

October 6, 2003

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: *ARD Committee Decision-Making Process for the Texas Assessment Program—  
Updated Reference Manual for 2003–2004 Testing Year*

Section 39.023 of the Texas Education Code (TEC) requires that educators across the state include students with disabilities in the state assessment program if they are receiving instruction in the Texas Essential Knowledge and Skills (TEKS). The next administration of the State-Developed Alternative Assessment (SDAA) will be in spring 2004. Prior to the spring 2004 administration, admission, review, and dismissal (ARD) committees must decide which assessment is appropriate for each student who receives special education services. ARD committees must also set a growth expectation for each student who participated in the spring 2003 SDAA administration.

In order to assist you and your campuses in preparing ARD committees to make informed assessment decisions, TEA has revised the reference manual. Due to minimal changes and budget restrictions, you will receive **updated** pages for the 2003–2004 testing year. New revised pages feature the footnote “Updated August 2003.” You must remove the pages from the 2002–2003 manual that each updated page replaces. Please note that some pages are additions and have no pages to replace. Enclosed is a document that details the pages that need to be removed from the 2002–2003 reference manual and the replacement pages that need to be added. Two supplemental sections have been added to the reference manual. These sections address the 2004 SDAA II Field Test and the Student Success Initiative. There is not an updated video for the 2003–2004 testing year, but the video distributed last year is still applicable to this testing year.

The updated pages and new sections of the 2003–2004 reference manual are being distributed in the following quantities:

- five copies to each education service center
- five copies to the 100 largest school districts
- two copies to all other school districts

The updated manual is available in its entirety on the TEA website at [www.tea.state.tx.us/student.assessment](http://www.tea.state.tx.us/student.assessment).

The reference manual may be duplicated as needed for training and record keeping.

Testing materials for the SDAA spring and field-test administrations must be ordered through Pearson Educational Measurement. Detailed procedures for ordering test materials for the SDAA II field test in January and the 2004 SDAA writing administration have been sent to districts. The deadline for ordering these test materials is November 3, 2003, by fax and November 9, 2003, via online ordering. Procedures for ordering test materials for the 2004 SDAA reading and mathematics administration as well as for the SDAA II field test in May will be distributed in December.

If you have any questions regarding the ARD committee training materials, please contact the TEA Student Assessment Division at 512-463-9536.

Sincerely,  
Tiffany Gibson  
Associate Project Director  
Austin Operations Center  
Pearson Educational Measurement

CC: ESC Executive Director  
District Testing Coordinator  
Special Education Director

Enc: Replacement Pages for the 2003–2004 Reference Manual

## **Replacement Pages for the 2003-2004 Reference Manual**

### **Remove these pages**

Green cardstock cover  
Green cardstock spine  
Cover page  
Foreword (page 1)  
Table of Contents (pages 2-4)  
Introduction (pages 6-10)  
Reading and Mathematics (pages 16, 19, 23, 25, and 29)  
Writing (pages 42, 45, 49-50, 52, 61, 68-70, and 72)  
Testing Accommodations (pages 74-77)  
Frequently Asked Questions (pages 82-86, 88-89, and 92-94)  
Appendices (pages 101-105, 107-109, 112-114, 117-118, and 145-146)

### **Replace/Add these pages**

Purple cardstock cover  
Purple cardstock spine  
Cover page  
Tabbed SDAA II Field Test page is page 147  
Tabbed SSI page is page 178  
Foreword (updated page 1)  
Table of Contents (updated pages 2-3 and 4a-4b)  
Introduction (updated pages 6-10)  
Reading and Mathematics (updated pages 16, 19, 23, 25, and 29)  
Writing (updated pages 42, 45, 49-50, 52, 61, 68-70, and 72)  
Testing Accommodations (updated pages 74-77a)  
Frequently Asked Questions (updated pages 82-86, 88-89, 92, 92a, and 93-94)  
Appendices (updated pages 101-105, 107-109, 112-114, 117-118, and 145-146)  
2004 SDAA II Field-Test Supplemental Section (pages 148-177)  
Student Success Initiative (SSI) Supplemental Section (pages 179-194)