

## AYP Appeal Procedures Guide

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### Accessing the Appeal Section in Test WES

- 1) By entering the Data/Data Submissions portion of MDE's website and selecting the Test WES application the user is brought to this page:

**Welcome to the MDE's password protected Web pages!**

**MDE-Account Login:**

If you have an MDE-Account, the same User ID and password for that account will work for all MDE Web pages. Access to some Web pages may require special permission from an MDE program area which you can request when attempting to access those web pages.

User ID:

Password:

**Login**

**NOTE : Please do not add (bookmark) this page to your browser favorites.**

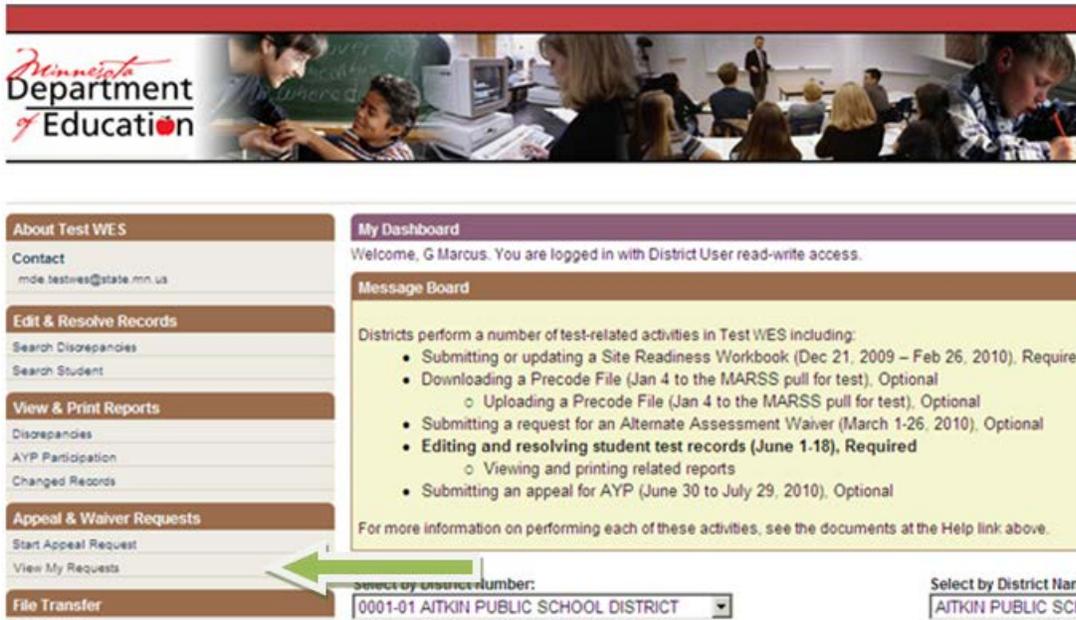
**Forgot your MDE-Account Information (UserId and/or Password and/or SecretAnswer)**

If you are registered, but forgot your MDE-Account information, [click here](#)

**Create new MDE-Account?**

If you do not have an MDE-Account user id and password and would like to register, please [click here](#)

- 2) Superintendent-authorized users can login to Test WES with their User ID and password.<sup>1</sup>
- 3) On the My Dashboard page of Test WES is the Appeal and Waiver Requests section. The contents of the page will change slightly as the passage of time moves from the Waiver request window (generally in March) to the Appeal request window (generally in July).



- 4) Within the Appeal and Waiver Requests section users can select either Start Request or View My Requests. District-level Authorizers (typically the district superintendent) have the additional option to select View Request Inbox. The View Request Inbox is where district-level Authorizers must go to authorize Appeal/Waiver requests so that MDE can consider them.

## Submitting an Appeal

- 1) Select Start Appeal Request (available to district users and superintendents/Authorizer role).



- 2) The Start Appeal Request screen will appear with asterisks designating the required fields. Enter the appropriate information in each field. (The only category available in March is the Alternate Assessment Waiver. Seven Appeal Request categories are active in July.)

<sup>1</sup>[Access Test WES](http://education.state.mn.us/MDE/SchSup/DataSubLogin/TestWES/index.html) [http://education.state.mn.us/MDE/SchSup/DataSubLogin/TestWES/index.html], select "Enter Test WES" and enter the User ID and password that you use for other secure MDE websites.



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Start Appeal Request

Please complete the appeal request form below. You may upload supporting documentation files on the next screen once this form has been saved.  
**NOTE: Saving a request does not automatically submit it. The Submit Request button on the next screen will submit your request for district authorization.**  
Disclaimer:  
 Superintendent-authorized appeal requests submitted via Test WES to MDE by 7/30/2009, providing substantiating documentation and justification per the identified appeal. Those remaining 7/30/2009 in Unsubmitted (drafts saved but not yet submitted) or Submitted (requiring authorizer review and approval) status with unsubstantiated evidence submissions, and will not be considered for appeal. MDE will not view draft appeals. Appeals need to be finalized and submitted by 4:00 p.m. Wednesday, July 30 2009. Last opportunity for follow-up clarification or technical assistance.

\* Submitter Information

\* Name:

\* Primary Phone Number:

\* Primary Email Address:

\* Position: Choose one...

Please verify that your primary contact information above is complete and correct. Update this information including your direct phone extension if applicable. When you are done, your primary contact information is complete and correct.

\* I certify that my primary contact information above is complete and correct.

---

Alternate Contact Information (optional)

Please provide alternate phone numbers and email addresses where we can contact you:

Choose one...

Choose one...

Choose one...

Users can see the AYP Results Summary report for their district/school by selecting “AYP Results Summary” as shown below. Users should indicate in the boxes below every area in which they are appealing a “B” (non- proficiency AYP status).

\* Impacted Organization

Please select the option below which best describes the impacted organization for this appeal. NOTE: Unless this appeal impacts your district or all schools in your district, you may impact a school.

Impacted District: 0001-01 AITKIN PUBLIC SCHOOL DISTRICT

Impacts district (not appealing for any school)

Impacts all schools in this district

Impacts a specific school in this district

Choose one...

\* Appeal Request Categories

Please select the appropriate category or categories for this appeal. If you suspect that your district/school has a basis for an Adequate Yearly Progress (AYP) appeal, but you need or what type of supporting information is needed, then please contact: [mde.testwes@state.mn.us](mailto:mde.testwes@state.mn.us) or call 1-888-487-9453 for assistance.

Accountability Measure: AYP

Data Appeal (e.g. missing tests, MARSS error)

NCLB Policy (Tell us which policy you are addressing: cite policy, rule, or functional specification.)

Test Administration Policy (Tell us which policy you are addressing: cite policy, rule, or functional specification.)

Test Administration Practices (e.g. technical system failure)

Extenuating Life Circumstances (e.g. bus strike, teacher strike, natural disaster)

Miscalculation

Small School (e.g. new small school without enough data points: less than 20 across year or grade)

If you selected either Data Appeal or Miscalculation above, please complete the following section. Otherwise, skip down to the Status Appealing section.

Data Type (only for Data or Miscalculation Appeals)

MARSS Data  Test Data  Lost/Missing Data

\* Status Appealing (at least one required for an Appeal)

2010 AYP Results Summary

| Participation  | Proficiency   |
|--|---|
| <b>A - All Students</b><br><input type="checkbox"/> Participation Math All Students<br><input type="checkbox"/> Participation Reading All Students   | <input type="checkbox"/> Proficiency Math All Students<br><input type="checkbox"/> Proficiency Reading All Students                                     |
| <b>B - American Indian/Alaskan Native</b><br><input type="checkbox"/> Participation Math American Indian/Alaskan Native<br><input type="checkbox"/> Participation Reading American Indian/Alaskan Native | <input type="checkbox"/> Proficiency Math American Indian/Alaskan Native<br><input type="checkbox"/> Proficiency Reading American Indian/Alaskan Native |

The next step is to enter a Short Description of your request for an appeal which is limited to 80 characters.

\* Appeal Explanation

Please provide an explanation of the reason for the appeal. Address every aspect of the appeal the school or district is making and include the details specified for the appeal category above. Provide evidence and documentation supporting the appeal.

\* Short Description: (Limited to 80 typed-in characters; no special characters allowed.)

\* Additional Explanation: (Limited to 8000 typed-in characters; no special characters allowed.  
Use **Upload File** on the following page to add any additional information that cannot be typed in here.)

Additional information can be provided in the Additional Information (keyed text only). Note that supporting documentation may also be uploaded by selecting Save Request, which brings users to the next page, where uploading of documents is presented as an available option.

- 3) Once an Appeal request is created and saved it can be edited, submitted or withdrawn by the party that created it. Once an Appeal request is submitted the district authorizer (typically the district superintendent) must take action on the request.
  - a. If the superintendent (Authorizer role) has not yet established an account with Test WES, there may be a message that the authorizer is unassigned. If that happens, the superintendent (Authorizer role) needs to set up Test WES access for the authorizer role. Contact the superintendent (Authorizer role) to notify them of the pending request submitted, which they will need to review and authorize before proceeding to MDE for consideration.



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My Appeal/Waiver Requests

Save Request Confirmation

This request has been saved. Proceed with adding supporting documents and Submit to initiate Superintendent review and authorization.

Select the appeal/waiver request you wish to review. Check the Action column for Required or Optional steps you can take.

| Request Date | Request Type | Impacted Organization                     | Short Description | Status      |
|--------------|--------------|---|-------------------|-------------|
| 05/14/2010   | Appeal       | 0001-01-000 AITKIN PUBLIC SCHOOL DISTRICT | test              | Unsubmitted |

Appeal/Waiver Requests Submitted: 1

Appeal/Waiver Request Details (detail for request selected in the list above)

|                         |                                       |                         |  |
|-------------------------|---------------------------------------|-------------------------|--|
| Request ID:             | 0001-01-000-2010-0000477              | Impacted Organization:  | Impacts district (not appealing for any school)          |
| Request Date:           | 05/14/2010                            | Request Status:         | Unsubmitted  |
| Submitter Name:         | [REDACTED]                            | Status Date:            | 05/14/2010   |
| Position:               | District Assessment Coordinator       | Request Type:           | Appeal   |
| Primary Phone Number:   | 651-666-7777                          | Accountability Measure: | AYP  |
| Primary Email Address:  | [REDACTED]                            | Appeal Categories:      | Data Appeal  |
| Cell Phone Number:      | [REDACTED]                            | Data Type:              | MARSS Data   |
| Impacted District:      | 0001-01 AITKIN PUBLIC SCHOOL DISTRICT | Status Appealing:       | 2010 AYP Results Summary Participation Math All Students |
| Short Description:      | test                                  |                         |  |
| Additional Explanation: | testing again                         |                         |  |

[Edit Request](#)
[Submit Request](#)
[Withdraw Request](#)

Supporting Documentation

[Upload File](#)

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- 4) Once the Appeal request has been submitted to the district authorizer (typically the district superintendent), the authorizer will find the pending request(s) in the View Request Inbox.

mde.testives@state.mn.us

**View Records**

[Search Discrepancies](#)

[Search Student](#)

**View & Print Reports**

[Discrepancies](#)

[AYP Participation](#)

[Changed Records](#)

[Appeals/Waivers](#)

**Appeal & Waiver Requests**

[View Request Inbox](#)

**Message Board**

Districts perform a number of test-related activities in Test WES including:

- Submitting or updating a Site Readiness Workbook (Dec 21, 2009 – Feb 26, 2010), Required
- Downloading a Precode File (Jan 4 to the MARSS pull for test), Optional
  - Uploading a Precode File (Jan 4 to the MARSS pull for test), Optional
- Submitting a request for an Alternate Assessment Waiver (March 1-26, 2010), Optional
- **Editing and resolving student test records (June 1-18), Required**
  - Viewing and printing related reports
- Submitting an appeal for AYP (June 30 to July 29, 2010), Optional

For more information on performing each of these activities, see the documents at the Help link above.

Select the appeal/waiver request you wish to review. Check the Action column for Required or Optional steps you can take.

| Request Date | Request Type | Submitter Name | Impacted Organization                     | Short Description           | Status    | Action       | Status I |
|--------------|--------------|----------------|---|-----------------------------|-----------|--------------|----------|
| 01/23/2009   |              |                | 0511-01-000 ADRIAN PUBLIC SCHOOL DISTRICT | Influx of unique students   | Withdrawn | Notification | 01/23/2  |
| 01/23/2009   |              |                | 0511-01-000 ADRIAN PUBLIC SCHOOL DISTRICT | We now host an ed center 50 | In Review | Notification | 01/28/2  |
| 01/29/2009   |              | v              | 0511-01-000 ADRIAN PUBLIC SCHOOL DISTRICT | v                           | Submitted | Required     | 01/29/2  |

Appeal/Waiver Requests in Inbox: 3

Appeal/Waiver Request Details (detail for request selected in the list above)

|                         |                                       |                         |   |
|-------------------------|---------------------------------------|-------------------------|---|
| Request ID:             | 0511-01-000-2009-0000244              | Impacted Organization:  | Impacts district (not appealing for any school) |
| Request Date:           | 01/29/2009                            | Request Status:         | Submitted                                       |
| Submitter Name:         | v                                     | Status Date:            | 01/29/2009                                      |
| Position:               | District Assessment Coordinator       | Request Type:           |   |
| Primary Phone Number:   | v                                     | Accountability Measure: | AYP   |
| Primary Email Address:  | v@v.com                               |                         |   |
| Impacted District:      | 0511-01 ADRIAN PUBLIC SCHOOL DISTRICT |                         |   |
| Short Description:      | v                                     |                         |   |
| Additional Explanation: | v                                     |                         |   |

Supporting Documentation

- 5) The authorizer has four options for any of the requests listed in the inbox:
  - a. Edit the data entered in the request by selecting the Edit Request button.
  - b. Upload any supporting documents for the request by selecting the Upload File button.
  - c. Deny the request.
  - d. Authorize the request by selecting the Authorize Request button.
  
- 6) MDE receives an Appeal request when your request reaches Authorized status. A status of In Review indicates that MDE review process has begun.

## Editing or Withdrawing an Appeal

- 1) If you want to withdraw your request, you can do it as long as the request has a status of Unsubmitted or Draft Submitted. Once the request is past Draft Submitted status, all changes to the appeal request must be communicated to the superintendent (Authorizer role), and made by the superintendent (Authorizer role).
  
- 2) Access the desired request through the View My Requests by selecting the desired request from the list to view Appeal Request Details.

**My Appeal/Waiver Requests**

Select the appeal/waiver request you wish to review. Check the Action column for Required or Optional steps you can take.

| Request Date | Impacted Organization                      | Short Description | Status      | Action   | Status Date |
|--------------|--|-------------------|-------------|----------|-------------|
| 3/4/08       | 0284-01-000 WAYZATA PUBLIC SCHOOL DISTRICT | This is a test    | Unsubmitted | Required | 3/4/08      |

Appeal/Waiver Requests Submitted: 1 [Back to Dashboard](#)

**Appeal/Waiver Request Details (detail for request selected in the list above)**

|                           |  |                                |                         |
|---------------------------|--|--------------------------------|-------------------------|
| <b>Request ID:</b>        | 0284-01-000-2008-0000066               | <b>Impacted School:</b>        | All Schools in District |
| <b>Request Date:</b>      | 3/4/08                                 | <b>Request Status:</b>         | Unsubmitted             |
| <b>Submitter Name:</b>    | Roger H Anderson                       | <b>Status Date:</b>            | 3/4/08                  |
| <b>Position:</b>          | District Assessment Coordinator        | <b>Request Type:</b>           | AYP                     |
| <b>Phone:</b>             | 651-562-8841                           | <b>Request Category:</b>       | [REDACTED]              |
| <b>Email:</b>             | [REDACTED]                             | <b>Special Ed Percentages:</b> | [REDACTED]              |
| <b>Short Description:</b> | This is a test                         | <b>Additional Explanation:</b> |                         |
| <b>Impacted District:</b> | 0284-01 WAYZATA PUBLIC SCHOOL DISTRICT |                                |                         |

[Edit Request](#) [Submit Request](#) [Withdraw Request](#)

**Supporting Documentation**

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- 3) Select "Edit Request" to make changes in the request, or on Withdraw Request to withdraw it.

## Following the Status of an Appeal

- 1) The person who submitted the request or the superintendent (Authorizer role) can track the status of an Appeal request. To track the status of a request, select View My Requests from the My Dashboard page.



**Test WES Tutorials**

**About Test WES**

**Contact**  
mde.testwes@state.mn.us

**Edit & Resolve Records**

**View & Print Reports**

**Appeal & Waiver Requests**  
Start Waiver Request  
View My Requests  
View Request Inbox

**File Transfer**  
Site Readiness Workbook  
Precode Sort File

**My Dashboard**  
Welcome, Greg L Marcus. You are logged in with Authorizer read-write access.

**Message Board**

Districts perform a number of test-related activities in Test WES including:

- Submitting or updating a Site Readiness Workbook (Dec 21, 2009 – Feb 26, 2010), Required
- Downloading a Precode File (Jan 4 to the MARSS pull for test), Optional
  - Uploading a Precode File (Jan 4 to the MARSS pull for test), Optional
- Submitting a request for an Alternate Assessment Waiver (March 1-26, 2010), Optional
- Editing and resolving student test records (June 1-18), Required
  - Viewing and printing related reports
- Submitting an appeal for AYP (June 30 to July 29, 2010), Optional

For more information on performing each of these activities, see the documents at the Help link above.

Select by District Number: 0001-01 AITKIN PUBLIC SCHOOL DISTRICT

Select by District Name: AITKIN PUBLIC SCHOOL DISTRICT 0001-01

**AITKIN PUBLIC SCHOOL DISTRICT**

**Site Readiness Workbook Upload History**

File name precode\_7MB.xls was submitted to MDE on Jan 14, 2010 3:01:33 PM by Chris Pane

File name Copy of srwb\_2009\_2396-01.xls was submitted to MDE on Jan 14, 2010 2:43:54 PM by Chris Pane

- 2) To see information for a specific request, highlight the desired request in the My Appeal Requests. Scroll down to the detail section of the screen to view the latest information.

The following information is available: Request Date, Short Description, Status, Action, and Status Date.

**Minnesota Department of Education**

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**My Appeal/Waiver Requests**

Save Request Confirmation  
This request has been saved. Proceed with adding supporting documents and Submit to initiate Superintendent review and authorization.

Select the appeal/waiver request you wish to review. Check the Action column for Required or Optional steps you can take.

| Request Date | Request Type | Impacted Organization                     | Short Description | Status  |
|--------------|--------------|---|-------------------|---------|
| 05/14/2010   | Appeal       | 0001-01-000 AITKIN PUBLIC SCHOOL DISTRICT | test              | Unsubmi |

Appeal/Waiver Requests Submitted: 1

**Appeal/Waiver Request Details (detail for request selected in the list above)**

|                         |                                       |                         |  |
|-------------------------|---------------------------------------|-------------------------|--|
| Request ID:             | 0001-01-000-2010-0000477              | Impacted Organization:  | Impacts district (not appealing fo                       |
| Request Date:           | 05/14/2010                            | Request Status:         | Unsubmitted  |
| Submitter Name:         | G Marcus                              | Status Date:            | 05/14/2010   |
| Position:               | District Assessment Coordinator       | Request Type:           | Appeal   |
| Primary Phone Number:   | 651-666-7777                          | Accountability Measure: | AYP  |
| Primary Email Address:  | [REDACTED]                            | Appeal Categories:      | Data Appeal  |
| Cell Phone Number:      | [REDACTED]                            | Data Type:              | MARSS Data   |
| Impacted District:      | 0001-01 AITKIN PUBLIC SCHOOL DISTRICT | Status Appealing:       | 2010 AYP Results Summary Participation Math All Students |
| Short Description:      | test                                  |                         |  |
| Additional Explanation: | testing again                         |                         |  |

[Edit Request](#) [Submit Request](#) [Withdraw Request](#)

**Supporting Documentation**

[Upload File](#)

## Superintendent's (Authorizer role) View Request Inbox

- 1) Superintendents (Authorizer role) should see an additional Waiver/Appeal selection on their My Dashboard titled View Request Inbox.

**About TestWES**

**Contact**  
[mde.testing@state.mn.us](mailto:mde.testing@state.mn.us)

**Appeal & Waiver Requests**

- [Start Request](#)
- [View My Requests](#)
- [View Request Inbox](#)

- 2) If the View Request Inbox doesn't appear in the superintendent's (Authorizer role) My Dashboard, the superintendent (Authorizer role) needs to request Authorizer/Read/Write access to Test WES. This can be done at the initial login site for all secure MDE website, the web page that appears when you choose Test WES at the Data Submission page.
  - a. At the View Your User Account at the bottom of the page, choose "click here."
  - b. Enter your User ID and password again and select "Login".
  - c. At the bar labeled, "List of roles of restricted websites you are authorized to use," choose "Modify access" for Test WES.

- d. At the new screen, fill in the bubble for “AuthorizeReadWrite.” A message will be sent to MDE and if the person is the superintendent (Authorizer role) according to our records, a return email will be sent saying that the request has been granted. The process may take up to 24 hours.
- 3) Once superintendents (Authorizer role) have been given Authorizer/Read/Write access, they can select View Request Inbox to view, edit, add to, authorize, or deny any pending district appeal/waiver request. Superintendents (Authorizer role) are co-owners of the submitted request and can change information in any request including adding or removing supporting documents prior to authorizing a request.

**Minnesota Department of Education**

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**My Appeal/Waiver Requests**

Save Request Confirmation  
This request has been saved. Proceed with adding supporting documents and Submit to initiate Superintendent review and authorization.

Select the appeal/waiver request you wish to review. Check the Action column for Required or Optional steps you can take.

| Request Date | Request Type | Impacted Organization                     | Short Description | Status  |
|--------------|--------------|---|-------------------|---------|
| 05/14/2010   | Appeal       | 0001-01-000 AITKIN PUBLIC SCHOOL DISTRICT | test              | Unsubmi |

Appeal/Waiver Requests Submitted: 1

**Appeal/Waiver Request Details (detail for request selected in the list above)**

|                         |                                       |                         |   |
|-------------------------|---------------------------------------|-------------------------|---|
| Request ID:             | 0001-01-000-2010-0000477              | Impacted Organization:  | Impacts district (not appealing for                         |
| Request Date:           | 05/14/2010                            | Request Status:         | Unsubmitted   |
| Submitter Name:         | G Marcus                              | Status Date:            | 05/14/2010  |
| Position:               | District Assessment Coordinator       | Request Type:           | Appeal  |
| Primary Phone Number:   | 651-666-7777                          | Accountability Measure: | AYP   |
| Primary Email Address:  | [REDACTED]                            | Appeal Categories:      | Data Appeal   |
| Cell Phone Number:      | [REDACTED]                            | Data Type:              | MARSS Data  |
| Impacted District:      | 0001-01 AITKIN PUBLIC SCHOOL DISTRICT | Status Appealing:       | 2010 AYP Results Summary<br>Participation Math All Students |
| Short Description:      | test                                  |                         |   |
| Additional Explanation: | testing again                         |                         |   |

[Edit Request](#) [Submit Request](#) [Withdraw Request](#)

**Supporting Documentation**

[Upload File](#)

- 4) Once a superintendent (Authorizer role) authorizes a request, the only further action the superintendent (Authorizer role) can take on the request is Recall Request or View File.



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My Appeal/Waiver Requests

Save Request Confirmation

This request has been saved. Proceed with adding supporting documents and Submit to initiate Superintendent review and authorization.

Select the appeal/waiver request you wish to review. Check the Action column for Required or Optional steps you can take.

| Request Date | Request Type | Impacted Organization                     | Short Description | Status  |
|--------------|--------------|---|-------------------|---------|
| 05/14/2010   | Appeal       | 0001-01-000 AITKIN PUBLIC SCHOOL DISTRICT | test              | Unsubmi |

Appeal/Waiver Requests Submitted: 1

Appeal/Waiver Request Details (detail for request selected in the list above)

|                         |                                       |                         |   |
|-------------------------|---------------------------------------|-------------------------|---|
| Request ID:             | 0001-01-000-2010-0000477              | Impacted Organization:  | Impacts district (not appealing for                         |
| Request Date:           | 05/14/2010                            | Request Status:         | Unsubmitted   |
| Submitter Name:         | G Marcus                              | Status Date:            | 05/14/2010  |
| Position:               | District Assessment Coordinator       | Request Type:           | Appeal  |
| Primary Phone Number:   | 651-666-7777                          | Accountability Measure: | AYP   |
| Primary Email Address:  | [REDACTED]                            | Appeal Categories:      | Data Appeal   |
| Cell Phone Number:      | [REDACTED]                            | Data Type:              | MARSS Data  |
| Impacted District:      | 0001-01 AITKIN PUBLIC SCHOOL DISTRICT | Status Appealing:       | 2010 AYP Results Summary<br>Participation Math All Students |
| Short Description:      | test                                  |                         |   |
| Additional Explanation: | testing again                         |                         |   |

[Edit Request](#)

[Submit Request](#)

[Withdraw Request](#)

Supporting Documentation

[Upload File](#)