentation
- Attendance/Enrollment information, should be retained to justify ELs who did not complete or only partially completed ACCESS for ELLs during 2024-2025



ACCESS Participation Rate Appeals

Where to Submit an ACCESS Appeal

- ACCESS Appeals are submitted in the Idaho System for Educational Excellence (ISEE)
- Staff require access to ACCESS Appeals web application to be able to submit an appeal
 - District ISEE Coordinator can assign this permission set to district personnel
- 2025 ACCESS Participation Rate Appeals Web Application User Guide
 - Outlines process and how to steps
 - Found within ACCESS Appeals web application under “Additional Resources”



Training and Learning Opportunities



Next ELPA Webinar

- **ELPA: Interpreting & Sharing Score Reports**

- Thursday, April 24, 12:00PM - 1:00PM Mountain Time




ELPA: Interpreting & Sharing Score Reports

Thu Apr 24th 12:00pm - 1:00pm (MDT)

The webinar will review how to interpret the various ACCESS for ELLs score reports and review the expectation of communicating and documenting student performance. In addition, the webinar provides ti ...

- **ELPA: The 2023-2024SY in Review**

- Tuesday, May 13 12:00PM - 1:00PM Mountain Time



ELPA: The 2024-2025SY in Review

Tue May 13th 12:00pm - 1:00pm (MDT)

The webinar presents participants with an overview of the 2024-2025 ACCESS for ELLs test administration highlights and observable pinch points. Participants are asked to submit feedback on the types o ...



Open Discussion & Questions

Questions & Open Discussion

<https://forms.office.com/r/MzK1Zte8Tx>

Questions & Open Discussion Reminder:

- Do not discuss student personal identifiable information (PII)
- Be respectful
- Use the “Chat” function or microphone to speak



Presentation Feedback





Idaho Department
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Presentation Feedback