



# RC DeSSA Exemption Requests

## Reasons:

As per the Test Administration Manual (TAM):

- Health concern with note from medical professional that student should not test due to medical condition (per HIPAA no details are necessary)
- Death in family and student could not be tested during window
- In adult prison
- Court ordered private placement
- Delivers baby shortly before or during testing

## Directions:

1. Obtain a medical note or letter from facility (in cases of placement).
2. Complete a fax cover page marked CONFIDENTIAL to Linda Birowski and Gerri Marshall
  - Include student name, ID, grade, school and your name.
  - List tests student needs to be exempted from be specific:
    - Smarter ELA PT, Smarter ELA CAT, OR Smarter ELA All
    - Smarter Math PT, Smarter Math CAT, OR Smarter Math All
    - SAT 11
    - DeSSA Science (grades 5, 8, or HS Biology)
    - DeSSA Social Studies (grades 4, 7, 11)
    - DeSSA Alt 1 (list subject(s))
3. **FAX-DO NOT SCAN to 633-1245**